



## EXHIBITOR REGISTRATION INFORMATION

3-6 MAY 2010  
RELIANT CENTER  
HOUSTON, TX USA

**Online Exhibitor Registration will open in late-January!** 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. Exhibitor Registration will be located in either Lobby D of Reliant Center for Exhibitors in Reliant Center or in the Main Lobby of Reliant Arena for Exhibitors in Reliant Arena. Online registration will continue to be processed for mailing through **18 March 2010**. **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 26 April** to allow for last minute additions of your personnel. Registrations received through 26 April will be processed and the badges can be picked up at the respective 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, 27 April	0800-1700
Wednesday, 28 April	0800-1700
Thursday, 29 April	0800-1700
Friday, 30 April	0800-1700
Saturday, 1 May	0800-1700

- If you submit your exhibitor registrations by mail or fax, you must submit directly to Experient by **18 April 2010**.

## **IMPORTANT DATES:**

Online Registration for Badge Mailing  
Mail or Fax Registration for Badge Mailing  
Advance Registration (Mail or Fax)  
Online Registration  
On-Site Registration

Complete by 18 March  
By 18 March  
By 19 April  
Remains open until 26 April  
Opens at 0800 Tuesday, 27 April

## **JUST AS A REMINDER:**

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

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