



ATTENTION EXHIBITORS

NEW INFORMATION PROVIDED IN YOUR OTC.07 EXHIBITOR SERVICES MANUAL

◆ TAB 1 – GENERAL INFORMATION

- New OTC Staff Contact Information

◆ TAB 2 – OTC SHOW REGULATIONS

- **OTC .07 Exhibit Regulations have been revised.** Please read this information carefully and share with your staff and exhibitor appointed contractors.
 - ◆ Due to Fire Marshal ruling, hanging signs in the low ceiling area of Reliant Center are **NOT** permitted. This ruling affects Aisles 1000-5901 with booth numbers from 01 to 11.
 - ◆ Reliant Center requires the use of 14 gauge electric wire, or greater, with grounded conducting cable. The use of flat cables is recommended within booths.
- **New for 2007: OTC Pavilion Exhibit Information.** If you are exhibiting in the OTC Pavilion, please read this information carefully.
- **New for 2007: OTC Outdoor Exhibit Information.** If you are exhibiting in the Outdoor Exhibit Area, please read this information carefully.
- **Revised for 2007: Exhibitor-Appointed Contractor Program.** This information outlines exhibitor and exhibitor-appointed contractor responsibilities, guidelines and rules and regulations.

◆ TAB 3 – EXHIBITOR REGISTRATION/HOUSING/TRAVEL

- Please review this section as OTC has revised the Official OTC Hotels and Registration Policy.

◆ TAB 4 – MARKETING PROGRAMS

- **Revised for 2007:** Exhibitor's Guide to Marketing & Publicity
Promotion Opportunity Information Form
- **New for 2007:** OTC Logo Policy

◆ TAB 6 – MATERIAL HANDLING/FREIGHT SERVICES

- **New for 2007:** Uncrated rate for shipments received at Reliant Center
New Directions to Freeman Marshalling Yard

◆ TAB 8 – ADDITIONAL SERVICES

- **New for 2007:** OTC Promotional Products – Corporate Incentives