



*****NEW FOR 2007*****

OTC .07 PAVILION EXHIBIT INFORMATION

PAVILION BOOTHS AND CARPET/DRAPE COLOR SCHEME

Each 10'x10' booth will be provided 8' high red and white back drape, 36" high red side dividers and a 7"x44" one-line identification sign. By order of the Fire Marshal, nothing may be attached to this drape.

PAVILION EXHIBIT AREA

The flooring of the Pavilion is the existing asphalt in the parking area of Reliant Center and is therefore NOT carpeted. **OTC requires that all exhibits have carpet or professional-type flooring.** OTC will provide red aisle carpet.

WEIGHT LIMITATIONS/FLOOR LOAD

The weight for a single piece cannot exceed 2,000 pounds for any 10'x10' booth space. Exhibitors who need to display a single piece in excess of this amount must contact Freeman directly as additional steel plating may be required for their booth area.

DOUBLE-DECKER BOOTHS

By order of the Fire Marshal with regard to the Pavilion, OTC and Freeman must be notified, in advance, of any exhibitor who is planning on a double-decker booth. If you are planning on a double-decker booth, please complete the Double-Decker Exhibit Booth Notification Form by the established deadline of **10 April 2007**.

HOSPITALITY EVENTS WITHIN YOUR BOOTH

For security purposes, if you are planning a hospitality event within your exhibit space, either during or after official show hours, OTC must be notified in advance. If you are planning an event, please complete the OTC Pavilion Special Event Notification Form and submit to OTC by the established deadline of **10 April 2007**.

OTC 2007 EXHIBIT REGULATIONS

All OTC 2007 Exhibit Regulations apply to exhibitors in the Pavilion, with the exceptions as noted herein.

HANGING SIGNS AND GRAPHICS

Hanging signs and/or graphics are permitted in the Pavilion; however, they are limited to lightweight signs and banners not to exceed 100 pounds in weight. All OTC rules regarding hanging signs apply, which means that only island configurations with the minimum dimensions of 20'x20' are permitted to have hanging signs. Additional height limitations other than show rules may apply due to structural limitations.

Exhibitors must notify Freeman as soon as possible if you are planning on a hanging sign and/or graphic.

PAVILION EXHIBITOR MOVE-IN

The same schedule applies as with Reliant Center and is as follows:

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 5:00 pm
Sunday	29 April	8:00 am to 12:00 noon

All exhibits must be fully installed by Sunday, 29 April at 12:00 noon in order to get the Pavilion show-ready for Monday morning.

Due to the size and scope of the Pavilion, it may be necessary to develop a targeted move-in schedule to make delivering your exhibit materials to your booth as smooth as possible. If you are scheduled a specific target move-in date, you will be notified in writing by OTC. It is imperative that you meet your assigned target move-in date. Failure to do so may result in the inability to get equipment to your exhibit space and could result in your shipments being subject to special equipment rental and crew time charges, and/or refusal of entry into the exhibit area by OTC Management.

PAVILION SHOW HOURS

The exhibit hours for the Pavilion will open earlier than Reliant Center due to the fact that Registration will open at 7:30 am and complimentary coffee will be served daily in the Pavilion.

Monday	30 April	7:30 am to 5:30 pm
Tuesday	1 May	7:30 am to 5:30 pm
Wednesday	2 May	7:30 am to 5:30 pm
Thursday	3 May	7:30 am to 2:00 pm

PAVILION EXHIBITOR MOVE-OUT

At the close of OTC at 2:00 pm on Thursday, Freeman will begin to remove the aisle carpet. Once the aisle carpet has been removed, Freeman will begin returning empty crates. This entire process will take approximately 8 hours to complete.

As stated in the OTC 2007 Exhibit Regulations, no dismantling of exhibits is permitted prior to 2:00 pm on Thursday. Please make sure that all people, including sales representatives, understand this policy. Non-compliance of this policy could jeopardize future participation in OTC.

During this time, we strongly encourage you take every possible precaution to secure your merchandise and property. Exhibitors are most vulnerable during the move-out process. Do not leave your booth unattended until all property has been secured. In addition, if you leave material in your booth unlabelled at any time, it may be presumed to be abandoned and mistaken for trash.

MOVE-OUT SCHEDULE

Thursday	3 May	2:00 pm to 10:00 pm
Friday	4 May	8:00 am to 6:00 pm
Saturday	5 May	8:00 am to 6:00 pm

All exhibitor materials must be removed from the Pavilion by Saturday, 5 May at 6:00 pm. All carriers must check-in no later than Saturday, 5 May at 12:30 pm.

FREEMAN QUICK FACTS FOR PAVILION EXHIBITORS

For additional information, please refer to the Freeman Quick Facts for Pavilion Exhibitors only. Please make sure you review this information carefully and contact OTC and/or Freeman should you have any questions.

PRE-SHOW MARKETING

Take advantage of OTC's pre-show marketing tools. The **Electronic Guest Card** is a way for you to reach your business associates and prospects with a click of a button. Order your Guest Card today and let your associates know that you are in the OTC Pavilion. The Guest Card is available to you at no charge and you are only billed \$10 for the Guest Cards that are actually redeemed at the show, with a maximum invoice amount of \$2,000. Think about it...is \$10 worth a potential \$1 million dollar sale?

Another fantastic opportunity is to order the **OTC 2007 Pre-Registration Attendee List** directly through Experient. This gives you an opportunity to reach everyone who has pre-registered, let them know you are at OTC, and the cost is only \$350.

Both the Electronic Guest Card and the OTC 2007 Pre-Registration Attendee List Order Forms are located within Tab 4 of your Exhibitor Services Manual.

EXHIBITOR SERVICES

All exhibitor services are available to Pavilion exhibitors. Please refer to the appropriate section of your Exhibitor Services Manual for a complete listing of services available: i.e., booth furnishings, carpet, electric, lighting, telephone, internet, booth catering, florist, photography, and more.

HELPFUL OTC CONTACT INFORMATION

For a complete listing of OTC staff contact information as well as the Official OTC Service Contractors, refer to Tab 1 of your Exhibitor Services Manual.