



# 2010 OTC RELIANT CENTER (Booth Numbers-1000-5000 Series) EXHIBIT INFORMATION

3-6 MAY 2010  
RELIANT CENTER  
HOUSTON, TX USA

REVISED FOR 2010
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## RELIANT CENTER SHOW HOURS

Monday, 3 May	0900-1730
Tuesday, 4 May	0900-1730
Wednesday, 5 May	0900-1730
Thursday, 6 May	0900-1400

***No one under age 15 is permitted in the Exhibit Areas during official show hours.***

Exhibitors may enter the exhibition two (2) hours before official opening and may remain one (1) hour after closing time.

## RELIANT CENTER EXHIBITOR MOVE-IN

Wednesday, 28 April	0800-1700
Thursday, 29 April	0800-1700
Friday, 30 May	0800-1700
Saturday, 1 May	0800-1700
Sunday, 2 May	0800-1200

***No one under age 18 is permitted in the Exhibit Areas during move-in or move-out.***

## PLEASE NOTE:

- Installation must be complete and the exhibit floor cleared by 1200 on **Sunday, 2 May.**
  - This will be enforced and no exceptions will be authorized.
1. All freight shipped to the Freeman warehouse will be placed in exhibit spaces by 0800 hours, Wednesday, 28 April. Some exhibitors will receive a target move-in date. Exhibitors assigned a target move-in date must comply with the date or be subject to crew time and overtime charges as outlined in the Material Handling/Freight Services Section. (Be sure to check the map in the Target Move-In Section for specific information.)

## **ELECTRICAL REQUIREMENTS**

Our Official Electrical Contractor, **Harper Wood**, has provided a specific **Electrical Services Order Form** for Reliant Center Booth #'s 1000-5000 which can be found on the Deadline/Discount Checklist. **PLEASE USE THIS FORM TO ORDER YOUR ELECTRICAL NEEDS.**

## **DOUBLE DECKER BOOTHS**

By order of the Fire Marshal with regard to the Reliant Center, OTC and Freeman must be notified, in advance, of any exhibitor who is planning on a double-decker booth. If you are planning on a double-decker booth, please complete the Double-Decker Exhibit Booth Notification Form by the established deadline of **17 March 2010**. All multi-level (Double-decker) booths require certification by a registered engineer and floor plans must be submitted to OTC Show Management by the above date. Form can be found on the Deadline/Discount Checklist.

## **HOSPITALITY EVENTS WITHIN YOUR BOOTH**

For security purposes, if you are planning a hospitality event within your exhibit space, either during or after official show hours, OTC must be notified in advance. If you are planning an event, please complete the OTC Special Event Notification Form found on the Deadline/Discount Checklist and submit to OTC by the established deadline of **17 March 2010**.

## **RELIANT CENTER EXHIBITOR MOVE-OUT**

Thursday	6 May	1400–2200
Friday	7 May	0800–1800
Saturday	8 May	0800–1800
Sunday	9 May	0800–1200

***No one under age 18 is permitted in the Exhibit Areas during move-in or move-out.***

Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. Entire process will take approximately 12 hours.

Exhibitors needing to load Thursday night must notify Freeman in advance. All exhibit materials must be removed from the exhibit facility by 1200 hours Sunday, 9 May. Exhibitors are responsible for the removal of all materials used in their display. Any exhibitor leaving materials after 1200 hours Sunday, 9 May will be charged for the removal of these materials.

### **CARPET AND DRAPE COLOR SCHEME FOR RELIANT CENTER**

Booths will be set with 8' high blue, white, black, white and blue back drape, 36" high blue side dividers and a 7" x 44" one-line identification sign.

The exhibit area is not carpeted; however, the main aisle will be carpeted in black. All other aisles will be carpeted in blue.

By order of the Fire Marshal, **nothing may be attached to the drape.**

### **EXHIBIT SERVICE CENTER**

The Exhibitor Service Center will be in the Reliant Center Lobby, located between the entrances to Halls B and C. This area will include all service contractors appointed by OTC.

In addition, there will be an Exhibitor Service Center located within the Reliant Arena.

### **EXHIBITOR MANAGEMENT OFFICE**

The OTC Exhibitor Management Office is located in the Reliant Center Lobby at the entrance to Hall C.

### **FIRST AID SERVICES**

Emergency First Aid will be available during move-in, show days and move-out. The Medical Services Center is located in the Reliant Center Lobby at the entrance to Hall C