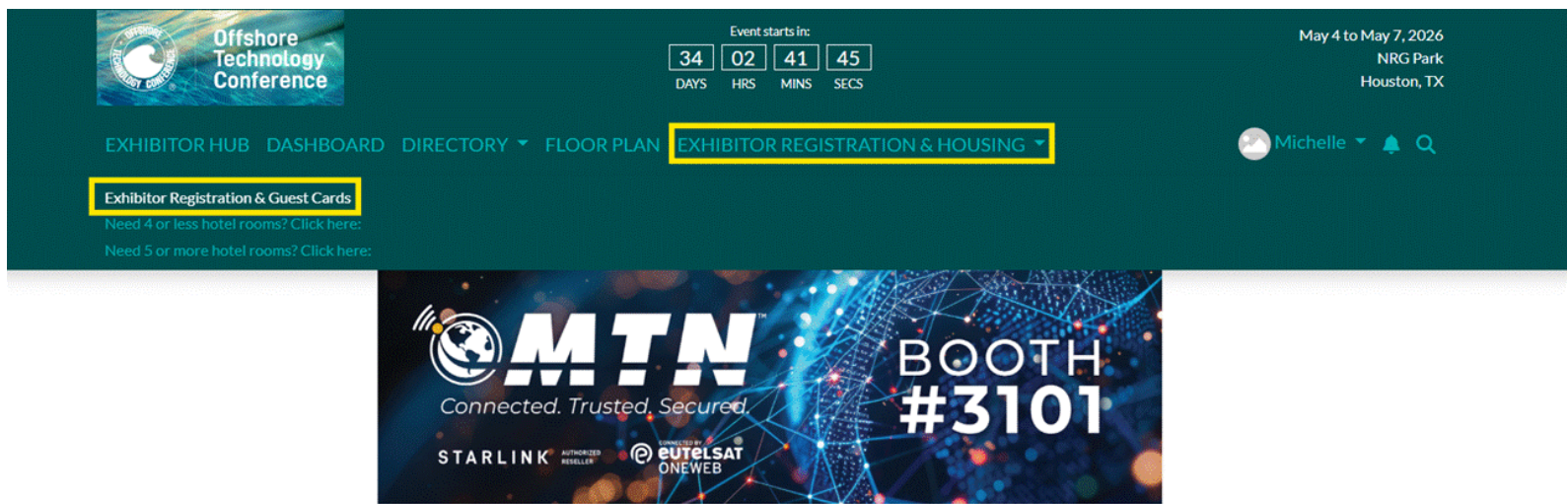


# Exhibitor Registration Instructions

You can register your staff by logging into your [Exhibitor Portal](#) and selecting “**Exhibitor Registration & Guest Cards.**”

If you have not yet set up your company password for the Exhibitor Portal, please visit the [Exhibitor Academy](#) for step-by-step instructions. Please note that only the primary, secondary, and invoice contacts listed in our system for your company will have access to both the Exhibitor Portal and the Registration Portal. This information is also available on the [Exhibitor Resources](#) page.



Once logged in, click “**Exhibitor Registration & Guest Cards**” to enter the Registration Portal.

If your email address is correctly associated with your company, you will be able to access the Exhibitor Hub and Registration Portal. If it is not associated or if you are not listed as a primary or secondary contact you will not have access and will see the message: “**Error, company list is empty.**”

Inside the Registration Portal, you can begin registering your staff by clicking “**Add New Registration**” under Exhibitor Registration. You can also view or modify existing registrants and send Guest invitations.

## Exhibitor Registration Options

Company: OTC Supporting Organizations  
222 Palisades Creek Drive, Richardson, TX 75081  
Phone: 972-952-9494  
Email: [otc.events@spe.org](mailto:otc.events@spe.org)

[Leader Email Confirmation](#)  
[Update Company's Primary Contact](#)

	# Allotted	# Booked	# Available	# Paid Over Allotment
Exhibitor Complimentary Within Allotment	70	24	46	0
Included Guest Pass (Invite Promo Code: ██████████)	20	0	20	—

Five (5) complimentary registrations are provided for each 100 square feet of exhibit space. Exhibitor registration includes access to the technical sessions and the exhibition.

Additional digital conference proceedings can be purchased during registration. The booth contact will receive one code. Additional paid exhibitor registrations can be purchased after the allotment is used for USD 295.

Guests can register using the above promo code at [this URL](#).

<b>EXHIBITOR REGISTRATION</b>	<b>EXHIBITOR ADMINISTRATION</b>	<b>ADDITIONAL OPTIONS</b>
<a href="#">Add New Registration</a>	<a href="#">Add Onsite Contact Information</a>	<a href="#">Lead Retrieval</a>
<a href="#">View/Modify Registrants</a>	<a href="#">View Exhibitor Fee Summary</a>	<a href="#">Exhibitor Group Housing</a>
<a href="#">Send Invite to Register (Complimentary Pass)</a>	<a href="#">Print Receipt</a>	<a href="#">Visa Letter</a>
<a href="#">Purchase Additional Guest Invites</a>	<a href="#">View List of Registered Guest Invites</a>	
<a href="#">Exhibitor Registration Import</a> <small>For large groups of exhibitors (greater than 10 exhibitors in your group)</small>		

For large groups of exhibitors (greater than 10 exhibitors in your group), please use the [Exhibitor Registration Import Spreadsheet](#) and upload it to the ‘**Exhibitor Registration Import**’

### Exhibitor Registration Import

If your group is large (greater than 10 exhibitors) you have the option to register your exhibitors via import. You can download the registration import spreadsheet, fill in the template with your exhibitor information, and upload the spreadsheet.

**DOWNLOAD IMPORT SPREADSHEET**  
For large groups of exhibitors (greater than 10 exhibitors in your group).  
[Download Import Spreadsheet](#)

**UPLOAD IMPORT SPREADSHEET**

- Do NOT change file name.
- Fill out form completely.
- May take up to 5 business days for upload.

When your import spreadsheet is complete you may upload your document here.

Please upload your exhibitor registration template spreadsheet using the file upload button below.

Acceptable file formats: .xls .xlsx (maximum file size of 3MB or less)

No file chosen

[Upload Exhibitor Import Template](#)

For registration questions, please contact [registration@spe.org](mailto:registration@spe.org) or [otcregistration@spargoinc.com](mailto:otcregistration@spargoinc.com)

For questions regarding your password or to update your email address, please contact [otc.events@spe.org](mailto:otc.events@spe.org)