



EXHIBITOR REGISTRATION INFORMATION

5-8 MAY 2008
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, 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 Attendee 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 on-site at the Exhibitor Registration Counters located in Lobby D of Reliant Center. In order to have your badges mailed to the U.S. exhibiting company primary contact, an **Exhibitor Badge Mailing Request Form** must be mailed or faxed to OTC by **21 March**. Online registration will continue to be processed for mailing through **28 March 2008**. **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 28 April** to allow for last minute additions of your personnel. Registrations received through 28 April will be processed and the badges can be picked up at the Exhibitor Registration Counters.
- When you receive your badges, either via mail or on-site, **each badge will include a tear-off coupon**. ***On-site, you will need to take the tear-off coupon to the Badge Holder Pickup 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.

- On-site Exhibitor Registration hours during set-up are as follows:

Tuesday, 29 April	0800–1700
Wednesday, 30 April	0800–1700
Thursday, 1 May	0800–1700
Friday, 2 May	0800–1700
Saturday, 3 May	0800–1500

- If you submit your exhibitor registrations by mail or fax, you must submit directly to Experient by **18 April 2008**.

IMPORTANT DATES:

Exhibitor Badge Mailing Request form to OTC
Online Registration for Badge Mailing
Mail or Fax Registrations
Online Registration
On-Site Registration

Mail or Fax by 21 March
Remains open until 28 March
Submit forms by 18 April
Remains open until 28 April
Opens at 0800 Tuesday, 29 April

JUST AS A REMINDER:

Please do not submit registrations directly to OTC. Send all registrations directly to Experient.

YOUR MASTER EXHIBITOR REGISTRATION FORM WILL BE MAILED TO YOU IN JANUARY 2008.