



# OTC MULTI – LEVEL BOOTH NOTIFICATION FORM

4-7 May 2026  
NRG Park  
Houston, TX USA

**Submit by 18 March 2026**

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 2025, 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 to Inspector Xavier Williams at [Xavier.williams@houstontx.gov](mailto:Xavier.williams@houstontx.gov) with a copy to [otc.events@spe.org](mailto:otc.events@spe.org)

**Deadline – 18 March 2026**