



EXHIBITOR REGISTRATION INFORMATION

30 APRIL – 3 MAY 2018

NRG PARK

HOUSTON, TX USA

Online Exhibitor Registration will open in January! In order to register online, you will need to enter your Registration Password which can be found on OTC Confirmation Letter regarding exhibit space.

- Exhibitors are allotted five (5) complimentary Exhibitor Registrations per 100 square feet of contracted exhibit space. Exhibitor Registration includes access to the technical sessions. All other OTC events (Breakfasts, and Topical Luncheons) and/or digital *Proceedings* can be purchased when you register.
- There is an USD180.00 4-Day fee to register booth personnel over your complimentary registrations. You may also purchase additional one-day Exhibitor registration for only USD50.00. This Exhibitor registration category will allow access to the exhibition as well as technical sessions.
- When registering, the primary exhibit contact person for U.S. companies will be given the option to have their badges mailed or be picked up on-site at the Exhibitor Registration Counters. Online registration will continue to be processed for mailing through **3 April 2018. Please note: There will only be one mailing per company.**
- Badges may be picked up on-site at the Exhibitor Registration Counters. Exhibitor Registration will be located in either Lobby D of NRG Center for Exhibitors in NRG Center, or in the Main Lobby of NRG Arena for Exhibitors in NRG Arena. Online registration will continue to be processed for mailing through **3 April 2018. Please note: There will only be one mailing per company.**
- **Each individual exhibitor will receive an email confirmation when they are registered.** The confirmation email will provide a link to purchase tickets for events not included with the Exhibitor Registration. The primary contact will no longer be required to make the additional purchases of ticketed items for their registrants.
- If you receive your badges, via mail, **each badge will include a tear-off coupon.** ***On-site, you will need to take the tear-off coupon to the Badge Holder Pickup Counters in order to receive your badge holder.*** This process has been developed in order to assist in validating attendance numbers. Please inform your staff about the tear-off coupon and to make sure to bring it on-site.
- On-site Exhibitor Registration hours during set-up are as follows:

Tuesday,	24 April	0800–1700
Wednesday,	25 April	0800–1700
Thursday,	26 April	0800–1700
Friday,	27 April	0800–1700
Saturday,	28 April	0800–1700

- If you submit your exhibitor registrations by mail or fax, you must submit directly to Experient by **16 April 2018**.

IMPORTANT DATES:

- Complete registration for badge mailing option, **3 April**
- Submit registration by mail or fax (not online), by **16 April**
- Online Registration remains open through, **3 May**
- On-site Exhibitor Registration opens 0800, Tuesday, **24 April**

Please do not submit registrations directly to OTC. Send all registrations directly to Experient.

**AS A REMINDER – BADGES WILL BE MAILED TO THE COMPANY'S
PRIMARY CONTACT ON RECORD.**