



OTC SPECIAL EVENT NOTIFICATION FORM

3-6 MAY 2010
RELIANT CENTER
HOUSTON, TX USA

Submit by 17 MARCH 2010

For security purposes, OTC Exhibitors who plan on holding a special event within your exhibit space, either during or after official show hours, must notify OTC in advance. If more than 20 people will be attending your function, you will need to order one (1) security officer up to 50 people and (1) one additional security officer for every 50 people thereafter.

Exhibiting Company: _____	Booth # _____
On-site Contact Person: _____	Phone: _____
Email: _____	
Is your event available to the media?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of event: _____	
Time of event: _____	
Expected Attendance: _____	
Nature of Event: _____	

Other Information: _____	

Please complete and return to Barbara Katz by 17 March 2010 to:
bkatz@otcnet.org or Fax to +1.972.952.9435.