



**2023 OFFSHORE TECHNOLOGY CONFERENCE**  
**1-4 MAY**  
**HOUSTON, TEXAS USA**

**DISMANTLING HOURS AND IMPORTANT INFORMATION**

- Thursday, 4 May 1400 – 2200
- Friday, 5 May 0800 – 1800
- Saturday, 6 May 0800 – 1700
- Sunday, 7 May 0800 – 1200

Please do not begin removal of any display items or literature, or begin dismantling exhibits until 1400 hours, Thursday, 4 May. **Any exhibitor who begins dismantling an exhibit before this time may jeopardize their company's right to participate in any future OTC exhibit.**

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. The entire process will take approximately 12 hours.
- All exhibitor materials must be removed from the exhibit facility by Sunday, 7 May at 1200 hours.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Sunday, 7 May at 1000 hours, or freight will be re-routed.
- Freight must be ready for outbound loading by 1430 hours on Friday 5 May to avoid overtime charges.
- All labor incurred to take down booths after the deadline will be charged at time and a half rates.

**EXHIBITORS ARE RESPONSIBLE FOR THE REMOVAL OF ALL MATERIALS USED IN THEIR DISPLAY. ANY EXHIBITOR LEAVING MATERIALS AFTER 1200 HOURS ON SUNDAY, 7 MAY, WILL BE CHARGED FOR THEIR REMOVAL.**

- Hand-carried items may be taken through the lobby.
- Only badged or wrist banded exhibitors and exhibitor appointed contractors may be on the exhibit floor during dismantle.
- Children under the age of 18 are not permitted on the exhibit floor during move-out.
- Never leave your exhibit unmanned at any time during move-out.

**REMEMBER: Arrange your travel schedules so that it is not necessary to remove hand-carried items until after 1400 hours on Thursday, 4 May 2023.**