



ATTENTION EXHIBITORS

NEW INFORMATION PROVIDED IN YOUR OTC.08 EXHIBITOR SERVICES MANUAL

◆ TAB 1 – GENERAL INFORMATION

○ Exhibition Schedule

- The exhibition hours for the OTC Pavilion and Reliant Stadium have changed:
 - 0800 – 1730 Monday (5 May) through Wednesday (7 May)
 - 0800 – 1400 Thursday (8 May)
- **NOTE:** Daily coffee will be served in the OTC Pavilion and Reliant Stadium.
- An additional day has been added to the dismantling schedule for all venues (Reliant Center, Outdoor Areas, OTC Pavilion and Reliant Stadium):
 - 0800 – 1200 Sunday (11 May)

◆ TAB 2 – OTC SHOW REGULATIONS

○ OTC Exhibit Information

- The carpet color for Aisles 3600-4700 has changed from **teal** to **green** in Reliant Center.

○ OTC .08 Exhibit Regulations

- Please read this information carefully and share with your staff and exhibitor appointed contractors.
- **NOTE:**
 - ◆ Due to Fire Marshal ruling, hanging signs in the low ceiling area of Reliant Center are **NOT** permitted. This ruling affects Aisles 1000-5901 with booth numbers from 01 to 11.
 - ◆ Reliant Center requires the use of 14 gauge electric wire, or greater, with grounded conducting cable. The use of flat cables is recommended within booths.
 - ◆ **NEW FOR 2008:** Reliant Center exhibitors holding a special event within their booth, either during or after official show hours, must complete and submit the OTC Reliant Center Special Event Notification Form.

○ Expanded Sections for exhibitors in the Outdoor Areas, OTC Pavilion and Reliant Stadium

- Additional information has been provided for each venue. Please read carefully.
- Specific Harper Wood services as well as specific Harper Wood Electrical Services Order Forms for each venue have been provided. Please make sure to utilize the appropriate order form to order your electrical requirements.

◆ **TAB 3 – EXHIBITOR REGISTRATION/HOUSING/TRAVEL**

- A Master Exhibitor Registration form will be sent to all exhibitors indicating their number of complimentary exhibitor registrations.
- OTC has revised the listing of Official Hotels. Please continue to visit the OTC web site at www.otcnet.org/2008 for additional information.

◆ **TAB 4 – MARKETING PROGRAMS**

- **Conference Program Exhibitor Listing and Products & Services**
 - ◆ For 2008, OTC has implemented a new software system which will provide you the capability of submitting your Conference Program Exhibitor Listing and Products and Services online. In addition, the new system provides an Online Booth Profile for each exhibitor whereby attendees can access your information directly on the web site. The Online Booth Profile is complimentary to exhibitors.
 - ◆ In order for you to submit your information online, you will need a password, which is generated by the system.
 - ◆ An email will be sent to you with your company password and instructions for submitting your information online.
 - ◆ Please be alert to your email inbox for this important information that will be sent to you in the very near future.
- **OTC Show Newspaper**
 - ◆ For 2008, Gulf Publishing and World Oil will publish the Official OTC Show Newspaper (formerly known as the OTC Show Daily), as well as the Official OTC Post Show Review. Please refer to the information provided for additional details and advertising rates.