



2014 OTC OUTDOOR RELIANT PARKWAY (Booth Numbers–100–800 series) EXHIBIT INFORMATION

**5-8 MAY
RELIANT PARK
HOUSTON, TX USA**

REVISED FOR 2014

RELIANT OUTDOOR PARKWAY EXHIBIT AREA

The flooring of the Outdoor Reliant Parkway Exhibits Area is either concrete for Booths 100-600 Series or asphalt for Booths 700-900 Series and therefore are NOT carpeted. OTC will provide astro-turf covering on major aisles. OTC does not provide tents and/or air-conditioning devices for your exhibit area, with the exception of the OTC Pavilion and the covered outdoor linear booths (not-air-conditioned).

Weight Limitations/Floor Load For Booths 100-600 Series, including Booth 710, 711(Concrete)

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.

Weight Limitations/Floor Load Booths 700-900 Series (Asphalt)

Booths between Reliant Center and the Reliant Arena in number series 700-900, only have a weight load of 75 pounds per square foot. Please be sure that your total weight does not exceed this limit.

Electrical Requirements

Electrical Orders should be submitted prior to move-in to assure electrical power is made available. **Freeman, the Official Electrical Contractor**, has provided an **Electrical Services Order Form**. The forms are available in the Exhibitor Services Manual or ordered online through Reliant Park Exhibitor Services. Electricity will not be available until Friday, 2 May 2014.

Compressed Air, Water and Drainage

These services are limited in the Outdoor Parkway Area. (No compressed air is available. Limited availability to water and drains to storm sewer). Please refer to the services listed on the **Freeman Order Form** located in the Exhibitor Services Manual, Utilities section or go online to Reliant Park Exhibitor Services.

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 **25 March 2014**.

OTC 2014 EXHIBIT REGULATIONS

All OTC 2014 Exhibit Regulations apply to exhibitors in the Outdoor Reliant Parkway Exhibit Area and OTC Pavilion, with the exceptions as noted herein. **Tents and canopies are subject to the City of Houston Fire Code and LSB Standard 22 Rev 03. A copy of LSB Standard 22 Rev 03 may be found in the Exhibitor Services Manual.**

OUTDOOR SECURITY

OTC will provide 24-hour security coverage of the Outdoor Reliant Parkway Exhibit Area beginning Tuesday, 29 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 online through Reliant Park Exhibitor Services.

OUTDOOR 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

- All outdoor exhibits must be completed by 1700, Saturday 3 May.
- There will be no move-in or access to exhibits on Sunday, 4 May
- Due to the size and scope of the Outdoor Reliant Parkway 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 other than indicated on the color coded Target Move-In Map, 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 **Freeman**
- Communicate and coordinate with your tent Rental 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	5 May	0900–1730
Tuesday	6 May	0900–1730
Wednesday	7 May	0900–1730
Thursday	8 May	0900–1400

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

Notice to those companies using motor homes and recreational vehicles as conference areas within 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 and Reliant Arena are available.

OUTDOOR EXHIBITOR MOVE-OUT

At the close of OTC, electrical power will be turned off promptly at 1400 on Thursday, 8 May. Exhibitors needing power beyond this time must contact **Freeman** to make special arrangements.

- Freeman will begin returning empty containers as soon as the show closes. 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 Saturday, 11 May. Exhibitors are responsible for the removal of all materials used in their display. Any exhibitor leaving materials after 1700 hours Saturday, 11 May will be charged for the removal of these materials. All carriers must check in no later than Saturday, 10 May 1400 hours.
- Freight must be ready for outbound loading by 1430 hours, Friday 9 May 2014.
- 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.

MOVE-OUT SCHEDULE

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

EXHIBITOR SERVICES

All exhibitor services are available to exhibitors in the Outdoor Reliant Parkway Exhibit Area except as previously noted. Please refer to the Exhibitor Services Manual for a complete listing of services available and the appropriate forms for: tents, fans, booth furnishings, carpet, electric, telephone, internet, booth catering, florist, photography, and more.

HELPFUL OTC CONTACT INFORMATION

Staff contact information is listed on the Exhibitor Services Manual. You can also find a listing for Official OTC Service Contractors in the Exhibit Information Section of the Exhibitor Services Manual.