



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.

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



EXHIBITOR BADGE MAILING REQUEST FORM

4-7 MAY 2009
RELIANT CENTER
HOUSTON, TX USA

Submit By 16 MARCH 2009

OTC and Experient work closely together to ensure your registration process runs as smoothly as possible. To assist in this process, OTC will monitor the requests for mailing of exhibitor badges. Therefore, OTC exhibitors (U.S. companies only) who wish to have their badges mailed in advance, **must** complete and submit the **Exhibitor Badge Mailing Form** to OTC. If OTC does not receive this form, your badges will not be mailed in advance and will be available for pick-up on-site at Exhibitor Registration. The deadline to submit this form to OTC is **16 March 2009**.



Yes, I want my exhibitor badges mailed in advance to our primary contact

MAIL TO: (There will be only one mailing per company)

For accuracy: Please print clearly.

Company Name: _____ OTC Booth #: _____

BADGES WILL BE MAILED TO THE PRIMARY CONTACT ADDRESS

Please complete and return this form to Karen Rainish either by email at krainish@otcnet.org or fax to +1.866.451.0861.

SUBMIT BADGE MAILING REQUEST FORM BY 16 MARCH 2009

We look forward to working with you on a successful 2009 OTC!



EXHIBITOR HOUSING INFORMATION

4-7 MAY 2009
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HOUSTON, TX USA

Submit by 31 MARCH 2009

Experient has been named the Official Housing Coordinator for the 2009 Offshore Technology Conference.

To secure housing accommodations for your company's personnel, please complete the Exhibitor Housing Request Form and forward to Experient via mail, fax or visit the OTC website at www.otcnet.org/2009. Make your reservations online in real-time—no need to wait and wonder if your preferred hotel is available. You also can see hotel descriptions, photos, and location maps. And, if your work or travel plans change, you can even update or cancel your reservation online. It's easy and quick!

Please note the following:

1. All room reservations will be made on a first-come, first-served basis.
2. Individuals requesting more than one room should provide names as well as arrival and departure dates for each room. Please photocopy the request form for additional names.
3. Room rates and amenities for OTC Official Hotels are listed on the Official Hotel Listing.
4. A different credit card must be used for each increment of ten reservations in a group.
5. Guarantees and individual policies for each official hotel will vary and must be adhered to strictly.
6. Notification of confirmed details will be emailed/faxed/mailed by Experient within 3-5 business days after receipt.

Shuttle bus service will be available to/from Official OTC Hotels/Reliant Center.

Please contact Experient with direct inquiries concerning your reservations:

OTC.09 Housing Bureau
Experient
2451 Enterprise Parkway East
Twinsburg, OH 44087
Phone: +1.888-860-9330 - USA
Phone: +1.330.425.9330 - International
Fax: +1.330.963.0319 (credit cards only)
Web: www.otcnet.org/2009 (credit cards only)
Email: otc2009exh@experient-inc.com



AIRLINE & RENTAL CAR DISCOUNTS

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Airline	Discount	Reference Number
Continental Airlines 800-468-7022	Continental offers up to 10% off applicable coach fares. Certain booking codes and routes are not eligible for the Continental discount. Full mileage credit for frequent flyer club members.	Z-Code ZEP5 Agreement Code C8SJ2X
Enterprise Rent-A-Car 800-RENT-A-CAR 1-800-736-8222	Enterprise Rent-A-Car is offering a discounted rate for OTC.09. Receive a free upgrade for booking in advance. Book online at www.enterprise.com	ID # OTC2009

Official Airline Sponsor

Continental Airlines is the official airline for OTC .09. To reserve your airfare at a discounted rate, contact MeetingWorks at 800-468-7022 and use Z-Code ZEP5 and Agreement Code C8SJ2X. You can also contact your local Continental office. For your nearest Continental office, visit www.continental.com.

Official Car Rental Sponsor

Enterprise Rent-A-Car is the official car rental company for the Offshore Technology Conference. To receive your discounted rates, visit our website at www.enterprise.com or call 1-800-RENT-A-CAR and use code OTC2009. Call for details.