



2013 OTC RELIANT CENTER (Booth Numbers 1000-5000 Series) EXHIBIT INFORMATION

5-8 MAY 2014
RELIANT PARK
HOUSTON, TX USA

REVISED FOR 2014

RELIANT CENTER SHOW HOURS

Monday, 5 May	0900–1730
Tuesday, 6 May	0900–1730
Wednesday, 7 May	0900–1730
Thursday, 8 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.

RELIANT CENTER EXHIBITOR MOVE-IN

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.

PLEASE NOTE:

- **Installation must be complete and the exhibit floor cleared by 1700 on Saturday, 3 May.**
- **This will be enforced and no exceptions will be authorized.**
- **No move in will be permitted on Sunday.**

All freight shipped to the Freeman warehouse will be placed in exhibit spaces by 0800 hours, Tuesday, 29 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.)

RELIANT CENTER EXHIBITOR MOVE-OUT

Thursday, 8 May	1400–2200
Friday, 9 May	0800–1800
Saturday, 10 May	0800–1700
Sunday, 11 May	0800–1700

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. The 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 1700 hours Sunday, 11 May. Exhibitors are responsible for the removal of all materials used in their display. Any exhibitor leaving materials after 1700 hours Sunday, 12 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 Sunday, 11 May at 1000 hours.

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.

ELECTRICAL REQUIREMENTS

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.

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 **27 February 2014**. 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 **25 March 2014**.

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 in Reliant Arena and on the Outdoor Parkway.

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