



# OTC MULTI – LEVEL BOOTH NOTIFICATION FORM

2-5 May 2022  
NRG Park  
Houston, TX USA

**Submit by 21 March 2022**

By order of the Fire Marshal, exhibitors who plan on having a multi-level (two-story) exhibit must notify the Houston Fire Marshal in advance. Please review the OTC Rules and Regulations regarding multi-level exhibit booths and submission requirements.

**Note:** If your multi-level booth uses the exact same design as 2021, the Fire Marshall will accept a notarized letter on company letterhead to that affect, in lieu of resubmitting the design specs.

Exhibiting Company: _____
Booth # _____
Contact Person: _____ Phone: _____
Email Address: _____

**Submit this form along with design specs or notarized letter directly to the Fire Marshal.** All communications should be directed to:

Inspector Xavier Williams at [Xavier.williams@houstontx.gov](mailto:Xavier.williams@houstontx.gov)  
**Deadline – 21 March 2022**