



2010 OTC OUTDOOR RELIANT CENTER (Booth Numbers–200–300 Series) EXHIBIT INFORMATION

3–6 MAY 2010
RELIANT CENTER
HOUSTON, TX USA

REVISED FOR 2010

EXHIBIT AREA

The flooring of the Outdoor Reliant Center Exhibits Area is reinforced asphalt in front of Reliant Center and is therefore NOT carpeted. OTC will provide astro-turf covering on major aisles. In addition, OTC does not provide tents and/or air-conditioning devices for your exhibit area.

Please check the Deadline/Discount Checklist for local tent and canopy companies from which you can order your outdoor covering.

RELIANT CENTER OUTDOOR AREA

Weight Limitations/Floor Load

Exhibitors whose freight or equipment exceeds 16,000 pounds single lift or 1,000 pounds per square foot must contact OTC/Freeman in advance as additional steel plating may be required for the booth area.

Electrical Requirements

There are limited power requirements available in the Outdoor Reliant Center Area. **Harper Wood, the Official Electrical Contractor**, has provided a specific **Electrical Services Order Form for Outdoor Reliant Center exhibitors**. This form can be found in this section as well as the Electrical Section of the Exhibitor Services Manual. **PLEASE MAKE SURE YOU USE THIS TO ORDER YOUR ELECTRICAL NEEDS.**

Compressed Air, Water and Drainage

These services are limited in the Outdoor Area. (No compressed air available, water available and drains to storm sewer). Please refer to the services listed on the **Harper Wood Order Form** located in the Reliant Park Services section of the Exhibitor Services Manual.

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 and submit to OTC by the established deadline of **17 March 2010**.

OTC 2010 EXHIBIT REGULATIONS

All OTC 2009 Exhibit Regulations apply to exhibitors in the Outdoor Reliant Center Exhibit Area, with the exceptions as noted herein.

OUTDOOR SECURITY

OTC will provide 24-hour security coverage of the Outdoor Reliant Center Exhibit Area beginning Wednesday, 28 April and will continue through the end of move-out. Should you wish to utilize additional security in your booth, you may order a Security Guard through Reliant Center. This order form is located within the Reliant Park Services Section of your Exhibitor Services Manual.

OUTDOOR EXHIBITOR MOVE-IN

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

- All outdoor exhibits must be completed by 1700 on Sunday, 2 May 2010.
- Due to the size and scope of the Outdoor Reliant Center Exhibit Area, it will be necessary to develop a targeted move-in schedule to make delivering your exhibit materials to your booth as smooth as possible. If you are scheduled a specific target move-in date, you will be notified in writing by OTC. It is imperative that you meet your assigned target move-in date. Failure to do so may result in the inability to get equipment to your exhibit space and could result in your shipments being subject to special equipment rental and crew time charges, and/or refusal of entry into the exhibit area by OTC Management. (Be sure to check the map in the Target Move-In Section for specific information.)

Exhibitors with assigned move-in dates must:

- Re-confirm the date you will need electrical services directly with **Harper Wood**.
- Communicate and coordinate with your tent Rentals and ask them **NOT** to install your tent until after your exhibit and/or materials have been delivered, or until the day that you have been assigned to move-in. Pre-setting your tent may hinder the move-in of another exhibitor who may be exhibiting a large piece of equipment, thus causing additional challenges.

OUTDOOR SHOW HOURS

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

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

Notice to those companies using motor homes and recreational vehicles as conference areas with their contracted outdoor areas:

- This is to remind you that holding tanks within your motor homes are not to be used throughout the duration of the exhibition, as they cannot be serviced during this time. Restroom facilities inside Reliant Center are available.

OUTDOOR EXHIBITOR MOVE-OUT

At the close of OTC, electrical power will be turned off promptly at 1400 on Thursday, 6 May. Exhibitors needing power beyond this time must contact **Harper Wood** to make special arrangements.

Freeman will begin returning empty containers as soon as the show closes. 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.

MOVE-OUT SCHEDULE

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

All exhibitor materials must be removed from the Outdoor Reliant Center Exhibit Area by Sunday, 9 May at 1200 hours. All carriers must check-in no later than Sunday, 9 May at 1000 hours.

EXHIBITOR SERVICES

All exhibitor services are available to exhibitors in the Outdoor Reliant Center Exhibit Area. Please refer to the appropriate section of your Exhibitor Services Manual for a complete listing of services available: i.e., booth furnishings, carpet, electric, telephone, internet, booth catering, florist, photography, and more.

HELPFUL OTC CONTACT INFORMATION

Staff contact information is listed on the first page of the Exhibitor Services Manual. For Official OTC Service Contractors, refer to the General Information Section of your Exhibitor Services Manual.