



2024 OFFSHORE TECHNOLOGY CONFERENCE

6-9 MAY
HOUSTON, TEXAS USA

DISMANTLING HOURS AND IMPORTANT INFORMATION

- Thursday, 9 May 1400 – 2200
- Friday, 10 May 0800 – 1800
- Saturday, 11 May 0800 – 1700
- Sunday, 12 May 0800 – 1200

Please do not begin removal of any display items or literature, or begin dismantling exhibits until 1400 hours, Thursday, 9 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, 12 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, 12 May at 1000 hours, or freight will be re-routed.
- Freight must be ready for outbound loading by 1430 hours on Friday 10 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, 12 MAY, WILL BE CHARGED FOR THEIR REMOVAL.

- **Hand-carried items** may be taken through the lobby. (No palette jacks 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, 9 May 2024.