

View the latest information for OTC 2017 exhibitors.



December 2016 eNewsletter

The [OTC 2017 website](#) offers complete information on all aspects of the conference, including a current list of exhibitors. We strongly recommend that you bookmark it today and check it weekly for updates.

Important Exhibitor Reminders:

Now Available – [Exhibitor Services Manual](#)

2 January – Catering online ordering with Aramark begins

13 January – [Final payment](#) due for exhibit space

Mid-January – Housing and Registration goes live

1 February – Traffic Boost Guest Invitations Available (info coming soon)

10 February – Multi-level booth notices due to Houston Fire Marshal

24 February – Early-bird discount ends on online catering with Aramark

28 February – [Online booth profile](#) due for inclusion in program

Early March – OTC 2018 Online Exhibit Space Agreement goes live

1 March – [Advertising contracts](#) due for inclusion in program

8 March – [Advertising materials](#) for inclusion in the program due

15 March - Work Authorization Request form due

3 April - Exhibitor Appointed Contractor forms due

3 April – [Woelfel BMEA Award Application](#) due

Visit the [Exhibit page](#) on the OTC 2017 website for important exhibitor information.

For general inquiries, contact the OTC Exhibit Hotline at +1.972.952.9201 or send an email to otc.events@otcnet.org.

Exhibitor Services Manual Now Available

The [OTC 2017 ESM](#) can be found on the event website under the 'Exhibit' tab.

Exhibitor Parking Passes

Parking passes will be available on Monday, 16 January and will close on Sunday, 30 April (or after they are sold out).

We strongly recommend setting aside time to review this manual in its entirety, as it contains important information necessary to plan for a successful exhibiting experience. The ESM includes opportunities for early- order discounts, order forms (catering, parking, electricity, furniture, etc.), a list of official contractors, and OTC Rules and Regulations.

Please note: Carpet, furniture, and electricity are NOT included with your booth space and can be ordered through Freeman, the official OTC 2017 decorator. Ordering information can be found in the [OTC 2017 ESM](#). For additional information, you may contact Freeman directly at +1.713.770.6750 or FreemanHoustonES@freemanco.com.

Parking passes can be ordered [online](#) or you may complete a handwritten order form and email it to NRG Park at ExhibitorServices@nrgpark.com. Order forms can be found in the [OTC 2017 ESM](#).

Each exhibiting company is allowed to make a one-time purchase only of (2) parking passes for every 100 sq. ft. of booth space. Please note, the ORANGE lot is limited and given priority to all Pavilion and OTC Parkway exhibitors only.

Housing and Registration

Visit the OTC 2017 website in mid-January to find options for registration and housing. Links will be provided in future newsletters with additional information.

Early Ordering with Aramark Catering

Aramark will begin accepting online catering orders on 2 January. Order before 24 February to receive an early-bird discount. The discount includes 25% off coffee and water orders and an additional 20% off select items on the menu.

A 10% late fee will be applied to all orders placed after 14 April 2017.

Beginning 24 April, the onsite catering menu limited to the event day will open. To place orders onsite, please visit the Exhibitor Services Desk in rooms 104-107 in NRG

Exhibitor Rebooking for 2018

A letter concerning the rebooking process for OTC 2018 was recently mailed to the primary contact listed on your account. Additional information will be posted in late February or early March. Please be mindful of the priority deadline dates for submitting your applications for space.

Photo Policy

OTC strictly enforces a [photography and videography policy](#) to protect leading-edge technology showcased at the event.

Any violations by an

Manage Your OTC Account Online

Did you know you have the ability to manage your OTC 2017 account online at any time through the Exhibitor Portal? All you need is your case sensitive company password, which can be found on your official booth space confirmation letter.

The ability to view your account, pay your balance, and even print an invoice is at your fingertips. You can access the Exhibitor Portal on the OTC 2017 website (go to Exhibit tab and then click the 'View Your account' link on the right side). Or, simply click [here](#) and enter your case

Center.

Catering order forms can be found in the [ESM](#) by clicking on the 'Forms and Documents' link.

exhibitor to this policy could result in a verbal warning, the loss of priority points, and ultimately the confiscation of the exhibitor's badge.

sensitive password.