



Publication Cubicle Contract
Offshore Technology Conference
1 – 4 May 2017
NRG Park * Houston, Texas USA

General Conditions

- The name(s) of the publications will appear as written on this contract in all printed materials and signs relating to the terms of this purchase.
- OTC will only place those publications listed on this contract in the publication area at the 2017 Offshore Technology Conference.
- Only trade journals or magazines are eligible. Newsletters, brochures, or other promotional materials are not permitted. Any other publications shipped will be disposed of without notification or cause.
- Shipping information is listed on page 3 of this contract.
- The quantity of publications shipped is at the discretion of the publisher. OTC will not pay for shipping of publications to the event or to the publisher after the event.
- Any issues regarding the display of the publication(s) should be addressed on-site with OTC exhibit management during the conference.
- One publication cubicle is valued at
 - NRG Center USD – 2,000.00
 - NRG Arena USD – 1,300.00
 - *** Limited Availability
- This rental agreement pertains only to the 2017 Offshore Technology Conference and does not imply or constitute any endorsement or partnership between the publisher and OTC.

1. OTC Payment Policy

- OTC requires 100% payment be submitted with the signed Contract in order to secure a space.
- Upon receipt of the signed contract and deposit, OTC will email an invoice to the publication. A cubicle will not be guaranteed until company has submitted the Contract and required payment.
- If a sponsorship cancellation occurs from completion of contract date through 90 days before event, a 20% penalty shall be incurred.
- If a cancellation occurs 60-89 days before event, a 30% penalty shall be incurred.
- If a cancellation occurs 30-59 days before event, a 50% penalty shall be incurred.
- If a company cancels within 30 days of the conference, a 75% penalty shall be incurred.
- Payment is accepted in US dollars only. OTC accepts credit cards, checks, money orders, and wire transfers.



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This is a fillable form that needs to be completed electronically and submitted via email.
 Complete the form. | Add a digital signature. | Save the file. | Submit completed form to otcponsor@otcnet.org.

*** Section 1: Publication name(s) exactly as it (they) will appear in print and in on-site signage ***	

Section 2: Publication will purchase			
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	Quantity	Rate (USD)	Total
Publication cubicle/display in the registration area (or other high traffic area) of the conference <ul style="list-style-type: none"> NRG Center - \$ 2,000 NRG Arena - \$ 1,300 			
TOTAL VALUE PURCHASED			

I have reviewed the rental agreement, understand its terms, and can fulfill these commitments as stated.

*** Publisher Name:			
Contact: (print)		Signature:	
Position:		Date:	
Mailing Address:		Telephone:	
		Email:	

Payment is due upon ordering. Please remit full amount with this form.

Address:	Payment Option 1: Along with this form, send check payable to the Offshore Technology Conference c/o Sales Department 222 Palisades Creek Drive Richardson, Texas 75080 USA	Payment Option 2 or 3: Wire transfers or credit card payments, please contact Lori Duke @ lduke@otcnet.org
Telephone:	+1.972.952.9393	Email: sales@otcnet.org

OTC Internal Use			
2017 OTC			
Contract Received:		Full Payment Received:	
OTC Representative:		Date:	



Publication Cubicle Shipping Instructions
Offshore Technology Conference
1 – 4 May 2017
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Shipments of your publication to the **warehouse** will be accepted beginning Monday, 3 April 2017 and should be labeled as follows:

Offshore Technology Conference
COMPANY NAME - Publication Cubicle Materials
c/o Freeman
9258 Park South View Ste: 100
Houston, TX 77051

If shipping to the warehouse, to avoid additional after deadline charges, materials must arrive to the warehouse by Wednesday 19 April 2017

Shipments sent to **show site** should be labeled as follows:

Offshore Technology Conference
COMPANY NAME - Publication Cubicle Materials
c/o Freeman
NRG Center
One NRG Park
Houston, TX 77054

Shipments to show site must not arrive prior to 8:00 a.m., Monday, 24 April 2017. Shipments arriving prior to this date will be refused.

Even if other shipping labels are required, such as custom slips, make sure that the address on all material is designated for the **PUBLICATION AREA**. If your materials are not shipped care of Freeman, we cannot guarantee the proper disbursement of the materials.

We request that each carton of your materials contain 50 pounds or less; however, to facilitate shipping, larger cartons containing smaller cartons will be accepted. Exceptions will be made for tabloids, which may be bundled.

Best Regards,

Barbara Katz, CEM
Exhibit Manager