



OTC MULTI – LEVEL BOOTH NOTIFICATION FORM

5-8 May 2025
NRG Park
Houston, TX USA

Submit by 17 March 2025

By order of the Fire Marshal, exhibitors who plan on having a multi-level (two-story) exhibit must notify the Houston Fire Marshal in advance. Please review the OTC Rules and Regulations regarding multi-level exhibit booths and submission requirements.

Note: If your multi-level booth uses the exact same design as 2024, the Fire Marshall will accept a notarized letter on company letterhead to that affect, in lieu of resubmitting the design specs.

Exhibiting Company: _____
Booth # _____
Contact Person: _____ Phone: _____
Email Address: _____

Submit this form along with design specs or notarized letter to Inspector Xavier Williams at Xavier.williams@houstontx.gov with a copy to otc.events@spe.org

Deadline – 17 March 2025