



## OTC SPECIAL EVENT NOTIFICATION FORM

5-8 MAY 2014  
RELIANT PARK  
HOUSTON, TX USA

**Submit by 25 MARCH 2014**

For security purposes, OTC Exhibitors who plan on holding a special event within your exhibit space, either during or after official show hours, must notify OTC in advance.

Security will need to be ordered for functions being held after official show hours and where 20 or more people will be in attendance. One (1) security officer should be provided for 20 to 50 people and (1) one additional security officer for every 50 people thereafter.

Exhibiting Company: _____	Booth # _____
On-site Contact Person: _____	Phone: _____
Email: _____	
Is your event available to the media?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of event: _____	
Time of event: _____	
Expected Attendance: _____	
Nature of Event: _____	
_____	
Other Information: _____	
_____	

Please complete and return to Barbara Katz by 25 March 2014 to:  
[bkatz@otcnet.org](mailto:bkatz@otcnet.org) or Fax to +1.972.952.9435.