



OTC 2024 Hospitality Form & Invoice

OTC Hospitality Suites

May 7, 2024

(Tuesday)

Assigned Space _____



Company Name: _____ OTC Booth #: _____

Days(s): _____ Time of Event(s): _____

Contact: _____

Address (No P.O. Box): _____

City, State, Zip: _____

Daytime Phone: _____

Email: _____

Onsite Contact (if different): _____

Mobile Phone #: _____ E-mail: _____

Location	Capacity		Sq. Ft.	Rate
	Entertaining	Meeting (Classroom)		
Verizon Wireless East Club	1,500	600	24,917	\$7,000.00 per day
Verizon Wireless West Club	1,500	600	24,917	\$7,000.00 per day
½ Verizon Wireless Club (East or West)	750	300	12,458.5	\$3,500.00 per day
Directors Club - North	700	400	11,958	\$3,500.00 per day
The Cantina	300	N/A	4,100	\$1,250.00 per day
The Champions Club	300	N/A	4,000	\$1,750.00 per day
North Field Mezzanine	300	N/A	8,228	\$2,000.00 per day
West Press North	200	100	2,413	\$2,000.00 per day
West Press South	200	100	3,456	\$2,000.00 per day
Broadcast Booth	50	30	588	\$2,000.00 per day
Party Suite	50-75	26-40	1,091-1,280	\$2,000.00 per day
Tejas Suite	75	40		\$2,500.00 per day
Brazos Suite	65	40		\$2,500.00 per day
Limited Partners Suite	75	40		\$2,500.00 per day
Small Entertainment Suite	16-22	8-10	Up to 250	\$1,000.00 per day
Large Entertainment Suite	16-28	10-14	300	\$1,300.00 per day
Suite set conference style	N/A	14	Up to 250	\$1,200.00 per day
Business Center	20-24	20-24	855	\$2,000.00 per day
Tour Theater	60	40	760	\$1,200.00 per half day

•Location is leased "as-is" with existing set up. Labor charges will apply to any changes made to the existing set-up.

•Hospitality Suite rules will be enforced. **Please read Rules & Regulations Form fully.**

•Please note that ONLY OTC 2024 exhibiting companies may lease hospitality spaces.

•Hospitality pricing does not include food & beverage, audio/visual, décor, set-up or company signage.

•Ask about discounts for booking multiple days

NRG Park is no longer accepting debit and credit card payment information via email, fax, phone or text. This is part of our ongoing efforts to safeguard your sensitive information and comply with the Payment Card Industry Data Security Standards. We now require payment be completed by the customer through our secure online third-party payment system, Authorize.Net.

- You will receive an email from NRG Park <invoice@authorize.net> with a link to view and pay the invoice after your suite has been assigned.

Name: _____

Email Address: _____

Please **e-mail** completed form to Rachel Jones **Phone:** 832.667.1739 **Email:** rjones@nrgpark.com

Please e-mail Aramark Catering at NRGStadiumSuiteCatering@Aramark.com for catering information



2024 OTC Exhibitor Hospitality Rules



Licensee: _____

Licensed Area: _____

Thank you for selecting NRG Park for your exhibitor needs. The following regulations have been developed in order to best serve your needs and also allow us to maintain reasonable rates. This form must be signed and returned along with your order form and payment. Thank you in advance for your assistance and cooperation.

1. **Rental space includes only that of which is purchased.** Licensee does not have control over nor can they utilize any surrounding perimeters such as balconies, hallways, elevators or any other public access areas for hospitality use.
2. Licensee shall not affix, hang or post anything to the walls, doors, furniture, mirrors or glass, inside, outside or around the Licensed Area, and shall not use tape, staples, putty or any adhesives that leave residue.
3. **All spaces are leased "AS-IS" with existing set up.** Licensee shall not move/rearrange furniture in the Licensed Area and no changes are allowed in suites. Should the need arise to rearrange, remove or add furniture for an event in the **Club areas ONLY**, requests should be submitted to NRG Park Staff in writing and furniture arrangements must be made by NRG Park Staff. Labor charges will apply to any changes made to the existing set-up and billed at Settlement. Rates are available upon request. The 200 and 400 level suites are provided "AS-IS". Changes are not permitted unless approved in writing by NRG Park Staff. *If in need of furnishings such as high top tables and/or bar stools, please contact Kevin O'Brien with Freeman Co. at 713.545.8638 or by email at Kevin.obrien@freeman.com to order.*
4. **Licensee shall not bring in outside lighting fixtures or devices into the Licensed Area.** Licensee understands and acknowledges that the stadium hospitality areas are designed for arena style events and are not necessarily conducive to typical meetings and presentations regarding setup and lighting. *To accommodate for this, NRG Park will include the appropriate additional lighting provided by Inspire Audio and Visual. If in need of any additional lighting or A/V requirements, please contact Jared Ferguson with Inspire Audio Visual Solutions at 832.667.1501 (office) or at 281-906-7633 (cell), or by email at Jared.ferguson@inspiresolutions.com*
5. Licensee shall be liable for any damages done to the Licensed Area, including but not limited to damages to furniture, carpet, restroom floors, walls, sinks and toilets. Licensee will be liable for any theft or vandalism in the Licensed Area.
6. Move in will be **Tuesday, May 7, 2024 from 7:00 a.m. to 3:00 p.m.** Arrangements and payment must be made by 5:00 p.m. **Thursday, May 2, 2024** (NO EXCEPTIONS). Move in will not be available on Saturday, May 4, 2024. NRG Park is not responsible for items left in the Licensed Area. Overnight security can be ordered at additional cost. Rates available upon request. Early deliveries or drop offs will not be accepted unless Licensee is scheduled for an early move-in day.

Initials: _____

7. ***Licensee must distribute wrist bands to its employees entering the stadium during the Early Move In process.*** NRG Park staff will check for proper credentials before allowing entrance into the stadium and Licensed Area.
8. ***Licensee is responsible for notifying all guests that they must have an OTC credential or invitation to enter the stadium.*** NRG Park staff will not admit anyone who does not present either an OTC credential OR hospitality invitation.
9. Licensee is responsible for monitoring the Licensed Area to assure that uninvited attendees do not gain access without their knowledge or invitation. NRG Park will not provide credentials. NRG Park staff can be ordered at additional cost to monitor space if needed. Rates are available upon request. If Licensee requires additional personnel for the Licensed Area, please request in writing at least two (2) weeks prior to the event.
10. ***Licensed Area will be open for client access beginning at 7:00 a.m. Tuesday via all gates.*** Event activities may take place from 8:00 a.m. until 10:00 p.m. on Tuesday. Arrangements and payments must be made in advance by **5:00 p.m. Thursday, May 2, 2024**. Licensee is subject to staffing fees. Rates are available upon request.
11. The type of activity for which the Licensed Area will be used and the program content of such activity by Licensee within the Licensed Area must be made known, in writing, to NRG Park and the Offshore Technology Conference upon execution of this agreement. Activity and program content must be directly related to Licensee's product(s) and is subject to approval by NRG Park and the Offshore Technology Conference, in their sole discretion. In addition, any Licensee's advertising, marketing, and promotional materials to be used at (both prior to or during) the Offshore Technology Conference, must be provided to the Offshore Technology Conference staff upon execution of this agreement and is subject to approval by both NRG Park and the Offshore Technology Conference, in their sole discretion, prior to use. Program content and marketing materials must be submitted to Offshore Technology Conference at meetings@otcnet.org for written approval, in the Offshore Technology Conference's sole discretion. If program content and marketing materials are not received for approval at least 2 weeks prior to the start of the Offshore Technology Conference, the event will not be allowed to take place as scheduled and the licensee will be responsible for any and all costs associated with the event to take place within the Licensed Area that is deemed detrimental to either NRG Park or the Offshore Technology Conference, or that conflicts with NRG Park's exclusive sponsors, will not be allowed. All approvals (including determination of detrimental) by NRG Park and Offshore Technology Conference are in each of their sole discretions.
12. The Licensed Area cannot be used as a revenue source for the Licensee or any of the Licensee's designees. Licensee cannot sublet, sublease or resell any portion of the Licensed Area to a third party. Licensee cannot charge admission or registration fees to any event within the Licensed Area and cannot sell any food, beverages, raffle tickets or products of any kind in the Licensed Area.
13. Requests for cancellations must be submitted by **April 22, 2024**. Any request for cancellation after **April 22, 2024** shall result in a forfeiture of Licensee's deposit.

Initials: _____
14. Prohibited items not allowed in the Licensed Area include but are not limited to outside food or beverages, helium filled balloons, or flame lit candles.

15. No personal or company signage is permitted outside of Licensed Area. Signage may be placed outside of suite doors and entryways with prior approval from NRG Park.
16. Licensee understands and accepts that noise or other distractions might occur from work activity by NRG Park staff, NRG Park's contractors, the Offshore Technology Conference or other exhibitor events in NRG Stadium during the License period. If noticeably distracting events are scheduled to take place on the stadium floor and/or concourses during the License period, NRG Park will notify the Licensee in advance. Reasonable steps will be taken to accommodate Licensee's needs; however, NRG Park cannot guarantee a completely noise-free and distraction-free environment.
17. General house lighting on all contracted days is included in License Fee. HVAC services in all contracted areas on event days are included in License Fee. If requested, HVAC services can be provided on all move-in/ move-out dates for an additional fee.
18. LICENSEE AGREES TO RELEASE, INDEMNIFY, DEFEND AND HOLD HARMLESS SMG, HARRIS COUNTY, HARRIS COUNTY SPORTS & CONVENTION CORPORATION, HOUSTON NFL HOLDINGS, L.P., HOUSTON LIVESTOCK SHOW & RODEO, INC., OFFSHORE TECHNOLOGY CONFERENCE AND THEIR RESPECTIVE LICENSEES (THE "RELEASED PARTIES") FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, ACTIONS, COSTS, LOSSES, EXPENSES, DAMAGES OR CAUSES OF ACTIONS FOR DAMAGES OR OTHER CLAIMS OF ANY NATURE ARISING OUT OF OR IN ANY WAY CONNECTED WITH LICENSEE'S USE OF THE LICENSED AREA, INCLUDING CLAIMS OCCASIONED WHOLLY OR IN PART BY AN ACT OR OMISSION OF A RELEASED PARTY.

I accept the Licensed Area assignment and agree to the above rules and regulations.

(Signature)

(Printed name of Licensee)

(Date)

Please email this executed agreement to rjones@NRGpark.com or fax to 832.667.1748 c/o Rachel Jones.

Again, thank you for choosing NRG Park!