



# 2011 SPACE ASSIGNMENTS

16 August – 10 September 2010

## PROCEDURES

- All exhibit space assignments are based on the OTC Priority Number System.
- To qualify for the initial exhibit space assignment process, contracts with required deposits of 25% of the total cost of exhibit space must be received by the deadline stipulated by OTC.
- **Priority number deadline for space assignments is 6 August 2010.**
- Although, you will have until the Priority Deadline Date to submit your application for 2011, if you should happen to have the same number of Points as another exhibitor, the booths will be assigned according to application date. For this reason, we encourage you to submit your application as early as possible.
- Contracts will **NOT** be processed nor exhibit space assigned unless the required deposit is received by 6 August 2010.
- 2011 Contracts will **NOT** be processed if your organization has an outstanding balance from OTC 2010, including guest card invoices.
- Space assignments will begin at 0800 hours CST on Monday, 16 August 2010. Space assignments will be made between the hours of 0800 and 1700 CST. We anticipate the initial space assignments to last through approximately four weeks.
- If you will not be available during the time of the space assignment process, it is your responsibility to designate someone to act on your behalf should OTC need to contact you regarding your booth placement. Please complete the Designated Contact Form and fax to 972.952.9397 or 972.952.9435, Attention Exhibits Department. Forms must be received at OTC by 1700 hours CST, Wednesday, 11 August 2010.
- Please refrain from contacting OTC via telephone during this process. All OTC Management and Exhibits staff will be involved in assigning spaces. An OTC representative will contact you, if needed, when your priority number is called.
- When your priority number is called, your contract and accompanying information will be reviewed for requested booth locations. If the required deposit has not been received by OTC, your number will be skipped and exhibit space will not be confirmed until payment is received and based upon space availability at that time.

- Your space will be confirmed based on the order of your Preferred Booth Locations as indicated on your contract and space availability at the time of your placement. A Confirmation Letter will be emailed to you from [otc.events@otcnet.org](mailto:otc.events@otcnet.org) upon placement indicating your assigned booth number, dimensions and total square footage.
- If none of your 5 Preferred Booth Locations are available at the time of your assignment, or if you have not provided specified booth locations, **we will assign a booth closest to your preferred location and no phone call will be made.** OTC will make its best judgement in assigning your space based upon the information provided and space availability at the time of placement. A Confirmation Notice will be emailed to you at the time of placement.
- OTC encourages you to follow the space assignment through the interactive floor plan on [www.otcnet.org/2011](http://www.otcnet.org/2011). The plan is updated with each space assignment. Should exhibitors want to make additional booth selections, they may be sent to [otc.events@otcnet.org](mailto:otc.events@otcnet.org).
- Exhibitors retain the right to request a relocation of their assigned space within seven (7) days of receipt of their Confirmation Notice. Submitting a booth relocation request does not guarantee that you will be reassigned space. All requests will be based upon space availability at the time of receipt of request.
- If a booth relocation request is not received, OTC will assume your assigned space is acceptable to your organization and you will be invoiced accordingly.
- Upon receipt of a booth relocation request within the seven (7) days parameter, an OTC Representative will contact you to discuss alternate locations based upon space availability at that particular time.
- If a booth relocation request is received after seven (7) days of receipt of Confirmation Notice, your request will be placed on the waiting list and tracked based upon the date and time of receipt. As space becomes available, an OTC Representative will contact you to discuss alternate locations.
- If a request for additional space is made seven (7) days after the date of Confirmation Notice, the request will be placed on the waiting list and tracked based upon the date and time of receipt. Submitting a request for additional space does not guarantee that you will receive the additional space. All requests will be based upon current Space Restriction Policy and availability at the time of receipt of request.

**REMEMBER...**  
**OTC 2011 SPACE ASSIGNMENTS**

**Begins 16 August 2010**

**Complete and Return your Designated Contact Form Today!**

*We thank you for your continued support of OTC!*