



28th Annual International Operating Conference & Trade Show
Job Fair Rules & Regulations – Information for Job Fair Employers
George R. Brown Convention Center • June 11, 2008

The Independent Liquid Terminals Association (ILTA), its officers, employees, and agents involved in the management of the Conference & Trade Show shall have full authority to interpret and enforce all rules and regulations governing Job Fair Employers. All matters and questions not specifically addressed in the rules shall be subject to final determination by ILTA. The rules may be amended at any time by ILTA upon written notice by ILTA to Employers.

ILTA reserves the right to evict any person who does not abide by the rules and regulations established for this event. In addition, failure to comply with these policies may result in loss of priority as an Employer and/or exclusion from future trade shows.

Cancellation of Trade Show/Force Majeure

It is mutually agreed that in the event of cancellation of the ILTA Trade Show due to acts of God, government regulation, disaster, strikes, civil disorder, damage to the facility and/or its environs, major construction at the facility, or some emergency making it inadvisable, illegal, or impossible to provide accommodations and/or meeting facilities, or for attendees to reach the meeting site in the foregoing circumstances, this agreement shall be terminated and ILTA will determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and commitments already made.

Employer Eligibility

ILTA reserves the right to determine the eligibility of any Employer. Exhibits and the conduct of Employers are subject to ILTA's approval. ILTA reserves the right to require modification of any exhibit that is not appropriate for ILTA's bulk liquid terminal industry trade show. This applies to displays, literature, advertising, novelties, souvenirs and the conduct of representatives. The acceptance of an Employer does not indicate an endorsement by ILTA of any company, equipment, supply, or service.

Exhibit Operations & Activities

- Tabletop space must be staffed by at least one responsible company representative at all times during show hours.
- Exhibits may not be taken down prior to 2:00 PM on Wednesday, June 11.
- Employers must confine their activities to the space for which they have contracted. Strolling entertainment is prohibited. Souvenirs/samples may be distributed only from the confines of the booth.
- Employers may not use amplifying equipment that is distracting to the atmosphere of the exhibition or annoying to neighboring Employers. No music of any kind is permitted in the exhibit areas.
- No food or beverage service other than that provided by the convention center/hotel is allowed anywhere on the premises.
- All tabletops must be kept clean to the satisfaction of ILTA. If necessary, ILTA may request booth cleaning and bill the Employer.
- For their own protection, minors are not permitted in the exhibit area at any time.
- Employers will abide by all laws, rules, regulations, and ordinances of any and all government authorities and those of the facility, and agree that said laws, rules, regulations, and ordinances supersede any rights of the Employer.
- ILTA has the right to impose further reasonable rules and restrictions that it deems necessary.

Tabletop Displays

Advertising, logos, and displays are not to exceed 8 feet in height. Equipment and/or products that stand on the exhibit floor and exceed 8 feet are permissible provided that they clear the ceiling. No exhibit may exceed 4½ feet in height if it extends over 5 feet forward from the back drape. Freestanding back walls must be within 18" of the back drape. These requirements are necessary to provide visual access to all tabletops. All unfinished parts of a display/exhibit that are exposed and facing an aisle or neighboring Employer must be curtained off at the Employer's expense.

Checking in with Show Management

All Employers must check in at the Registration Desk during the trade show on Tuesday, June 10, or by 7:00 am on Wednesday, June 11. Unclaimed tabletop space may be awarded to other Employers. If this occurs, the "no-show" Employer will not be entitled to a refund of the exhibit fee.

Subletting Exhibit Space

Subletting tabletop space is prohibited. The exhibiting company signing the contract must occupy the space.

Sharing Exhibit Space

Sharing space must be approved by ILTA in advance and in writing. Affiliated companies are permitted to share booths. Companies requesting to share space must provide information on the affiliation between companies. By affiliated, we mean a parent company and its subsidiary, or a group of affiliated companies all owned by a parent company. Typical commercial relationships, or arrangements for providing mutual assistance, are not adequate to justify booth sharing. Shared space must be 8x16 or larger.

Solicitation

Solicitation by non-tabletop Employers is strictly prohibited. Non-Tabletop Employers found soliciting outside of a tabletop area should be reported to ILTA, and they will be removed from the trade show floor.

Insurance Requirements

The George R. Brown Convention Center requires that **all Employers** carry insurance, including workers' compensation, before Employers are allowed to move in to the facility. An original Certificate of Insurance is due to ILTA by Sunday, May 8, 2008, and must include the dates **June 8-12, 2008**.

- **Commercial General Liability** insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises. The coverage must provide protection of not less than \$500,000 per occurrence, and \$1,000,000 aggregate and such insurance shall include (a) advertising injury and (b) personal injury; and
- **Workers Compensation** (statutory amount).

ILTA shall be named as an additional insured on Employer's policies, except workers' compensation, without any restrictive modifications. All policies shall show the Employer's name as it is known to ILTA, and shall contain an endorsement waiving any claim or right of subrogation against ILTA.

The issuer of any policy shall have a Best's rating of at least B+ and a Best's financial size category of Class IV or better, according to the most recent edition of Best's Key Rating Guide, Property-Casualty United States.

Employer Move In/Set Up

- Tuesday, June 10, 7:00 AM – 6:00 PM
- Wednesday, June 11, 7:00 AM – 9:00 AM

All tabletops must be set up by 9:00 AM on Wednesday, June 11. All empty shipping crates and cartons shall be labeled identifying the company name and tabletop number for storage during the show. Proper labeling will facilitate the return of packing materials at the close of the show. Employers handling their own materials must make their own arrangements for storage during the show. Any Employer using an independent contractor for setting up and/or tearing down an exhibit must provide a certificate of general liability insurance from that contractor to ILTA (see insurance requirements).

Employer Move Out/Tear Down

- Wednesday, June 11, 2:00 PM – 8:00 PM

Exhibits may be taken down prior to 2:00 PM on Wednesday, June 11. Any material left on the trade show floor after 3:00 PM on Thursday, June 12 that is not packed, crated, or covered by a Bill of Lading for shipment will be packed, shipped, or stored at the discretion of FDC with all expenses billed to the Employer of record.

Employer Services

Freeman Decorating Company (FDC) is the General Service Contractor.

Mailing Address:

13101 Alameda Road
Houston, TX 77045 USA
(713) 433-2400

Contact: Paula Harris *or*
Employer Services Rep

Shipping Address:

Freeman Transportation
c/o Freeman Decorating
2000 Cavalcade Street
Houston, TX 77009 USA
(800) 995-3579

Job Fair Hours

Wednesday, June 11 9:00 AM – 2:00 PM

Security/Liability

Security guards will be furnished by ILTA throughout the show, beginning on Sunday, June 8 at 1:00 PM and ending on Thursday, June 12 at 3:00 PM. After show hours each day, Employers having portable merchandise of high value are cautioned against leaving such material exposed in the exhibit areas. After the show closes on Tuesday, June 10, only those Employers who are properly identified and obtain permission of ILTA may enter the exhibit areas. The show floor will re-open to Employers at 7:00 AM on Wednesday, June 11. Any Employer may furnish additional security at his/her discretion and expense. Please notify ILTA if you will be providing additional security.

Furnishing security guards does not imply any liability on the part of the facility or ILTA. Security is furnished to reduce the risk of unauthorized persons entering the premises.

Employer agrees to hold harmless ILTA, the George R. Brown Convention Center, the Hilton Americas-Houston, and Freeman Decorating Company against any loss, liability, actions or causes of action, damages for injury to persons or property sustained by reason of occupation or occupational use of any portion of the facility or participation in the Show, and acts done or performed by the Employer, Employer's agents, or Employer's employees. Loss or injury due to theft, damage by fire, accident, or any other causes will be covered by Employer's insurance or self-insurance.

Employer agrees to be responsible for any damage caused by its employees or agents.

Fire Safety

Fire regulations require all display material used for decoration to be flameproof. All electrical equipment used in conjunction with the display's installation, operation, and dismantling must be in good operating condition and able to pass the inspection of the local Fire Marshall. Storage of excess materials around or behind the exhibit/display is prohibited.

Compliance with Laws

Employers shall comply with all local, city, state and federal safety, fire and health laws, ordinances and regulations, including the Policies, Rules and Regulations of the George R. Brown Convention Center regarding the installation, dismantling and operation of the exhibit. This information will be provided to all Employers upon receipt of signed application/contract.

Copyrighted Works

Employer acknowledges and agrees that it shall be solely responsible for obtaining any licenses, permits, etc. which may be required for it to broadcast, perform, or display any copyrighted materials including, but not limited to, music, video, and software. Employer shall indemnify, defend and hold harmless ILTA, the City of Houston, Texas, their respective directors, officers, employees and agents, and each of them, from and against any and all claims and expenses, including attorney's fees and costs, arising out of or related to Employer's breach of this provision. The terms of this provision shall survive the termination or expiration of this Agreement.

Americans with Disabilities Act

Employer represents and warrants that its exhibit and product/service information shall comply with the Americans with Disabilities Act, its regulations, and guidelines (collectively "ADA"). Employer shall indemnify, defend and hold harmless ILTA, the City of Houston, Texas, their respective directors, officers, employees and agents, and each of them, from and against any and all claims and expenses, including attorney's fees and costs, arising out of or related to Employer's breach of this provision or noncompliance with any provision of the ADA.

