



OTC MULTI – LEVEL BOOTH NOTIFICATION FORM

6-9 May 2024
NRG Park
Houston, TX USA

Submit by 18 March 2024

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.

Exhibiting Company: _____

Booth # _____

Contact Person: _____ Phone: _____

Email Address: _____

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

Deadline – 18 March 2024