



EXHIBITOR REGISTRATION INFORMATION

30 APRIL - 3 MAY 2007
RELIANT CENTER
HOUSTON, TX USA

Online Exhibitor Registration will open in mid-January! Complete instructions will be sent to you in advance. Do not discard your Master Exhibitor Registration Form. In order to register online, you will need to enter your OTC Company Number.

- Your Exhibitor Registration Form will list your company name, OTC Company number, and the allotted number of complimentary registrations for your company.
- Exhibitors are allotted five (5) complimentary Exhibitor Registrations per 100 square feet of contracted exhibit space. Exhibitor Registration includes access to the technical sessions. All other OTC events (Awards Luncheon, Industry Breakfasts, and Topical Luncheons) and/or copies of the *Proceedings* on CD can be purchased when you register.
- There is a \$90.00 fee to register booth personnel over your complimentary registrations. You may also purchase additional one-day Exhibitor Staff registration for only \$20.00. This Exhibitor registration category will allow access to the exhibition as well as technical sessions.
- When registering online, you will be given the option to have your badges mailed to the OTC exhibit primary contact person (U.S. companies only) or be picked up onsite at the Onsite Registration Counters located in Lobby D of Reliant Center. In order to have your badges mailed to the exhibiting company primary contact, your registration must be received by **30 March 2007**. **Please note: There will only be one mailing per company.**
- As a benefit to you and to streamline registration to your advantage, **online registration will remain open until 23 April** to allow for last minute additions of your personnel. Registrations received after 23 April will be processed and the badges can be picked up at the Onsite Registration Counters.
- **NEW FOR 2007:** When you receive your badges, either via mail or onsite, **each badge will include a tear-off coupon**. ***Onsite, you will need to take the tear-off coupon to the Registration Counters in order to receive your badge holder.*** This process has been developed in order to assist in validating attendance numbers. Please inform your staff about the tear-off coupon and to make sure to bring it onsite.

- Onsite Exhibitor Registration hours during set-up are as follows:

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|---------------------|--------------------|
| Tuesday, 24 April | 8:00 am to 5:00 pm |
| Wednesday, 25 April | 8:00 am to 5:00 pm |
| Thursday, 26 April | 8:00 am to 5:00 pm |
| Friday, 27 April | 8:00 am to 5:00 pm |
| Saturday, 28 April | 8:00 am to 3:00 pm |

- If you submit your exhibitor registrations by mail or fax, you must submit directly to Experient (formerly ExpoExchange) by **18 April 2007**.

IMPORTANT DATES:

Mail or Fax Registrations:
Online Registration:
On Site Registration:

Submit forms by 18 April
Remains open until 23 April
Opens at 8 a.m. on Tuesday 24 April

JUST AS A REMINDER:

Please do not submit registrations directly to OTC. Send all registrations directly to Experient (formerly ExpoExchange).

YOUR MASTER EXHIBITOR REGISTRATION FORM WILL BE MAILED TO YOU IN JANUARY 2007.