



**OFFSHORE TECHNOLOGY CONFERENCE  
EXHIBIT SPACE AGREEMENT  
2-5 May 2016 • NRG Park • Houston**

**Priority 1-350 Advanced Exhibit Space Selection**  
Contract Deadline: 16 March 2015  
**Priority 351-664 On-Site Exhibit Space Selection**  
Begins 4 May 2015  
**Priority 665-721 Post-Show Space Selection**  
Contract Deadline: 18 May 2015

This is an application for exhibit space at the 2016 Offshore Technology Conference (OTC) in Houston, Texas, ("Event"), which will become a binding agreement ("Agreement") if the potential exhibitor satisfies the OTC exhibitor requirements and if such application is accepted by OTC. We, the undersigned company (the "Exhibitor") hereby make application to participate as an exhibitor in the Event. We request OTC to reserve exhibit space for our use at the Event. We understand that specific booths will be assigned, to the extent available, based on the existing Priority Number System, and then on a first-come, first-served basis.

**Preferred Booth Locations:** (All 5 Preferred Booth Locations must be completed. If all 5 locations are not complete, exhibitor forfeits the right to be contacted if selections are no longer available. In such case, OTC reserves the right to place the exhibitor in a like configuration in the best available location.)

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**Space Requirements:** (Minimum 100 sq. ft. (10' x 10') indoor, Island Booth minimum 20' x 20', and outdoor minimum 200 sq. ft. (10' x 20') with exception of covered 10 x 10s)

SPACE	AREA	COST
<input type="checkbox"/> NRG Center Indoor	Depth: _____ X Frontage: _____ = Total Square Feet _____	USD 36 per sq. ft.
<input type="checkbox"/> NRG Arena Indoor	Depth: _____ X Frontage: _____ = Total Square Feet _____	USD 32 per sq. ft.
<b>Outdoor</b>	Depth: _____ X Frontage: _____ = Total Square Feet _____	
<input type="checkbox"/> Outdoor Cement	>75 lbs per sq ft	USD 22 per sq. ft.
<input type="checkbox"/> Outdoor Asphalt	<75 lbs per sq ft	USD 15 per sq. ft.
<input type="checkbox"/> Outdoor Covered – Linear	lbs per sq ft dependent upon location	USD 19 per sq. ft.
<input type="checkbox"/> Outdoor OTC Pavilion	<200 lbs per sq ft; no single piece of equipment >2000 lbs	USD 36 per sq. ft.
<b>Outdoor OTC Parkway 4-day Hospitality Lounges:</b>	<input type="checkbox"/> 20x20 Hospitality Lounge USD 22,200 <input type="checkbox"/> 30x30 Hospitality Lounge USD 48,015	<input type="checkbox"/> 20x30 Hospitality Lounge USD 35,640 <input type="checkbox"/> 30x40 Hospitality Lounge USD 54,540

**Requested Exhibit Configuration:**  Linear  Island  Peninsula **Which Is More Important to You:**  Location  Corner

Total Square Feet Requested \_\_\_\_\_ x USD \_\_\_\_\_ per square foot = USD \_\_\_\_\_  
**TOTAL EXHIBIT SPACE COST** = USD \_\_\_\_\_  
 Minimum 25% Deposit Due On or Before 3 July 2015 = USD \_\_\_\_\_  
 100% Due On or Before 15 January 2016 = USD \_\_\_\_\_

**EXHIBITOR INFORMATION:**

EXHIBITING COMPANY		P.O. # IF APPLICABLE		FIRST TIME EXHIBITOR? YES <input type="checkbox"/> NO <input type="checkbox"/>	
MAILING ADDRESS			CITY/STATE/PROVINCE, ZIP/POSTAL CODE, COUNTRY		
COMPANY PHONE NUMBER		COMPANY FAX NUMBER		COMPANY WEB ADDRESS	
PRIMARY CONTACT (will receive show mailings)	TITLE	PHONE NUMBER	E-MAIL ADDRESS	CELL PHONE NUMBER	
MARKETING CONTACT	TITLE	PHONE NUMBER	E-MAIL ADDRESS	CELL PHONE NUMBER	
CORPORATE DIVISIONS (NOT PRODUCT LINES) TO BE LISTED IN THE OFFICIAL PROGRAM (Attach separate sheet if necessary)					
DESCRIPTION OF PRODUCT AND/OR SERVICES TO BE DISPLAYED					
COMPANIES FROM WHOM WE DESIRE BOOTH SEPARATION. OTC will make every effort to accommodate your request, but cannot guarantee separation.					

**PROVISIONS:**

A. **Authority and Qualification.** The individual signing this Agreement agrees and warrants that (i) he/she has the authority to bind contractually the organization applying for exhibit space and (ii) the product brought to be exhibited qualifies for the exhibition. If OTC, at any time, determines, in its sole discretion, that the product does not qualify for the exhibition, OTC can cancel the space and Agreement without any refunds and liability to Exhibitor.

B. **Agreement.** These provisions, the additional provisions attached hereto, **OTC 2016 Exhibit Regulations** and the Exhibitor Services Manual, including any additions and amendments thereto that may hereafter be established by OTC, are part of this Agreement and become binding upon Exhibitor, its employees and agents, upon acceptance of this Agreement by OTC. Any and all matters and questions not specifically covered by the provisions in this Agreement or in the official Exhibit Regulations shall be subject to the sole discretion of OTC and may be amended at any time by OTC in the overall best interest of the Event and, upon notice thereof, shall be binding on Exhibitor equally with the other provisions in this Agreement.

**ACCEPTED BY:**

**X**

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE	DATE	OTC EXHIBITS MANAGER	DATE
Please make checks payable to Offshore Technology Conference in U.S. funds and mail to:		Offshore Technology Conference 222 Palisades Creek Drive, Richardson, TX 75080-2040 U.S.A	Telephone: +1.972.952.9494 Facsimile: +1.866.491.7171

**FOR OTC MANAGEMENT USE ONLY**

Company #	Priority	Contract Received	Deposit Received
Assigned Booth #	T.S.F.	Dimension	Check #

**PAYMENT BY CREDIT CARD:**

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Diners Club	CREDIT CARD NUMBER	EXP. DATE
NAME AS IT APPEARS ON CARD	AUTHORIZED SIGNATURE (Must sign contract)	AMT. OF CHARGE
BILLING ZIP/POSTAL CODE	SECURITY CODE	
COMPANY NAME	COMPANY PHONE NUMBER	

## 1. CHARACTER; RESERVATION OF RIGHTS

- a. **Character.** The Offshore Technology Conference is undertaken by the sponsoring organizations primarily for the technical education of their members. To provide the best possible atmosphere to discuss the technical application of the equipment and services displayed, each Exhibitor agrees to (i) exhibit only products which it manufactures, represents, or distributes, which comprise materials, equipment, apparatus, systems, services, and other component products applicable to advancing the engineering and scientific knowledge and development of energy resources and environment and (ii) display such products or services in a tasteful manner so as to describe and depict the advantages of using such products or services.
- b. **OTC Rights.** OTC reserves the right, in its sole and unfettered discretion, to: (i) determine the eligibility of Exhibitors, exhibits, and products displayed for the Event; (ii) reject, prohibit, or remove exhibits or Exhibitors which OTC considers objectionable, inappropriate, disruptive, or offensive to OTC, other Exhibitors, or Event attendees; (iii) change or modify the layout of the Event and/or relocate exhibits or Exhibitors; (iv) cancel, in whole or in part, the Event due to an event beyond the reasonable control of OTC—including, but not limited to, casualty, explosion, fire, lightning, utility interruption, flood, weather, epidemic, hurricane, tornado, earthquake or other Acts of God, or any law, ordinance, rule or regulation, acts of public enemies, strikes, riots, or civil disturbances ("Force Majeure Event"); (v) change, within reasonable limits, the date, location, and duration of the Event; without any liability to OTC, the Society of Petroleum Engineers (SPE), OTC Sponsoring Organizations, their respective officers, directors, employees, agents, and each of them (collectively "Indemnitees"); (vi) from time to time to establish and amend or modify any regulations governing use of the facility and the Event; and (vii) determine whether an Exhibitor has violated any Exhibit Regulations or other Exhibit rules.

## 2. PAYMENT/CANCELLATIONS/SPACE REDUCTION

- a. **No Deposit.** Exhibit Space Agreements received prior to 3 July 2015 need not be accompanied by a deposit. 25% deposit must be submitted to OTC on or before 3 July 2015.
- b. **25% Deposit.** Exhibit Space Agreements received between 3 July 2015 and 15 January 2016 must be accompanied by a minimum 25% deposit. Exhibit Space Agreement without required payment will delay assignment. Exhibitors who have not paid their 25% deposit by 3 July 2015 are subject to having their booth cancelled and reassigned by OTC Show Management
- c. **Full Payment.** Exhibit Space Agreements received after 15 January 2016 must include full payment for the size booth requested. Exhibit Space Agreement received without required payment **will not** be processed nor exhibit space confirmed. Exhibitors who are **not** paid in full by 15 January 2016 will have one point deducted from their total priority points. OTC reserves the right to cancel and reassign any exhibit space for which an invoice remains unpaid after invoice due date. Exhibitor will not be allowed to begin move-in operations or be listed as an Exhibitor in the Conference Program until full payment and a duly executed Exhibit Space Agreement has been received by OTC.
- d. **Reduction in Space.** After space has been confirmed and accepted, a reduction in space is considered a cancellation and will be governed by the same policies as outlined below. Reduction in space can result in relocation of exhibit space at the discretion of OTC.
- e. **Cancellation.** Should an exhibitor cancel from the Exhibition, the following shall apply:
1. If Exhibitor cancels prior to 3 July 2015, the exhibitor will receive a full refund. If an Exhibitor who has submitted an Exhibit Space Agreement after 3 July 2015 cancels between time of application and seven (7) days after initial space assignment date, the exhibitor will receive a full refund.
  2. If Exhibitor cancels between 3 July 2015 and 15 January 2016 Exhibitor will be assessed a cancellation penalty equal to 25% of the total cost of cancelled/returned exhibit space.
  3. If Exhibitor cancels after 15 January 2016, Exhibitor will be assessed a cancellation penalty equal to 100% of the total cost of cancelled/returned exhibit space. If Exhibitor cancels/reduces after 15 January 2016 with an outstanding balance due, Exhibitor remains responsible for the entire balance due, plus reasonable attorney's fees to collect. Exhibitor will not be permitted to participate in future OTC events until all outstanding balances are collected.
  4. No refunds will be processed after 15 January 2016. No cancellations shall be acknowledged unless received in writing by OTC. The date upon which the notice of cancellation is received shall apply as the official date of cancellation. Upon Exhibitor notification of cancellation, OTC has the right to resell the space vacated.
- f. **Event Ruling:** If Exhibitor fails to utilize the exhibit space and/or the space is vacant at the time of the published deadline for completion of installation, OTC reserves the right to consider the space to be cancelled and vacated. All requests for installations beyond the published installation completion deadline must be submitted to OTC in writing. Approval of late installation requests are at the discretion of OTC. Should OTC not be notified in writing, OTC reserves the right to resell the cancelled space and the contract will become null and void.

## 3. CHANGE OF EXHIBIT FLOOR PLAN OR SPACE ASSIGNMENT

- a. **Exhibit Space Assignment.** Exhibit space is assigned based on the OTC Priority Point System, then a first-come, first-served basis. OTC shall assign the exhibit space for the period of the Event only and does not imply that the same or similar space will be held or offered for future Events. Upon official space assignment, Exhibitor will receive a Booth Confirmation Notice. Exhibit space assigned shall be deemed accepted by Exhibitor unless reflected in writing to OTC.
- b. **Changes to Exhibit Floor Plan or Space Assignment.** OTC reserves the right to change the floor plan design at any time and without notice. OTC may also move Exhibitor to another location prior to or during the Event, if such change is deemed to be in the overall best interest of the exhibition by OTC in its sole discretion.

## 4. ASSIGNMENT; SUBLETTING SPACE

Exhibitor shall not assign, sublet, or appoint the whole or any part of the space allotted to them, nor permit any other person or party to exhibit therein, any other goods, apparatus, etc., not manufactured or distributed by the exhibitor in the regular course of his business except upon prior written consent of OTC.

## 5. ITEMS INCLUDED IN THE COST OF EXHIBIT SPACE

- a. Standard booth draping (8-ft. high back wall and 3-ft. side rails) and an identification sign (7x44 inch) listing company name and booth number will be provided to all indoor linear booths and outdoor linear Pavilion booths. Any additional draping used must comply with Event color scheme and the published fire safety regulations.
- b. Crated shipments, machinery or equipment delivered to the NRG Center by trucks (other than vans) will be handled as outlined below and further detailed in the Exhibitor Services Manual as part of exhibit space rental fee.
- Before Exhibition**—truck unloading, delivery to booth, and crate storage  
**After Exhibition**—crate return to booth, crate removal and reloading.
- c. Outdoor Exhibit Space fees include rental and freight handling as described above. No other equipment or service is provided.
- d. Nightly vacuuming of the exhibit floor is included in space rates for indoor and OTC Pavilion space only. (Exception: If exhibitor's booth remains covered or cordoned off on Sunday morning, any vacuuming necessary on Monday morning will be at the expense of the exhibitor). Additional cleaning services are available as outlined in the Special Cleaning form included in the Exhibitor Services Manual.
- e. Five Complimentary Exhibitor Registrations per 100 square feet of exhibit space will be allotted to each contracted company for purpose of registering booth personnel.
- f. Discounted Exhibitor Registration rates for additional booth personnel.
- g. Company listing in official Conference Program.
- h. OTC will carpet all major aisles of indoor and OTC Pavilion exhibit halls.

## 6. LIMITATION OF LIABILITY

Indemnitees may be held liable for loss, injury, or damages sustained by Exhibitor or Exhibitor's personnel (i.e., Exhibitor's agents, servants, invitees, guests, or employees) only to the extent such loss, injury, or damages are solely caused by the gross negligence or willful misconduct of Indemnitees or its agents or employees, and not otherwise. Indemnitees shall not be responsible for any loss of business, loss of profits, injury, damage, or expense, of whatever nature that the Exhibitor may suffer due to Event cancellation as a result of a Force Majeure Event or other conditions that render the Event impracticable in Indemnitees' sole determination. In no event will Indemnitees' liability exceed the amount paid to OTC by Exhibitor under this Agreement. Under no circumstances will Indemnitees be liable to Exhibitor for indirect, incidental, consequential, special, or exemplary damages (even if OTC has been advised of the possibility of such damages) arising from any provision of this Agreement, including but not limited to, the exercise by OTC of any of its rights under this Agreement.

## 7. INSURANCE

Insurance for fire, property, public liability, and theft must be taken out by Exhibitor at its own expense. The insurance is to cover the full period of occupancy of the premises by Exhibitor, its agents and employees.

## 8. EXHIBITOR SERVICES

To ensure the configuration of a smooth installation, dismantling and operation during the Exhibition, OTC Official Contractors will be appointed. Although full-time employees of Exhibitor-Appointed Contractors, other than the OTC Official Contractors, may be authorized to gain access to exhibition areas, Exhibitors are urged to obtain required labor and services from OTC Official Contractors. No Exhibitor-Appointed-Contractors may be used for services noted as exclusive on the Event Official Contractor List.

## 9. LEAD/DATA RETRIEVAL SYSTEMS

Exhibitor understands and agrees that in exchange for its payment, it will receive solely the right to use the exhibit space. Exhibitor may use the Official Contractor for Lead/Data Retrieval System to collect information regarding persons who visit its exhibit space. The information collected with the Lead/Data Retrieval System however, is for the sole use of the company or business organization that collects it. Exhibitor understands and agrees that (i) under the terms of its license, it may not attempt to develop a compilation of attendees and/or other participants of the Event by exchanging any lead information collected at the Event with other attendees, exhibitors and/or other participants at the Event or with third parties not associated with OTC and (ii) the compilation of the attendees and/or other participants of the Event is sole property of OTC and that OTC offers that compilation for sale. Exhibitor agrees that it will not use any lead data collected at the Conference to attempt to develop a compilation of attendees and/or participants that would be competitive to, or could be used in lieu of, the compilation that OTC offers for sale.

## 10. EXHIBITOR SERVICE MANUAL

Approximately 4 months from the Exhibition, OTC will prepare an Exhibitor Services Manual which will be produced electronically and available on the official OTC website. The Exhibitor Services Manual will include information integral to participation at the Exhibition, including, but not limited to additional exhibitor rules and regulations, official contractor order forms, registration, shipping and drayage, utilities and building services, exhibitor display rules, etc.

## 11. PHOTOGRAPHY/VIDEOGRAPHY

Exhibiting personnel found in violation of the Photography/Video/Audio Recording Regulations specified in the Exhibitor Services Manual are subject to removal from OTC and to have their photography equipment or devices confiscated in order to remove all photos or video images. Multiple offenses by Exhibitor will subject the company to having their staff being removed from OTC. This will also subject Exhibitor to losing priority points, including and up to losing the ability to exhibit at future OTC events.

## 12. GENERAL

- a. **Survival.** All provisions of this Agreement which by their nature should survive termination will survive, including without limitation, accrued rights to payment, indemnity, limitation of liability and Exhibitor's obligations as provided in Section 6.
- b. **Governing Law and Jurisdiction.** This Agreement will be construed and enforced in accordance with the laws of the State of Texas. The parties submit to exclusive jurisdiction to the federal and state courts of Collin County, Texas.
- c. **Severability.** If any portion of this Agreement is held to be invalid or unenforceable, all other terms and conditions shall remain in full force and effect.