



OFFSHORE TECHNOLOGY CONFERENCE

5-8 MAY >> NRG PARK >> HOUSTON, TEXAS, USA

WAVES OF INNOVATION >> OFFSHORE ENERGY EXCELLENCE

As we get closer to OTC, we would like to remind you to take a few minutes to visit the [Exhibitor Resources](#) page and browse through all the accordions. We have designed the page to help you prepare for a successful show. *Please feel free to forward or share this newsletter with any applicable booth staff.*

New for 2025! Early Tear Down Penalty, Co-Exhibitor Fees, and EAC Fees!

Early tear-down, vacating or dis-mantling your booth is strictly prohibited. Failure to observe this rule will result in a fine of USD \$1,000. Should an Exhibitor begin to dismantle their exhibit space before the official close of the show, the Exhibitor will be penalized ten (10) points from their priority point total and invoiced **USD \$1,000**. Non-payment of the fee or multiple offenses will result in the inability to participate in future OTC events. *Please refer to the [Rules & Regulations](#) for more information.*

CO-EXHIBITORS

You can add up to three (3) co-exhibitors. Co-exhibitors will receive the same basic listing received by contracted exhibitors. The Co-Exhibitor Registration fee for 25 OTC is **USD 250** per Co-Exhibitor (this fee covers the staff time incurred to add your Co-Exhibitor information to our system).

The following may be added to your account as co-exhibitors:

- Sister company
- Parent company
- Division
- Manufacturing/Distributing Company
- Joint Venture

EAC's

If you are planning to hire a third-party contractor to build/design your booth space at this event, it is mandatory that they:

- Complete and submit the [EAC Agreement](#) by 17 March 2025.
- Provide Proof of Insurance - Mandatory ([See Sample for Required Coverage](#))
- Pay the EAC registration fee of **USD \$500** (5 exhibit hall only show-day EAC badges are included)

Failure to follow the processes will result in a delay or denial of access to the show floor.

ACCOUNT BALANCES

Accounts should be 100% paid in full. The FINAL due date was 13 January 2025. Please [log in to your account](#) to make sure you do not have an outstanding balance. Any exhibitors with an outstanding balance will be removed from the floor effective Monday, 3 March 2025 with 100% payment due. If you have sent a check or wire/ach payment and it has not yet been applied to your account, please send proof of your payment to otc.events@otcnet.org.

REGISTRATION

PRE-REGISTER YOUR STAFF - [CLICK HERE](#) to register your personnel. Any staff needing access to the exhibit floor on show days, (including booth staff and third-party contractors), must be registered and wearing an exhibitor badge. If you need assistance, please email registration@spe.org.

*****It is imperative that you share the above information with all your onsite staff*****

Thank you,
OTC Exhibits