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 2023, the Fire Marshall will accept a notarized letter on company letterhead to that affect, in lieu of resubmitting the design specs.

Submit this form along with design specs or notarized letter directly to the Fire Marshal. All communications should be directed to:

**Inspector Xavier Williams at** [Xavier.williams@houstontx.gov](mailto:Xavier.williams@houstontx.gov)

**Deadline – 18 March 2024**