



OTC .08 RELIANT CENTER OUTDOOR EXHIBITS (Booth Numbers–7000 Series)

EXHIBIT INFORMATION – REVISED FOR 2008

EXHIBIT AREA

The flooring of the Outdoor Exhibits Area is reinforced asphalt in front of Reliant Center and is therefore NOT carpeted. OTC will provide astro-turf covering on major aisles. In addition, OTC does not provide tents and/or air-conditioning devices for your exhibit area.

RELIANT CENTER OUTDOOR AREA

Weight Limitations/Floor Load

Exhibitors whose freight or equipment exceeds 16,000 pounds single lift or 1,000 pounds per square foot must contact OTC/Freeman in advance as additional steel plating may be required for the booth area.

Electrical Requirements – NEW FOR 2008

There are limited power requirements available in Reliant Center Outdoor Area. For 2008, **Harper Wood** has provided a specific **Electrical Services Order Form**, which details services available (located within this section). **PLEASE MAKE SURE YOU USE THIS FORM TO ORDER YOUR ELECTRICAL NEEDS.**

Compressed Air, Water and Drainage – NEW FOR 2008

These services are limited in the Outdoor Area. (No compressed air available, water available and drains to storm sewer). Please refer to the services listed on the **Harper Wood Order Form** located in Tab 7 – Reliant Park Services.

TENTS

OTC does not appoint an exclusive tent provider. Should you wish to rent a tent to cover your exhibit area, tent pricing and contact information has been provided for Alexander Tent and Aztec Tents & Events.

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 Outdoor Exhibit Area Special Event Notification Form and submit to OTC by the established deadline of **21 March 2008.**

OTC 2008 EXHIBIT REGULATIONS

All OTC 2008 Exhibit Regulations apply to exhibitors in the Outdoor Exhibit Areas, with the exceptions as noted herein.

OUTDOOR SECURITY

OTC will provide 24-hour security coverage of the Outdoor Exhibit Areas beginning Wednesday, 30 April and will continue through the end of move-out. Should you wish to utilize additional security in your booth, you may order a Security Guard through Reliant Center. This order form is located within Tab 7 of your Exhibitor Services Manual.

OUTDOOR EXHIBITOR MOVE-IN

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

- Electricity will be available by 1200 on Friday, 2 May. All outdoor exhibits must be completed by 1700 on Sunday, 4 May.
- Due to the size and scope of the Outdoor Exhibit Area, it will 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.

Exhibitors with assigned move-in dates must:

- Re-confirm the date you will need electrical services directly with **Harper Wood**.
- Communicate and coordinate with your tent company and ask them **NOT** to install your tent until after your exhibit and/or materials have been delivered, or until the day that you have been assigned to move-in. Pre-setting your tent may hinder the move-in of another exhibitor who may be exhibiting a large piece of equipment, thus causing additional challenges.

OUTDOOR SHOW HOURS

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

Notice to those companies using motor homes and recreational vehicles as conference areas with their contracted outdoor areas:

- This is to remind you that holding tanks within your motor homes are not to be used throughout the duration of the exhibition, as they cannot be serviced during this time. Restroom facilities inside Reliant Center are available.

OUTDOOR EXHIBITOR MOVE-OUT

At the close of OTC at 1400 on Thursday, electrical power will be turned off promptly at 1400 on Thursday, 8 May. Exhibitors needing power beyond this time must contact **Harper Wood** to make special arrangements.

Freeman will begin returning empty crates as soon as possible after 1400. Crate return will be completed by 0800 on Friday, 9 May. Exhibitors needing to load Thursday evening must notify Freeman in advance.

Exhibitors are responsible for the removal of materials used in their display. Exhibitors leaving materials after 1200 on Sunday, 11 May, will be charged for their removal.

MOVE-OUT 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

All exhibitor materials must be removed from the Outdoor Exhibit Area by Sunday, 11 May at 1200. All carriers must check-in no later than Sunday, 11 May at 1000 am.

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 exhibiting in the Outdoor Exhibit Area of OTC. 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 2008 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 2008 Pre-Registration Attendee List Order Forms are located within Tab 4 of your Exhibitor Services Manual.

EXHIBITOR SERVICES

All exhibitor services are available to exhibitors in the Outdoor Exhibit Area. Please refer to the appropriate section of your Exhibitor Services Manual for a complete listing of services available: i.e., booth furnishings, carpet, electric, 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.