



## OFFSHORE TECHNOLOGY CONFERENCE

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

WAVES OF INNOVATION >> OFFSHORE ENERGY EXCELLENCE

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

## IMPORTANT DATES:

### 17 MARCH – PAST DUE

- EAC Agreements
- Multi-level booth Notification Form

**26 MARCH - Discount Price Deadline for Vendor Services & Order Forms. ORDER NOW AND SAVE BY TAKING ADVANTAGE OF THE ADVANCE PRICING!!!**

### 4 APRIL

- Co-Exhibitor Notifications Due
- Late Move-In Notification Due
- Company Profiles Due

**EXHIBITOR RESOURCES** - Visit the Exhibitor Resources page for Vendor Forms, Parking Passes, Guest Invites and more!

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, 29 April 2025 at 7:00am. 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](mailto:afrazier@otcnet.org) with a copy to [otc.events@spe.org](mailto:otc.events@spe.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, 3 May 2025. **NRG PARK IS CLOSED TO ALL EXHIBITORS ON SUNDAY, 4 MAY 2025.**

### 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.

### 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.

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.

**REGISTRATION** - Badges may be picked up on-site at the Exhibitor Registration Counters. Exhibitor Registration will be located in Lobby D of NRG Center for Exhibitors in NRG Center. [CLICK HERE](#) if you need to register. **Effective for OTC 2025, any additional badge reprints will incur a fee of USD 50 each. Please safeguard your badge.**

### LATE MOVE-IN

**If you are NOT utilizing Freeman labor or POV drop-off** and are NOT able to begin set-up until Saturday, 3 May 2025 after NOON, you MUST notify Show Management via the **LATE SET-UP NOTIFICATION FORM**. **Please note, Freeman labor will not be available on opening morning and POV doors will be closed and inaccessible.**

Please be sure to pre-order any services such as furniture, electricity, and carpet ahead of time to avoid delays on-site. **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.**

Please let us know if you have questions!

Thank you,

[OTC Operations Team](#)