



# 2026 OFFSHORE TECHNOLOGY CONFERENCE

4-7 MAY  
HOUSTON, TEXAS USA

## DISMANTLING HOURS AND IMPORTANT INFORMATION

- Thursday, 7 May 1400 – 2200
- Friday, 8 May 0800 – 1700
- Saturday, 9 May 0800 – 1700
- Sunday, 10 May 0800 – 1200

Please do not begin removal of any display items or literature, or begin dismantling exhibits until 1400 hours, Thursday, 7 May. **Early tear-down, vacating or dismantling your booth is strictly prohibited. Failure to observe this rule will result in a fine of USD \$1,000.**

- EACs will be allowed on the show floor only after Freeman has finished removing the aisle carpet. This process may take up to one hour after the show closes, so please plan your schedules accordingly.
- 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, 10 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, 10 May at 1000 hours, or freight will be re-routed.
- Freight must be ready for outbound loading by 1430 hours on Friday 8 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, 10 MAY, WILL BE CHARGED FOR THEIR REMOVAL.

- **Hand-carried items** may be taken through the lobby. (No pallet jack or dollies)
- 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, 7 May 2026.**