



EXHIBITOR REGISTRATION INFORMATION

5-8 May 2014
RELIANT PARK
HOUSTON, TX USA

Online Exhibitor Registration will open in January! In order to register online, you will need to enter your Registration Password which can be found on OTC Confirmation Letter regarding exhibit space.

- Exhibitors are allotted five (5) complimentary Exhibitor Registrations per 100 square feet of contracted exhibit space. Exhibitor Registration includes access to the technical sessions. All other OTC events (Breakfasts, and Topical Luncheons) and/or copies of the *Proceedings* on CD can be purchased when you register.
- There is an USD150.00 4-Day fee to register booth personnel over your complimentary registrations. You may also purchase additional one-day Exhibitor registration for only USD40.00. This Exhibitor registration category will allow access to the exhibition as well as technical sessions.
- When registering, the primary exhibit contact person for U.S. companies will be given the option to have their badges mailed or be picked up on-site at the Exhibitor Registration Counters. Exhibitor Registration will be located in either Lobby D of Reliant Center for Exhibitors in Reliant Center or in the Main Lobby of Reliant Arena for Exhibitors in Reliant Arena. Online registration will continue to be processed for mailing through **21 March 2014**. **Please note: There will only be one mailing per company.**
- As a benefit to you and to streamline registration to your advantage, **online registration will remain open** to allow for last minute additions of your personnel. Registrations will be processed and the badges can be picked up at the respective Exhibitor Registration Counters.
- If you receive your badges, via mail, **each badge will include a tear-off coupon**. ***On-site, you will need to take the tear-off coupon to the Badge Holder Pickup Counters in order to receive your badge holder.*** This process has been developed in order to assist in validating attendance numbers. Please inform your staff about the tear-off coupon and to make sure to bring it on-site.
- On-site Exhibitor Registration hours during set-up are as follows:

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
- If you submit your exhibitor registrations by mail or fax, you must submit directly to Experient by **23 April 2014**.

IMPORTANT DATES:

- Complete registration for badge mailing option, **21 March**
- Submit registration by mail or fax (not online), by **23 April**
- Online Registration remains open through, **8 May**
- On-site Registration opens 0800, Tuesday, **29 April**

Please do not submit registrations directly to OTC. Send all registrations directly to Experient.

**AS A REMINDER – BADGES WILL BE MAILED TO THE COMPANY'S
PRIMARY CONTACT ON RECORD.**