

EXHIBITOR REGISTRATION AND GUEST CARD INVITATION INSTRUCTIONS

EXHIBITOR REGISTRATION

Exhibitor Registration Link: <https://registration.experientevent.com/ShowOTC251/Flow/EXH>



Ready to register, make housing reservations and/or purchase guest invitations? Let's get started!

Stay Safe. Avoid Attendee and Exhibitor Scams.



Maritz is the official registration and housing vendor for OTC.

You may encounter other companies or websites claiming to process OTC registration or assist with hotel booking, but they are not associated with OTC nor the conference and are not authorized to use the OTC name or trademark. All attendees should be alert while registering in order to avoid potential scams and should report any concerns to meetingsotc@otcnet.org.

Company Search

Enter the first several letters of your company name and click Search.

Company Name

▶ REGISTRATIONS INCLUDE

Enter the first several letters of your company name and click search. Select your company, then enter your company password from A2Z (letters and numbers) to proceed.



name or trademark. All attendees should be alert while registering in order to avoid potential scams and should report any concerns to meetingsotc@otcnet.org.

Company Search

Enter the first several letters of your company name and click Search.

Company Name

<p>American Society of Civil Engineers</p> <p>Select ></p>	<p>American Welding Society</p> <p>Select ></p>	<p>China Classification Society</p> <p>Select ></p>
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If you are signing into the exhibitor registration portal for the first time, please verify and confirm the primary contact's profile information. **PLEASE NOTE: PRIMARY CONTACT IS NOT AUTOMATICALLY REGISTERED.**

On the "Dashboard", you may register your exhibit personnel by selecting "Add/Edit..." personnel under the "Manage Group" box and Add New Person:

1. Complimentary Exhibitor registrations (5 per 100 sq. ft.)
2. Additional Paid Exhibitor registrations can be purchased for USD 200 each.

Complimentary and paid exhibitor registrations include access to the exhibition – early access to the exhibit floor (1 hour before opening), technical sessions, and one digital proceedings code (sent to the exhibitor contact).

should report any concerns to meetingsotc@otcnet.org.

Manage Group

Add/Edit Badges and/or Hotel

Add/Edit Personnel →

Registration Type(s)	Allotment Total	Total Registered	Allotment Available
Exhibitor Complimentary	10	4	6
Exhibitor Paid	unlimited	0	unlimited

Group Financial Summary

Registration Total	\$200.00
Room Total	\$0.00
Booking Total	\$200.00
Payments	CCG
Balance Due	\$200.00

Pay Now

Create Hotel Room Block

Add/Edit Request →

✓ Hold Rooms Completed! ▾

Invite Guests and Customers

Invite Guests and Customers

▶ REGISTRATIONS INCLUDE

▶ ADDITIONAL REGISTRATIONS

▼ IMPORTANT INFORMATION

- NRG Park will be closed to exhibitors and any outside parties on Sunday, 4 May 2025. No exceptions.
- To ensure a secure conference, a government-issued photo identification (passport or driver's license) will be required on-site.
- Effective for OTC 2025, any additional badge reprints will incur a fee of USD 50 each. Please safeguard your badge.
- NO ONE UNDER THE AGE OF 15 WILL BE ADMITTED ON THE EXHIBIT FLOOR. NO ONE UNDER THE AGE OF 18 WILL BE ADMITTED ON THE EXHIBIT FLOOR DURING INSTALL OR DISMANTLE.
- NO OPEN TOED SHOES ON THE SHOW FLOOR DURING MOVE IN.
- All OTC sessions are protected by International copyright laws. Photography and video/audio recording of any kind are strictly prohibited in the Technical sessions and throughout the indoor and outdoor exhibit areas.
- Attendance at or participation in OTC meetings and other activities constitutes an agreement by the registrant to OTC's use and distribution of the registrants image or voice in promoting future OTC meetings in any way OTC deems appropriate.
- Cancellation requests must be received in writing on or before 21 April 2025 for you to receive a full refund. [E-mail Customer Service](#) with your request. Please note that if you have already registered for OTC 2025, refunds will not be granted if you receive a complimentary guest invitation. No exceptions. Cancellation requests received through 21 April 2025 will be processed within 14 business days. No refunds offered after 21 April 2025.
- Hotel cancellation policies vary. Please refer to your individual hotel confirmation for specific cancel policy.

▶ INVITE GUESTS AND CUSTOMERS

▶ ONSITE REGISTRATION AND BADGE PICK-UP

▶ ONSITE EXHIBITOR REGISTRATION HOURS DURING SET-UP ARE AS FOLLOWS:

▶ REGISTRATION CONTACT INFORMATION

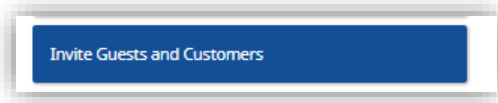
▶ IMPORTANT DATES

Please do not submit registrations directly to OTC. All registrations should be sent directly to Maritz.

GUEST INVITATIONS

Exhibiting companies will receive twenty (20) complimentary guest invitations per 100 net sq. ft. of exhibit space purchased. Invitations are for four (4) days and will allow your guest to access the exhibition only.

On the “Dashboard”, select the “Invite Guests and Customers” menu button



Copy your customized invite URL to send to your guests along with the instructions on the next page. (Note, the URL in the image below for documentation purposes only.)



Invite Guests and Customers

[Dashboard](#)

This year, there is a complimentary allotment of 20 invites. If after the complimentary 20 invites are used, additional invites are needed, then pre-purchase invitations below by clicking "Add." Use the URL below to invite your customer.

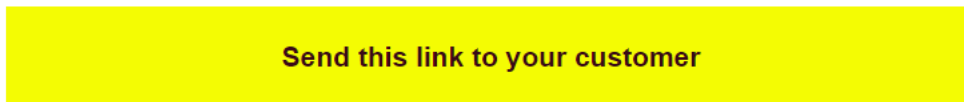
Invites are \$50/each. Purchased invites are non-refundable and are for all four days of the event.

Invite guests, clients and potential clients by pre-purchasing Guest Invitations. These will not be accepted for booth staff or third party contractors (EACs).

Please note that additional invites can only be purchased once all 20 complimentary invites have been used.

Once the complimentary invites have been used and more need to be purchased: click the 'Add' button below, use the - and + commands to set the desired number of invites to purchase, then click 'Add'. When you're ready to pay, click on your 'Cart', located in the upper right corner below the banner.

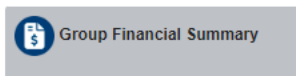
Once payment is made, copy and paste the link below to send to your customer(s). Your customer(s) will use the link to register themselves under the pre-purchased invite you paid for.



Invite URL: <https://qawebreg.experiencetevent.com/ShowOTC251/FLOW/GUEST/?Mkg=>

You have used (5) free passe(s) of your 20 allotted.

New this year, there is a complimentary allotment of 20 invites. If more invites are needed, please pre-purchase more below when the allotted passes have been used.



Registration Total \$ 300.00

On the bottom of the guest invitation page, you will be able to see who has redeemed their guest invitation, as well as in-progress guest invitations. Unauthorized guest invites can be cancelled/removed providing a badge has not been printed for the registration.

Additional guest invitations can be purchased after the 20 complimentary invites have been used by selecting add and selecting your quantity.

- Cost of additional guest invitations – USD 50 each
- Purchased guest Invitations are non-refundable
- Guest invitations DO NOT include lunch
- Guest invitations are not to be used for your employees/staff or for any other company's employees/staff exhibiting at this show. This policy will be heavily enforced
- Violating the guest invitation terms can result in reimbursement penalty and loss of priority points. Multiple violations can result in an inability to exhibit at future shows

If you have any questions about this program, please contact our OTC Registration Team .

Instructions to Send Your Guests

1. Click the customized guest card link below: **{copy and paste your customized invite URL here}**
2. Select the “New Registration” button on the screen below and complete the profile information.



Welcome

[Dashboard](#)

Welcome to Customer Invite Registration

IMPORTANT REMINDERS:

- Customer invites **are not** for exhibiting company personnel admittance or students under the age of 18.
- Effective for OTC 2025, any additional badge reprints will incur a fee of USD 50 each. Please safeguard your badge.
- To ensure a secure conference, a government-issued photo identification (Passport or Driver's License) will be required.
- No one under the age of 15 will be admitted on the exhibit floor.
- All OTC sessions are protected by copyright laws. Photography and video/audio recordings of any kind are strictly prohibited in the technical sessions and throughout the indoor and outdoor exhibit areas.
- Attendance at or participation in OTC meetings and other activities constitutes an agreement by the registrant to OTC's use and distribution of the registrant's image or voice in promoting future OTC meetings in any way OTC deems appropriate.
- Please note that if you have already registered and paid for OTC 2025, refunds **will not** be granted if you receive a complimentary invitation. No exceptions.

OTC is coming soon!
Make your plans today.

108 : 14 : 22 : 13
days hours min sec

Registration Sponsored By



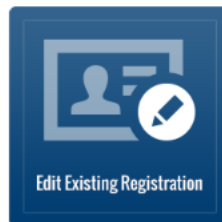
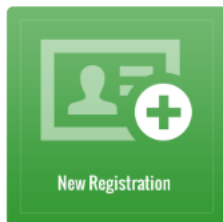
How to Register:

- Fill in the requested information in each section and click the **Next** button to advance to the next page.
- A summary of your selections will be displayed. Review the information for accuracy. If any changes need to be made use the **Back** button to return to the previous page and make necessary changes.

To view the OTC Policy and Procedure information, [click here](#).

Received more than one invite?

If you have received multiple invites, you will only need to use 1 (one) code to access the exhibit floor.



3. Accept the Guest Invite Policy and proceed to the profile information.

4. On the “Guest Invite” field, please enter a guest invitation number if provided or the Guest Invite field will be pre-populated if using the link from the exhibitor. Guest invitations are for all four (4) days of the exhibition only. Does not include lunch, access to the technical sessions or proceedings.

Tell Us About Yourself!

Please complete the following fields:

Guest Invite

Please enter your Guest Invite code below:

* Guest Invitation provided from exhibitor

Profile Information

* First Name/Forename

* Last Name/Surname

* Job Title

* Company

+ Address

Address 2

5. Select “Next” to continue the registration process, review, check out, and receive your confirmation.