



2018 OFFSHORE TECHNOLOGY CONFERENCE

SPONSORSHIP POLICIES

The Offshore Technology Conference has instituted the following policies for sponsorship opportunities. The Sponsor agrees that these policies are considered binding and agrees to adhere to these policies in order to secure a sponsorship.

OTC Sponsorship Payment Policy

- OTC requires 100% payment be submitted with the signed Sponsorship Contract in order to secure a sponsorship.
- Upon receipt of the signed contract and deposit, OTC will email an invoice to the sponsor. A sponsorship will not be acknowledged or promoted until company has submitted the Sponsorship 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 sponsorship cancellation occurs 60-89 days before event, a 30% penalty shall be incurred.
- If a sponsorship cancellation occurs 30-59 days before event, a 50% penalty shall be incurred.
- If a company cancels its sponsorship 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.

Companies who spend \$ 25,000 or more in combination of sponsorships and advertising will receive the following:

- Company logo and link on the official OTC conference website
- Company logo and link on the Conference Proceedings sponsor page
- Company logo on the slide presentation between the technical sessions
- Company logo in the OTC Conference Preview and Conference Program and Exhibit Guide, provided applicable deadlines are met:
 - Sponsorship Contract and 100% deposit must be received by **1 December 2017** for Conference Preview.
 - Sponsorship Contract and 100% deposit must be received by **2 March 2018** for Conference Program and Exhibit Guide.

Sponsorship Recognition On Website

- All sponsorship opportunities that meet the guidelines are recognized on the OTC 2018 official website.
- Sponsor must provide a URL address on the contract for hyperlink or placement cannot be guaranteed.

OTC Sponsorship Guidelines

- Lanyard sponsor(s) are responsible for providing the required quantity (minimum 10,000) of sponsored lanyards.
- All copy must be submitted and approved by OTC by implementation.
- All individual and exclusive sponsorships are subject to the right of renewal of the previous year's sponsor.
- OTC will contact each previous year's sponsor to advise them of the right of renewal and the deadline by which they must submit their Sponsorship Contract and deposit in order to renew their sponsorship.
- Should the previous year's sponsor not meet the deadline or should they elect not to renew their sponsorship, OTC will then consider this sponsorship available to all OTC exhibitors.
- **It is the responsibility of the sponsor to adhere to the advertising and logo specifications information, as it specifically relates to submittal of company logos to be used in promotion of the sponsorship. Send company logos to marketing@otcnet.org.**

Late fees will apply for all artwork submitted PAST the deadlines listed above and MUST be paid prior to the conference, or artwork will not be produced.

Graphics received after 4/5/18 is subject to availability. Additional charges may apply.