



Good Afternoon ##CompanyContactFName##

Please take a few minutes to read ALL OTC move-in reminders.

- [VISIT THE EXHIBITOR RESOURCES PAGE](#) - Visit the Exhibitor Resources page to place orders, determine your drayage rates, view information about the marshalling yard, move-in days/times, guest passes and more. ***The resources page is your one-stop information central!***

Review the [EXHIBITION SCHEDULE](#) and the [TARGET MOVE-IN MAP](#) to see days/times you are permitted to move into your space.

Booth Move in begins Tuesday, 30 April 2024 at noon. Please refer to the target move-in map above for your date/time. Request for additional time must be submitted in writing to afrazier@otcnet.org. ***If you have a LARGE BOOTH, PAVILION or DOUBLE DECKER booth***, we encourage you to request an early move-in, to ensure you have ample set-up time.

All booths must be fully set by 1700 hours on Saturday, 4 May 2024. **NRG Park is closed to all exhibitors on Sunday, 5 May 2024.**

SPECIAL RULES - SHOW DAYS:

- No one under the age of 15 on the show floor on show days.
- Anyone accessing the show floor must have an official show badge.
- Exhibitors may access the show floor early on show days. See the official Exhibition Schedule for specific hours.

SPECIAL RULES - MOVE IN & MOVE OUT:

- No open-toed shoes during move-in or move-out.
- No one under the age of 18 is allowed on the show floor during move-in or move-out.
- POV's – Someone must remain with the vehicle at all times while at the loading dock.
- Anyone requiring access to the show floor must have an official show badge or a wristband.
- If bringing oversized/large equipment, please [notify show management](#) so special arrangements can be made to allow access for transport to your booth space. **Please note, vehicles have special requirements and permits that must be secured prior to arriving onsite.*

LATE MOVE-IN

If you are NOT utilizing Freeman labor or POV drop-off *there is no Freeman labor or POV doors available opening morning***** and are NOT able to begin set-up until Saturday, 4 May 2024 after NOON, you MUST notify Show Management via the [Late Set-Up Notification form](#).

Please be sure to pre-order any services you may need ahead of time in order to avoid delays on-site such as furniture, electricity, and carpet. Exhibitors who have not notified show management of late arrival, and carpet has not been ordered, the exhibitor will be assumed a no-show and carpet will be forced at the exhibitor's expense and space will be resold.

Important Dates:

- **18 March 2024** - Multi-Level Booth Designs must be [emailed to the Fire Marshal](#) for approval.
- **18 March 2024** - [EAC Agreement](#) Due (from 3rd Party Contractors)
- **1 April 2024** - Add/Update Company Profile for Online Listing

Please let us know if you have questions!

Thank you, [OTC Operations Team](#)