



## EXHIBITOR REGISTRATION INFORMATION

4-7 MAY 2009  
RELIANT CENTER  
HOUSTON, TX USA

**Online Exhibitor Registration will open in mid-January!** OTC will send complete instructions via email in advance. In order to register online, you will need to enter your OTC Company Number which can be found on OTC correspondence regarding exhibit space.

- 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 USD90.00 4-Day fee to register booth personnel over your complimentary registrations. You may also purchase additional one-day Exhibitor registration for only USD40.00. This Exhibitor registration category will allow access to the exhibition as well as technical sessions.
- When registering, 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 **16 March**. Online registration will continue to be processed for mailing through **20 March 2009**. **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 27 April** to allow for last minute additions of your personnel. Registrations received through 27 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 on-site.

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

Tuesday, 28 April	0800–1700
Wednesday, 29 April	0800–1700
Thursday, 30 April	0800–1700
Friday, 1 May	0800–1700
Saturday, 2 May	0800–1700

- If you submit your exhibitor registrations by mail or fax, you must submit directly to Experient by **17 April 2009**.

### **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 16 March  
Remains open until 20 March  
Submit forms by 17 April  
Remains open until 27 April  
Opens at 0800 Tuesday, 28 April

### **JUST AS A REMINDER:**

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

<b>AS A REMINDER – BADGES WILL BE MAILED TO THE COMPANY PRIMARY CONTACT WE HAVE ON RECORD.</b>
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