



IN YOUR PLANNING AND BUDGETING, PLEASE BE AWARE OF THE INFORMATION BELOW.

CLEANING.....Reliant Park is the exclusive cleaning contractor. To pre-order, please use the cleaning order form attached. Daily vacuuming is provided by Show Management for all INDOOR EXHIBITORS. **ONLY OUTDOOR EXHIBITORS NEED TO ORDER SWEEPING SERVICE**. Make company checks payable to Reliant Park. No personal checks accepted.

PARKING PERMITS.....May be ordered in advance and picked up at the Service Desk upon arrival. You will not be charged a parking fee for the first day of move-in. After the first day, the entry fee is \$8.00 at the gate. If you pay this fee, please bring the parking stub to the Service Desk on show site, and we will give you an \$8.00 credit towards the purchase of a parking permit. This permit allows you in and out privileges without having to pay each time you enter. To pre-order, please use the permit order form attached. **NO REFUNDS** for permits not picked up at the Service Desk. **ALL SALES FINAL**. Make company checks payable to Reliant Park.

ELECTRICAL.....Harper Wood Electric is the exclusive electrical contractor for Reliant Park. In order to guarantee power installation by the first day of the show, we must receive your requirements by the deadline date. **NOTE:** Discounted rates apply only to orders received by the deadline date. Standard rates apply to **all** orders received after deadline date and at show site. Please include the date that you require installation. Payments required – actual amount due (no tax required). Material orders are taxable. Make check payable to Harper Wood Electric.

PLUMBING SERVICE.....Harper Wood Electric is the exclusive plumbing contractor for Reliant Park. In order to guarantee service by the first day of show, we must receive your plumbing order by the deadline date. **NOTE:** Discounted rates apply only to orders received by the deadline date and at show site. Standard rates apply to **all** orders received after the deadline date and at show site. Please include the date that you require installation. Payment required – actual amount due (plus 8.25% tax). Make check payable to Harper Wood Electric.

IMPORTANT! IF YOU ARE RELOCATED, PLEASE NOTIFY THE SERVICE DESK IMMEDIATELY IN ORDER TO AVOID A RELOCATION CHARGE ON ANY SERVICE YOU MAY REQUIRE. IF SERVICES ARE INSTALLED PRIOR TO NOTIFICATION, THERE WILL BE AN ADDITIONAL CHARGE ADDED TO YOUR INVOICE.

**ADVANCE ORDER DEADLINE:
APRIL 27, 2009**



**EVENT: OFFSHORE TECHNOLOGY CONFERENCE
DATE: MAY 4 – 7, 2009**

PARKING PERMITS

The regular parking fee at Reliant Park is \$8.00 per entry. For your convenience, a special parking permit is available that gives you unlimited in and out privileges during show days. There is no charge for parking during move-in and move-out. **PERMIT DOES NOT ALLOW OVERNIGHT PARKING OF ANY VEHICLE.** The permit will be valid on May 4 – 7, 2009.

Permits may be picked up at the Event Services desk on your arrival. If you are charged for first time entry, please bring your parking stub to the service desk for an \$8.00 credit toward the purchase of a permit. If you have pre-ordered a permit by credit card, we will collect your parking stub & refund the \$8.00 to that same credit card. If you have pre-ordered a permit by check, we will refund you \$8.00 in the form of a check. **NO CASH REFUNDS AVAILABLE.**

**FORMS MUST HAVE AUTHORIZATION BEFORE PROCESSING.
A PAYMENT OF ACTUAL AMOUNT DUE MUST ACCOMPANY THIS ORDER.
ALL SALES ARE FINAL. UNUSED PASSES WILL NOT BE REFUNDED.**

CHARGE PER PERMIT

\$40

(one vehicle)

NUMBER OF PERMITS REQUIRED: _____ @ _____ \$40 _____ = \$ _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Authorized by: (PLEASE PRINT) _____ Signature: _____

Title: _____ Telephone: (_____) _____ Fax: (_____) _____

Booth No.: _____ Date: _____ E-mail: _____

- **EXHIBITOR PARKING PERMIT(S)** will be held for your arrival at the Event Services Desk — **THEY WILL NOT BE MAILED.**
- **NO PERSONAL CHECKS ACCEPTED. COMPANY CHECKS OR CREDIT CARD PAYMENTS ONLY. MAKE COMPANY CHECKS PAYABLE TO RELIANT PARK OR SEE PAYMENT AUTHORIZATION FORM FOR ALL CREDIT CARD PAYMENTS. PLEASE FAX OR MAIL IN ALL ADVANCE ORDERS BEFORE OR BY THE DEADLINE. IF YOU ARE PAYING BY COMPANY CHECK, DO NOT FAX IN FORMS. PLEASE MAIL FORMS WITH YOUR COMPANY CHECK.**
- **REMIT TO: RELIANT PARK /EXHIBITOR SERVICES**
One Reliant Park
Reliant Center
Houston, Texas 77054
832-667-1719 or 832-667-1804 phone
832-667-1821 fax

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CUSTOM CLEANING

Reliant Park is the exclusive cleaning contractor. If you wish to order cleaning service, you may use this form to pre-order or order at the Event Services desk on show site. If service is not satisfactory, please notify the Event Services desk PRIOR to the opening of the show each day. Exhibitor is responsible for removing floor covering (i.e. plastic or visqueen) before cleaning can be performed.

EXHIBIT CLEANING:

INDOOR EXHIBITORS- Daily trash removal and vacuuming is provided and should **NOT** be ordered. If you require additional booth cleaning, such as dusting or carpet cleaning, please complete the form below. Indoor exhibitors include Reliant Center, Reliant Stadium & OTC Pavilion.

OUTDOOR EXHIBITORS- Daily trash removal and vacuuming is **NOT** provided. Any desired services should be ordered below. Exhibit cleaning is done in the early a.m. prior to show opening each day. Prices are based on gross square feet of exhibit space. In the event of inclement weather on show days, any desired services below including Shampooing, will **not** be provided unless service is paid for.

EXHIBIT CLEANING: Dusting display, trash removal and vacuuming. Exhibit cleaning is done in the early morning prior to the (100 sq. ft. minimum) show opening each day. Prices are based on gross square feet of exhibit space and include sales tax.

Daily price per square foot .19 per sq. ft. (includes sales tax of 8.25%)

_____ sq. ft. x _____ = \$ _____ x _____ = \$ _____
booth size price/sq.ft. daily rate # of days total cost

Dates you would like Cleaning & Special Instructions: _____

STANDARD PORTER SERVICE: Consists of wiping down exhibit area and trash removal - occurs every 2 hours during show.

\$32.50 per day (includes sales tax of 8.25%) Dates you would like Standard Porter service: _____

_____ x \$32.50 = \$ _____
of days total cost

FULL TIME/HOURLY PORTER SERVICE: If you have food service in your booth, this service is highly recommended.

\$10.83 per hour (includes sales tax of 8.25%, ONE HOUR MINIMUM)

_____ x _____ x \$10.83 = \$ _____
of days # of hours per day total cost

Dates & times you would like Hourly Porter service: _____

SHAMPOOING or MOPPING Full shampooing is done one time only prior to first show day (REQUIRES 12 HOURS TO DRY). Price is based on gross square feet of carpet and includes sales tax. Spot Shampoo or Mop by request only.

One Time Only Full Shampoo or Mopping: .28 per sq. ft. (includes sales tax of 8.25%)
 Spot Shampoo or Mopping: \$25.00 Minimum. Estimate given on show site only.

_____ x \$.28 per sq. ft. = \$ _____
of sq. ft. Total Cost

Please Select One:
 Full Shampoo Full Mopping

MAKE COMPANY CHECKS PAYABLE TO: RELIANT PARK OR SEE PAYMENT AUTHORIZATION FORM FOR ALL CREDIT CARD PAYMENTS. IF YOU ARE PAYING BY COMPANY CHECK, DO NOT FAX IN FORMS. PLEASE MAIL FORMS WITH YOUR COMPANY CHECK.

Total Due \$ _____

Company: _____ Booth #: _____ E-mail: _____

Address: _____ Date: _____

City: _____ State _____ Zip _____

Authorized by: _____ Telephone: () _____ Fax: () _____

REMIT TO: RELIANT PARK/EXHIBITOR SERVICES
One Reliant Park
Houston, Texas 77054
832.667.1719 or 832.667.1804 phone
832.667.1821 fax

NOTE: INDOOR EXHIBITORS, PLEASE DO NOT ORDER VACUUMING OR TRASH REMOVAL. Show Management provides these services. Exhibitor is responsible for removing floor covering (i.e. plastic or visqueen) before cleaning can be performed.

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**PAYMENT POLICY AND BILLING AUTHORIZATION
FOR CLEANING, PARKING AND SECURITY SERVICES**

PAYMENT POLICY – Payment in full for all services must accompany your advanced orders. Payment may be made by company check or credit card authorizations. Orders placed at the show will be payable upon presentation of the invoice at show. All advance orders must be faxed or mailed by the advance order deadline.

Please indicate below the method of payment you will be using for services provided by RELIANT PARK:

- Credit Card
- Company Check Only
- Bank Wire Transfer

INTERNATIONAL EXHIBITORS – We require pre-payment of all charges or payments at show site. Payment may be by check drawn on U.S. Funds Account, American Express, MasterCard, Visa or Discover or Bank Wire Transfers.

If you wish to authorize RELIANT PARK to charge your advance orders and any additional amounts incurred as a result of show site orders placed by you or your representative to your credit card account, please complete the information requested below:

Charge to: MasterCard Visa American Express Discover

Account No.

SIGNATURE OF CARDHOLDER: _____ Expiration Date: _____

Important: Will your representative be authorized to order additional service and comply with above payment policy? Yes___ No___

ALL EXHIBITORS MUST SUBMIT COMPLETE INFORMATION BELOW:

Company: _____ Booth#: _____

Address: _____

City: _____ State: _____ Zip: _____

Authorized by: (PLEASE PRINT) _____ Signature: _____

Title: _____ Telephone: () _____ Fax: () _____

Booth #: _____ Date: _____ E-mail: _____

SHOULD YOU HAVE ANY QUESTIONS REGARDING CREDIT PROCEDURES, CALL OUR CREDIT DEPARTMENT AT 832.667.1400.

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One Reliant Park
Reliant Center
Houston, Texas 77054
832-667-1719 phone or 832-667-1804
832-667-1821 fax**



OTC 2009 Hospitality Suite Form & Invoice

OTC Hospitality Suites

May 4 – 7, 2009

MTW 9 am – 7 pm

Thurs 9 am – 3 pm

Assigned Suite #:

Days(s):

Time:

Company Name and OTC Booth #: _____

Contact: _____

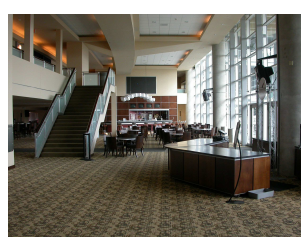
Address (No P.O. Box): _____

City, State, Zip _____

Daytime Phone: _____

Email: _____

Fax/Cell Phone: _____



PARTY SUITES

75-100 Guests
\$1,250/ day
\$4,000/ 4 days

SMALL SUITES

25-50 Guests
\$750/ day
\$2,400/ 4 days

CLUB LEVEL

100-1200 Guests
\$2,500/ day
\$8,000/ 4 days

DIRECTORS CLUB

100-600 Guests
\$2500/ day
\$8,000/ 4 days

- Event hours for leased space are Monday-Wednesday, **9 am-7 pm** and Thursday, **9 am-3pm**.
- Please note that only OTC 2009 exhibiting companies may lease hospitality spaces.
- Suite pricing does not include food & beverage, audio/visual, décor or company signage. For hospitality catering, please contact Ashley Bobbett, with Connoisseur Catering, at 832.667.2507.
- Others areas of interest are available for one or multi-day events, such as the Visitors Locker Room, Concourses, North Terrace, outdoor locations, and the Business Center. Please call or email me to inquire about rates for these locations.

Visa MasterCard American Express Discover

Total: _____

Credit Card # _____ Exp date _____

Name on Card _____

CC Billing Address _____

Billing Phone # _____ Vcode (4 digits on back of card) _____

Authorized Signature _____

I agree to pay the above amount according to card issuer agreement.

If paying by bank check or money order, please make payable to RELIANT PARK and send attention to Herb Kelly, SMG – Reliant Park, One Reliant Park, Houston, TX 77054.

Please fax completed form to Herb Kelly at 832.667.1748 **Phone:** 832.667.1820 **Email:** hkelly@reliantpark.com
Alternate Contact Barbara Beaton **Phone:** 832-667-1743 **Email:** bbeaton@reliantpark.com

THANK YOU FOR PURCHASING HOSPITALITY SPACE AT OTC

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EXHIBIT BOOTH SECURITY

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Authorized by: (PLEASE PRINT) _____ Signature: _____

Title: _____ Telephone: (____) _____ Fax: (____) _____

Booth No.: _____ Date: _____ E-mail: _____

EXHIBIT BOOTH SECURITY RATE SCHEDULE

If you require more than 5 Police Officers, you must request a Sergeant (Supervisor).

<u>Description</u>	<u>Rates</u> (subject to change without notice)	<u>Requirement</u>
<input type="checkbox"/> Police Officer	\$32.50 per hour	4 hour minimum
<input type="checkbox"/> Sergeant	\$35.10 per hour	4 hour minimum
<input type="checkbox"/> Lieutenant	\$37.70 per hour	4 hour minimum
OR		
<input type="checkbox"/> Security Guard	\$17.30 per hour (includes sales tax)	4 hour minimum

POST	Date	Start Time	End Time	Subtotal Hours	Lead Time*	Total Hours
<i>Example</i>	<i>1/1/2009</i>	<i>8:00am</i>	<i>5:30pm</i>	<i>9.5</i>	<i>.5 (see below)</i>	<i>10.0</i>
Post 1						
Post 2						
Post 3						
TOTAL						

*LEAD TIME calculation: Divide Subtotal by 8, round up to next whole number and multiply by .25; *Example Continued: 9.5/8=1.1875; round up to 2; 2 x .25= .5 (i.e. 2 shifts with 15 min. lead time)*

Special Instructions _____

TOTAL DUE: _____ total hours x \$ _____ rate = \$ _____

Payment in full for all services must accompany your advanced orders. Orders placed at the show will be payable upon presentation of the invoice at the show. *Make company checks payable to Reliant Park or see payment policy & billing authorization form for all credit card payments. If you are paying by company check, do not fax in forms. Please mail forms with your company check.*

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