



2008 SPACE ASSIGNMENTS

13 – 24 August 2007

PROCEDURES

- All exhibit space assignments are based on the OTC Priority Number System.
- To qualify for the initial exhibit space assignment process, contracts with required deposits of 25% of the total cost of exhibit space must be received by the deadline stipulated by OTC.
- **Priority number deadline for space assignments is 6 August 2007.**
- Contracts will **NOT** be processed nor exhibit space assigned unless the required deposit is received by 6 August 2007.
 - 2008 Contracts will **NOT** be processed if your organization has an outstanding balance from OTC 2007, including guest card invoices.
- Space assignments will begin at 8:00 a.m. CST on Monday, 13 August 2007. Space assignments will be made between the hours of 8:00 a.m. and 5:00 p.m. CST. We anticipate the initial space assignments to last through Friday, 24 August 2007.
- If you will not be available during the time of the space assignment process, it is your responsibility to designate someone to act on your behalf should OTC need to contact you regarding your booth placement. Please complete the attached Designated Contact Form and fax to 972.952.9397 or 972.952.9435, Attention Meetings & Exhibits Department. Forms must be received at OTC by 5:00 p.m. CST, Wednesday, 8 August 2007.
- Please refrain from contacting OTC via telephone during this process. All OTC Management and Exhibits staff will be involved in assigning spaces. An OTC representative will contact you, if needed, when your priority number is called.
- When your priority number is called, your contract and accompanying information will be reviewed for requested booth locations. If the required deposit has not been received by OTC, your number will be skipped and exhibit space will not be confirmed until payment is received and based upon space availability at that time.
- Your space will be confirmed based on the order of your Preferred Booth Locations as indicated on your contract and space availability at the time of your placement. A Confirmation Notice will be faxed to you upon placement indicating your assigned booth number, dimensions and total square footage.

- If none of your 5 Preferred Booth Locations are available at the time of your assignment, or if you have not provided specified booth locations, an OTC representative will telephone you or your designated contact to discuss available locations.
- If OTC is unable to make contact with you or your designated contact, OTC will make its best judgement in assigning your space based upon the information provided and space availability at the time of placement. A Confirmation Notice will be faxed to you at the time of placement.
- Exhibitors who were unable to be contacted during the initial space assignment process and whose space was assigned by OTC retain the right to request a relocation of their assigned space within seven (7) days of receipt of their Confirmation Notice. Exhibitors may request to receive a Booth Relocation Request Form from OTC by contacting Meetings & Exhibits Department, at 972.952.9494.
 - Submitting a Booth Relocation Request Form does not guarantee that you will be reassigned space. All requests will be based upon space availability at the time of receipt of request.
 - If a Booth Relocation Request Form is not received, OTC will assume your assigned space is acceptable to your organization and you will be invoiced accordingly.
 - Upon receipt of a Booth Relocation Request within the seven (7) days parameter, an OTC Representative will contact you to discuss alternate locations based upon space availability at that particular time.
 - If a Booth Relocation Request Form is received after seven (7) days of receipt of Confirmation Notice, your request will be placed on the waiting list and tracked based upon the date and time of receipt. As space becomes available, an OTC Representative will contact you to discuss alternate locations.

REMEMBER...
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Complete and Return your Designated Contact Form Today!

We thank you for your continued support of OTC!