



2008 OTC EXHIBIT INFORMATION

5-8 MAY 2008
RELIANT CENTER
HOUSTON, TX USA

REVISED FOR 2008

For additional exhibit information specifically pertaining to the OTC Pavilion, Reliant Stadium and the Outdoor Exhibit Area, please refer to the appropriate section within this Tab of the Manual.

A. SHOW HOURS*

EXHIBITION SHOW HOURS – RELIANT CENTER AND OUTDOOR EXHIBIT AREA

Monday, 5 May	0900–1730
Tuesday, 6 May	0900–1730
Wednesday, 7 May	0900–1730
Thursday, 8 May	0900–1400

*The listed show hours are for Reliant Center and the Outdoor Exhibit Area. The OTC Pavilion and Stadium have different show hours (please refer to the appropriate section within this Tab).

Exhibitors may enter the exhibition two (2) hours before official opening and may remain one (1) hour after closing time.

B. INSTALLATION SCHEDULE

Wednesday, 30 April	0800–1700
Thursday, 1 May	0800–1700
Friday, 2 May	0800–1700
Saturday, 3 May	0800–1700
Sunday, 4 May	0800–1200

Must be 18 years or older to enter during installation and dismantling.

PLEASE NOTE:

- Installation in Reliant Center, Reliant Stadium and the OTC Pavilion must be complete and the exhibit floor cleared by 1200 on Sunday, 4 May.
- This will be enforced and no exceptions will be authorized.
- Outdoor exhibits must be complete by 1700 on Sunday, 4 May

1. All freight shipped to the Freeman warehouse will be placed in exhibit spaces by 0800, Wednesday, 30 April. Some exhibitors will receive target move-in schedules. Exhibitors assigned a target move-in date must comply with the schedule or be subject to crew time and overtime charges as outlined in Tab 6. ***An inbound freight target schedule for those exhibitors shipping directly to show site is detailed on the floor plan in the back inside pocket of this manual.*** (This schedule does not apply to exhibitors who ship their materials in advance to the Freeman warehouse).
2. **All exhibits in Reliant Center, Reliant Stadium, and the OTC Pavilion must be installed by 1200 on Sunday, 4 May.** OTC reserves the right to prohibit move-in after that time. Any display not installed by 1200 may be completed by the Official Decorator at the exhibitor's expense.
3. **Any exhibitor having a freight shipment that will not arrive until Saturday, 3 May must notify Freeman as soon as possible.**
4. No one under 18 years of age will be admitted during the OTC installation and dismantling stages.
5. No one under the age of 15 years of age will be admitted during OTC show days.
6. Aisles and common areas must be kept clear and unobstructed during move-in and move-out.
7. Gas or electric motorized vehicles are only permitted by OTC staff and Official Contractors.
8. The use of roller skates, roller blades and/or motorized or manually operated scooters is strictly prohibited in the exhibit areas at all times.

C. DISMANTLING SCHEDULE – NEW FOR 2008

Thursday, 8 May	1400–2200	
Friday, 9 May	0800–1800	
Saturday, 10 May	0800–1800	
Sunday, 11 May	0800–1200	NEW FOR 2008

Freeman will begin returning empty crates as soon as the aisle carpet is removed from the exhibit floor. Crate return will be completed by 0800 on Friday, 9 May. Exhibitors needing to load Thursday night must notify Freeman in advance. All exhibit materials must be removed from the exhibit facility by 1200 Sunday, 11 May. Exhibitors are responsible for the removal of all materials used in their display. Any exhibitor leaving materials after 1200 Sunday, 11 May will be charged for the removal of these materials.

D. CARPET AND DRAPE COLOR GUIDE FOR RELIANT CENTER–REVISED FOR 2008

Your designated booth number is listed on your OTC invoice. Reference your booth number series below to determine the aisle carpet and drape colors for your exhibit space:

Aisles 1000 - 2200 Red & white backdrape, red side dividers & red aisle carpet
Aisles 2300 - 3500 Blue & white backdrape, blue side dividers & blue aisle carpet
Aisles 3600 - 4700 Green & white backdrape, green side dividers & green aisle carpet*
Aisles 4800 - 6000 Plum & white backdrape, plum side dividers & plum aisle carpet

*** Carpet color for Aisles 3600-4700 has changed from teal to green.**

NOTE: The OTC Pavilion and Reliant Stadium have different carpet and drape color schemes (please refer to the appropriate section provided in this Tab).

E. EXHIBIT SERVICE CENTER

The Exhibitor Service Center will be in the Reliant Center Lobby, located between the entrances to Halls B and C. This area will include all service contractors appointed by OTC.

In addition, there will be an Exhibitor Service Center located within the OTC Pavilion and Reliant Stadium.

F. EXHIBITOR MANAGEMENT OFFICE

The OTC Exhibitor Management Office is located in the Reliant Center Lobby at the entrance to Hall C.

G. FIRST AID SERVICES

Emergency First Aid will be available during move-in, show days and move-out. The Medical Services Center is located in the Reliant Center Lobby at the entrance to Hall C.

H. OFFICIAL SERVICE CONTRACTORS

OTC has appointed Official Contractors to ensure smooth installation, dismantling, and operations during the Exhibition. Although full time employees of Exhibiting Companies and Exhibitor-Appointed Contractors may be authorized to gain access to exhibit areas, exhibitors are urged to obtain required services and labor from OTC Official Contractors.

Freight Handling – Freeman has been designated the Official Freight Handling Company. Freeman will control access to Reliant Center by all delivery and freight trucks, administer assignment and usage of loading docks, and supervise the teamsters responsible for loading and unloading freight shipments.

Handling of crated shipments and/or machinery and equipment including receiving freight at Reliant Center, delivery to booth, crate storage and return, and unloading is included in your space rental provided shipments arrive between 0800 and 1530 , Wednesday through Friday, 30 April–2 May, or Tuesday, 29 April if designated by Freeman. Equipment arriving at

times other than those specified, equipment that does not qualify as machinery, or equipment that is not properly crated will be subject to crew time charges. Complete information is provided in the Material Handling/Freight Services Section (Tab 6) of this manual.

All companies must submit the Labor & Equipment/Shipment Notification Form by **2 April 2008**. Some companies will be assigned a specific day during which their freight must be delivered to Reliant Center. Failure to comply with the move-in instructions as given by Freeman and OTC Management will result in shipments being subject to additional charges, and/or refusal of entry into the exhibit area by OTC Management.

Customs Brokerage – Freight Forwarding - OTC has been designated as an International Trade Fair and, as such, special rules regarding the trade material are in effect. All freight entering the United States must go through U.S. Customs. OTC has appointed Rogers Worldwide as the Official Customs Broker. Exhibitors planning to ship materials into the United States should refer to the information within Tab 6 or contact Rogers Worldwide directly for specific questions.

Decorator – Freeman is the Official Decorator for the Exhibition. All forms for services and equipment provided by Freeman are contained in Tab 5.

Installation/Dismantle Labor – Freeman has been appointed the Official Labor Contractor to ensure the sufficient number of quality craftsmen necessary to install and dismantle the exhibition. Exhibitors are urged to assess labor needs before move-in begins. The Labor Order Form is provided in Tab 5.

Security – A uniformed security force will be on duty from the beginning of move-in through the completion of move-out. However, OTC cannot accept responsibility for theft or damage. Exhibitors should make arrangements for their own insurance coverage of the exhibit and exhibit materials. If you want to hire a security guard to monitor your booth, use the Security Order form in Tab 7.

Miscellaneous – A variety of additional products and services are available from suppliers designated as Official Contractors for the Exhibition. Appropriate order forms requesting services of the various contractors are provided in Tab 8.

Exclusive Contractors – The following exhibitor services must be provided by the companies listed below:

Catering (booth service/bottled water)	Aramark
Custom Cleaning/Parking Permits/Porter Service/Security	Reliant Park Event Services
Electrical/Plumbing/Compressed Air	Harper Wood Electric, Inc.
Lead Management Services/Pre-Registered Attendee List	Experient
Material Handling/Rigging Equipment & Labor	Freeman
Registration	Experient
Telephone/Internet/Network Service	Smart City Networks

I. EXHIBITOR-APPOINTED CONTRACTORS

An Exhibitor-Appointed Contractor (EAC) is any person or company, other than the designated “official” or “exclusive” contractors listed previously, that provides a service (display installation and dismantling, advertising agencies, models, florists, photographers, aquarium supply firms, computer firms, audio-visual firms, etc.) and requires access to your exhibit any time during installation, show dates, and/or dismantling. Complete information regarding Exhibitor-Appointed Contractors is provided in the OTC Exhibit Regulations.