



2012 OTC Exhibitor Hospitality Rules

Suite User: _____

Suite/Hospitality Area: _____

The following regulations were developed in order to allow us to maintain reasonable rates. This form must be signed and returned along with your order form and payment. Thank you in advance for your cooperation and understanding.

1. Suite/Hospitality Area User shall not affix, hang or post anything to the walls, doors, furniture, mirrors, or glass, inside, outside or around Suite/Hospitality Area, including tape, staples, putty, and adhesives that leave residue.
2. **All spaces are leased as is with existing set up.** Suite/Hospitality Area User shall not move/rearrange furniture in the Suite/Hospitality Area. Should the need arise to remove and or add furniture for an event, arrangements must be made through Reliant Park Staff. Labor charges will apply to any changes made to the existing set-up.
3. Suite/Hospitality Area User will be liable for any damages done to Suite/Hospitality Area, including but not limited to damages to furniture, restroom floors, walls, sinks and toilets. Suite/Hospitality User will be liable for any theft or vandalism in the Suite/Hospitality Area.
4. Early move in will be Friday, April 27 and Saturday, April 28, 2012 from 11am to 3pm with a fee of \$100 per hour, arrangements and payment must be made by 5:00 p.m. Thursday, April 26, 2012 (NO EXCEPTIONS WILL BE MADE), through Brittany Ward. Reliant Park is not responsible for items left in Suite/Hospitality Area. Overnight security can be arranged at additional cost.
5. Suites/Hospitality Areas will be open for client access move in at 7:30 am, Monday – Thursday via the Coca-Cola security gate only. Client activities may take place from 8:00 a.m. until 7:00 p.m. on Monday – Wednesday. Client activities may take place from 8:00 a.m. until 3:00 p.m. on Thursday. Events extended beyond 7 p.m. will result in additional fees for staffing (rate sheet can be provided upon request).
6. If Suite/Hospitality Area User requires additional personnel for the Suite/Hospitality Area, such should be requested in writing to Brittany Ward at least two (2) weeks prior to the event.
7. Cancellations must be submitted at least three (3) months prior to OTC in order to receive a refund. Any cancellations within three (3) months of OTC shall result in a forfeiture of Suite User’s deposit.
8. No outside food and beverage, helium filled balloons or candles allowed in Suite/Hospitality Area.
9. **SUITE/HOSPITALITY AREA USER AGREES TO RELEASE, INDEMNIFY, DEFEND AND HOLD HARMLESS SMG, HARRIS COUNTY, HARRIS COUNTY SPORTS & CONVENTION CORPORATION, HOUSTON NFL HOLDINGS, L.P., HOUSTON LIVESTOCK SHOW & RODEO, INC. AND THEIR RESPECTIVE LICENSEES (THE “RELEASED PARTIES”) FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, ACTIONS, COSTS, LOSSES, EXPENSES, DAMAGES OR CAUSES OF ACTIONS FOR DAMAGES OR OTHER CLAIMS OF ANY NATURE ARISING OUT OF OR IN ANY WAY CONNECTED WITH SUITE USER’S USE OF THE SUITE, INCLUDING CLAIMS OCCASIONED WHOLLY OR IN PART, BY AN ACT OR OMISSION OF A RELEASED PARTY.**

I accept the Suite/Hospitality area assignment and agree to the above rules and regulations.

(Signature)

(Printed name of Suite User)

(Date)