



## **SPETT 2018 EXHIBIT REGULATIONS**

### **PROVISION BY SPETT**

SPETT shall provide:

- Space Only
- 110V outlet if required, max 7 amps
- Table (skirted)
- Two Chairs
- Five (5) Exhibitor Passes (entitled to breaks only, NOT lunch or conference)

### **CHARACTER OF EXHIBIT**

To provide the best possible atmosphere to discuss the technical application of the equipment and services displayed, each exhibitor agrees as follows:

- To exhibit only products, which it manufactures, represents or distributes, which comprises of materials, equipment, apparatus, systems, services and other component products applicable to advancing the engineering and scientific knowledge and development of the petroleum industry.
- No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted, nor exhibit therein, 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 business.
- All exhibits must be manned by at least one company representative during official Show hours specified. Exhibit space must be maintained in a neat orderly manner throughout the exhibition, and no dismantling may begin before the official closing hour on the final day of the exhibition. Early tear down is not allowed.
- To refrain from the performance of any act that affects a sale of any of the products or services being displayed or that constitutes a necessary step of affecting such sales. The prohibited acts shall include but are not limited to: (a) The actual sale of products in return for cash, check or other legal tender received at the exhibit; and (b) The execution of contracts or other documents that effect a sale of products or services, whether or not accompanied by receipt or a deposit thereon, for delivery



## SPETT 2018 EXHIBIT REGULATIONS

of an interest in the products or services being displayed for the purpose of contacting such person after the exhibition.

- In difference to fellow exhibitors and to the professional people who constitute the exhibit audience, exhibitors are specifically prohibited from employing any animal or human from operating such noise creating device as bells, horns, or megaphones. Sounds or music within a confines of the exhibit booth and should not disrupt the activities of the neighboring exhibitors. Exhibitors are responsible for obtaining all necessary licenses or permits to use music, photographs or other copyrighted material in the exhibitor's booth or display. Costume personnel must be appropriately clad and must remain within the exhibitor's booth space except when necessarily arriving and leaving the booth or exhibition area.
- Arrangements for all food and beverage must be purchased through SPETT. The regulation pertains to both food and beverage for staff consumption as well as to food and beverage distributed from booth during show hours. Beverages include alcohol beverages, soft drinks, coffee, bottle water etc.
- Samples, souvenirs and advertising material may be distributed by the exhibitor only from within their booth. Balloons (included helium) and stickers are prohibited. (Handouts with gummed backing adhere or cause adhesion are considered stickers.)
- Exhibitors who have purchased a sponsorship may not distribute their collateral materials to other exhibitors booths.
- Equipment must be arranged so that show visitors do not block aisle while examining equipment or watching demonstration. Strolling entertainment or moving advertisement outside of the exhibitor's exhibit space is prohibited. Normal aisles traffic cannot be blocked at anytime. Should TV / plasma / LCD screens placed on the outside walls or outer edge of an exhibit result in blockage of traffic, SPETT reserves the right to insist that the screen(s) in question be turned off.
- SPETT is sensitive to the time, effort and cost related to the success of the conference by exhibitors, and therefore expressly forbids the solicitation of goods and services, distribution of literature, promotional items or souvenirs by anyone other than registered exhibitors. Anyone observed to be soliciting business in the aisles or other public areas or in other company's booth will be asked to leave immediately. Please report any violations you may observe to the secretariat.
- Official Show Hours: 6:00 am to 6:00 PM hours



## SPETT 2018 EXHIBIT REGULATIONS

- The use of bicycles, roller skates, roller blades and /or motorized or manually operated scooters (including segways) is strictly prohibited in the exhibit area at all times.
- **SPETT reserves the right to remove offending persons from the Exhibit Floor and with repeated offenses to close an Exhibiting Company's booth for violation of the aforementioned rules.**

### EXHIBIT BOOTH DISPLAY REGULATIONS

- Any portion of a display that extends above or beyond that of the booth adjoining to the rear or side must be finished with paint or drape at the exhibitor's expense. Any portion of your booth facing an aisle must be finished.
- The penetrating of floors, walls, ceilings or trim will not be permitted; neither may any holes be drilled in any portion of The Hyatt. Displays must be freestanding and not rely on any part of the exhibit facility other than the floor to support.
- Exhibitors must adhere to the following suggested minimum guidelines when determining booth lighting:
  - No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intended to use hanging light systems should submit drawings to exhibition management for approval.
  - Lighting including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
  - Lighting which is potentially harmful, such as lasers or ultraviolet lighting should comply with facility rules and be approved in writing by SPETT.
  - Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.



## SPETT 2018 EXHIBIT REGULATIONS

- No exhibitor shall in any manner obstruct an exit, aisle, restroom or easement at any time. In all cases, exits and fire connections must be clearly identifiable.
- All exhibits displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation / dismantling equipment.
- Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them.
- No operating machinery allowed.
- Exhibitors are strictly prohibited from installing their own electrical wiring.
- Exhibits displays are subject to inspection by SPETT and may require modification to meet safety standards.
- **NOISE LEVELS:** Mechanical reproduction of sound or music relating to an exhibit, or noise generated by production demonstrations shall be kept at a sufficiently low volume so as not to project beyond the confines of the exhibitor's booth and should not disturb the activities of the neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than the aisles.
- SPETT reserved the right to impose limitation on noise levels and any method of operation, which becomes objectionable. Any sound that consistently exceeds 80 decibels measured at the edge of an exhibitor's booth is considered objectionable. However, continuous, monotone sound less than 80 decibels can also be a problem. SPETT reserves the right to determine at what point sounds constitutes interference with others and must be discontinued
- Should SPETT receive complaints regarding the level of sound, the exhibitor will be asked to reduce the audible level. If the exhibitor does not comply and or the complaints continue, the exhibitor will be notified that the sound or music performance must be discontinued or may be subject to dismissal from the exhibitor floor.
- **SECURITY:** SPETT will provide appropriate security in order to ensure the safety of its attendees and exhibitors. SPETT assumes no responsibility for loss, damage or theft



## SPETT 2018 EXHIBIT REGULATIONS

incurred to any exhibit or property of the exhibitor. SPETT recommends that exhibitors consider the benefits of securing individual security guards for the exhibit. Exhibitor Booth security may be ordered through SPETT. Unauthorized persons will not be permitted to enter or remain in the exhibit areas after closing hours; however, certain authorized persons may have access to the exhibit areas at any time.

- **INSURANCE:** Insurance for fire, public liability and theft must be taken out by each exhibitor at its own expense. The insurance is to cover the full period of occupancy of the premises by the exhibitor, its agents and employees.
- **CLEANING AND DISPOSAL OF USED/EXCESS MATERIALS:** Each exhibitor must keep its exhibit clean and properly dispose of all refuse. All used or left over materials resulting from delivery, installation and removal activities of the exhibitor shall be disposed of at the exhibitor's expense. In addition, **exhibitors are responsible for the removal and disposal of left over materials utilized in their space.**
- Exhibitors are liable for any damage they cause (or third party authorized by them) to the walls, floors, columns, doors, windows, etc., during the installation, operating and dismantling of their exhibits.

### BOOTH INSPECTION DEADLINE

- **The installation of all exhibits must be complete by 8:00 PM on Sunday June 24<sup>th</sup>, 2018.** No installation will be allowed after 8:00 PM without approval by SPETT. Approval of late installation requests is at the discretion of SPETT.

### REMOVAL OF BOOTHS

- Removal of booths shall be conducted after 6:00 PM on Tuesday 26<sup>th</sup> June 2018 and must be completed by 10:00 PM.

### EXHIBITOR RESPONSIBILITIES



## **SPETT 2018 EXHIBIT REGULATIONS**

- Exhibiting companies are responsible for advising SPETT of their hired Exhibitor-Appointed Contractors' company name, contact information, and a description of the service(s) the EAC will be providing for the exhibiting company.
- Exhibiting company must complete and submit the information no later than May 25<sup>th</sup>, 2018. Submittal after this deadline may not allow adequate time to obtain necessary paperwork from the EAC and result in delays onsite.

### **GOOD NEIGHBOUR POLICY**

Any exhibitor using audio/video content in their booth for the purpose of demonstration equipment/services agrees that such content shall be appropriate for a general audience, and agrees to refrain from using content that may be considered offensive to such an audience. In the event of a complaint from any person regarding the content or noise level by an exhibitor, SPETT will investigate the complaint. Should SPETT determine the content to be offensive or in excess of appropriate noise levels, exhibitor agrees to cease using such content or noise making device. Repeated violations of this policy can, at SPETT's discretion, result in expulsion from the show.

### **PHOTOGRAPHY/VIDEO/AUDIO RECORDING REGULATIONS**

The following guidelines apply for exhibitors and press photographers at SPETT:

- No audio or video recording or still photography may occur without SPETT permission.
- Attendees are not permitted to shoot videos or photos anywhere at SPETT. Please inform any attendee or any unauthorized photographer who is shooting photos or videos of your exhibition or equipment that photography is not permitted. If you see attendees who are using cameras of any sort (including phones cameras) in the exhibition area or anywhere else at SPETT, please contact your floor manager or SPETT security.
- Exhibitors are permitted to shoot videos or take photographs under the following guideline:



## **SPETT 2018 EXHIBIT REGULATIONS**

- In their own booth for promotional use at any time the exhibition is open, without seeking SPETT's permission.
- Exhibitors are NOT permitted to shoot anywhere else on the SPETT exhibition floor or anywhere else throughout the conference.
  - When shooting photography or video in their booth, no other exhibitor's booth may appear in the shot.
  - After-hours photography or video are not permitted without making arrangements in advance with SPETT exhibit staff.

Exhibitors are responsible for all their company personnel and as such are responsible for communicating these Exhibit Regulations, as well as all rules to their employees. Exhibiting personnel found in violation of the Photography/Video/Audio Recording Regulations as subject to remove from SPETT and to have their photography equipment or devices confiscated in order to remove all photos or video images. Multiple offences by the same company will subject that company to have their booth closed for the remainder of the venue and all of their personnel being removed from SPETT.