



2014 OTC RELIANT ARENA EXHIBIT INFORMATION (Booth Numbers 6000–10000 Series)

5-8 May 2014
RELIANT PARK
HOUSTON, TX USA

REVISED FOR 2014

RELIANT ARENA SHOW HOURS

Complimentary coffee will be served daily in Reliant Arena from 0900 to 0930 hours.

Monday	6 May	0900–1730
Tuesday	7 May	0900–1730
Wednesday	8 May	0900–1730
Thursday	9 May	0900–1400

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

RELIANT ARENA EXHIBITOR MOVE-IN

This same schedule applies to Reliant Center

Tuesday, 29 April	0800–1700
Wednesday, 30 April	0800–1700
Thursday, 1 May	0800–1700
Friday, 2 May	0800–1700
Saturday, 3 May	0800–1700

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

Exhibitors may enter the exhibition two (2) hours before official opening.

All exhibits must be fully installed by Saturday, 3 May at 1700 hours in order to get Reliant Arena show-ready for Monday morning.

Due to the size and scope of Reliant Arena, it may be necessary to develop a targeted move-in schedule to make delivering your exhibit materials to your booth as smooth as possible. If you have been assigned a specific target move-in date other than on the color-coded target move-in map, you will be notified in writing by OTC. A map will also be posted to the OTC website.

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 Target Move-In Map.)

RELIANT ARENA EXHIBITOR MOVE-OUT

At the close of OTC at 1400 hours on Thursday, 9 May, Freeman will start removing the aisle carpet and begin returning empty containers. This process will take approximately 12 hours. Exhibitors needing to load Thursday evening ***must notify*** Freeman in advance.

As stated in the OTC 2014 Exhibit Regulations, no dismantling of exhibits is permitted prior to 1400 hours on Thursday. Please make sure that all people, including sales representatives, understand this policy. Non-compliance of this policy will result in the loss of five (5) priority points for your company.

During this time, we strongly encourage you to take every possible precaution to secure your merchandise and property. Exhibitors are most vulnerable during the move-out process. Do not leave your booth unattended until all property has been secured. In addition, if you leave material in your booth unlabeled at any time, it may be presumed to be abandoned and mistaken for trash.

RELIANT ARENA MOVE-OUT SCHEDULE

Thursday	8 May	1400–2200
Friday	9 May	0800–1800
Saturday	10 May	0800–1700

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

All exhibitor materials must be removed from Reliant Arena by Saturday, 10 May at 1700 hours. Any exhibitor leaving materials after 1700 hours Saturday, 10 May will be charged labor at time and a half rate for the removal of these materials. All carriers must check-in no later than Saturday, 10 May at 1400 hours.

RELIANT ARENA BOOTHS AND CARPET/DRAPE COLOR SCHEME

Each 10'x10' booth will be provided an 8' high black, white, blue, white and black back drape, 36" high black side dividers and a 7" x 44" one-line identification sign. By order of the Fire Marshal, **nothing may be attached to this drape.**

RELIANT ARENA EXHIBITS AREA

Carpeting

The exhibit area is **NOT** carpeted; however, the perimeter will be carpeted in blue. All other aisles will be carpeted in black.

Weight Limitations/Floor Load

- **Reliant Arena Proper:** This area has a 6" slab with a 350 PSF rating with a maximum load of 24,000 pounds.

- **Reliant Arena Exhibit Halls:** These areas have a 4.5” slab with a 200 PSF rating with a maximum rear-axle weight of 16,000 pounds.

For questions regarding this specification, please contact our Official Material Handling Contractor, Freeman.

Electrical Requirements

All current 120 volt, 208 volt single and three Phases are available in Reliant Arena. There are limited 480 volts Three Phase. Our Official Electrical Contractor, **Freeman**, has provided an **Electrical Services Order Form** which can be found in the Exhibitor Services Manual, under Utilities and Other Services. Order your Electrical Service online through Reliant Park Exhibitor Services.

Compressed Air, Water and Drainage

There is limited air, water and drains. Please use the **Freeman** Order Form or go to Reliant Park Exhibitor Services online to order these services as well.

DOUBLE-DECKER BOOTHS (MULTI-LEVEL)

By order of the Fire Marshal with regard to Reliant Arena, 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 found on the Deadline/Discount Checklist by the established deadline of **27 February 2014.**

Double-Decker Booths require a minimum 20 foot ceiling height. The only Reliant Arena booths that meet this requirement are the 7000-7200 Series Booths in Hall B, the 8000-8200 Series Booths in the Arena Proper, and the 9000 Series Booths in Hall D. If your booth number does not fall within these series numbers, you will not be approved for a Double-Decker Booth.

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 **25 March 2014.**

OTC 2014 EXHIBIT REGULATIONS

All OTC 2014 Exhibit Regulations apply to exhibitors in Reliant Arena, with the exceptions as noted herein.

HANGING SIGNS AND GRAPHICS

Hanging signs and/or graphics are permitted in Reliant Arena; however, they are subject to the ceiling height variations in the building and exhibitors should confirm the ceiling height before ordering a hanging sign. All OTC rules regarding hanging signs apply, which means that island configurations with the minimum dimensions of 20'x20' and peninsula configurations with the minimum dimensions of 20'x30' are permitted to have hanging signs.

Exhibitors in Reliant Arena **must** make advance arrangements with Freeman if you are planning on a hanging sign, as this will directly affect the move-in process timing and scheduling.

Exceptions to the maximum booth height may be extended to physical equipment that exceeds the maximum height restrictions. This does not include the physical exhibit structure. Exceptions are at the discretion of OTC.

FREEMAN QUICK FACTS FOR RELIANT ARENA EXHIBITORS

For additional information, please refer to the Freeman Quick Facts for Reliant Arena and Freeman Shipping Quick Facts. Please make sure you review this information carefully and contact OTC and/or Freeman should you have any questions.

EXHIBITOR SERVICES

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

HELPFUL OTC CONTACT INFORMATION

OTC staff contact information as well as a listing of all Official OTC Service Contractors is listed in the Exhibition Information section of the Exhibitor Services Manual.