

View the latest information for OTC 2017 exhibitors.



January 2017 eNewsletter

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

Important Dates:

- Early January – Exhibitor registration and housing opens
- 13 January – [Final payment](#) due for exhibit space
- 16 January – Parking passes available through NRG Park
- 1 February – Traffic Boost Guest Invitations Available (info coming soon)
- 10 February – Multi-level booth notices due to Houston Fire Marshal
- 22 February – Order Lead Retrieval (if desired)
- 24 February – Catering order due by 5 pm for 25% early order discount
- 28 February – [Online booth profile](#) due for inclusion in program

New for 2018: Priority rebooking for companies with priority numbers 1-450 will begin the week of 27 March 2017.

Be sure to check our [show preparation schedule](#) for additional reminders and deadlines.

Manage Your OTC Account Online

Reminder: Your final booth space balance is due Friday, 13 January.

[Log into your account](#) at any time using your case sensitive company password, which can be found on your booth space confirmation letter.

In the portal, you can view your account, make a payment, and print a statement.

Parking Passes Available 16 Jan. through NRG Park

Parking passes always go quickly. Be sure to reserve your space(s) on 16 January.

Three ways to submit your order:

1. Order [online](#).
2. Download the [Parking Pass Order Form](#) and email it to exhibitorservices@nrgpark.com.
3. Mail your order to: One NRG Park,

Review the Exhibitor Services Manual

The [OTC 2017 Exhibitor Services Manual](#) contains all of the information necessary to plan for a successful exhibiting experience, including a [show preparation schedule](#), a show contact list, official Rules and Regulations, and [downloadable order forms](#). **We recommend taking the time to review this manual in detail.**

Houston, Texas 77057

Online ordering will close on 30 April.

Be sure to completely review the parking details on the order form before submitting your order.

Questions?

Call +1.832.667.1718 or email exhibitorservices@nrgpark.com.

Order Catering by 24 February to Save

Take advantage of Aramark discounts for early-bird orders. Place your order by 5 pm on 24 February to receive the following discounts:

25% off on advanced orders for water and coffee

20% off on additional items (except special orders, crowd pleasers, espresso coffee services and alcohol)

Visit the [Downloadable Forms and Brochures page](#) in the OTC 2017 ESM to view the menu, and visit [Aramark's Online Booth Catering site](#) to place an order today!

Sponsorship and Advertisement Opportunities

With various promotional opportunities available before and during OTC, we can design the perfect

Submit Booth Print Profile by 28 February

Log in to the [OTC 2017 Exhibitor Portal](#) to view, add, or update your booth print profile. To access, you will need your case sensitive company password located on your booth space confirmation letter.

Your booth print profile will be printed in the official show program to market your presence and to provide a brief description of your company's products and/or services. When creating your profile, please do not copy and paste as some of the characters do not paste correctly. Also, be sure your company contact information is current to ensure attendees can contact you after OTC.

It is imperative that you

Exhibitor-Appointed Contractor WAR Form Due 15 March

If you plan to use the services of a 3rd party exhibitor appointed contractor, (EAC), other than Freeman, you must submit a Work Authorization Request form (WAR) no later than 15 March. The WAR form must be submitted by the exhibitor and **not the EAC**.

Send the WAR form and any EAC related inquiries to kbailey@otcnet.org. To obtain a blank WAR form, visit the 'Forms and Brochures' portion of the Exhibitor Services Manual by clicking below.

[More Info](#)

TrafficBoost Guest Invitation Program

Use the TrafficBoost marketing tool to invite

program to enhance your OTC experience. Sponsorship and advertising will expose attendees to your company and promote your presence in the offshore community.

[Learn More](#)

Free Exhibitor Resource

Exhibiting is a big investment. As one OTC's sponsoring organizations, SPE launched the [Exhibitor Success and ROI Center](#) to help exhibitors make the most of their investment. This is a free, on-demand resource to help you improve performance and exhibiting experience. The resource includes three components:

1. On-demand Webinars
2. How to Articles
3. Ask the Tradeshow Expert

Learn the latest on exhibiting best practices and find solutions to help deliver the best results.

[Get Started](#)

review your profile, regardless of whether or not changes are made. When you have completed your review, select 'save' so show management will be notified that your review is complete.

OTC Show Contacts

General Inquiries

Exhibit Hotline:
+1.972.952.9201
Email:
otc.events@otcnet.org

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guests to attend OTC 2017. TrafficBoost will be available on 1 February. Additional information coming soon! Contact [Experient](#) with questions.

Preview New Products or Services in CEP

The April 2017 issue of *Chemical Engineering Progress* (CEP), the flagship publication of the American Institute of Chemical Engineers (AIChE), will feature an editorial section devoted to the new products and services at OTC.

For one of your company's new products or services to be considered for the publication, submit the following:

1. A concisely written press release. If a press release is not yet available, provide information on the product's features, specifications, and applications.
2. A color image of the product in jpeg or tiff format with a resolution of at least 300 dpi.
3. Your OTC booth number.

Please email materials by 27 February to elizp@aiiche.org and include the subject line CEP-2017 OTC Preview.

