

### 6.1 General

The OTC Asia is undertaken primarily for the technical education of participants. To provide the best possible atmosphere to discuss the technical application of the equipment and services displayed, each exhibitor agrees as follows:

To exhibit only products of exhibitor's own manufacture, represents or distributes comprising materials, equipment, apparatus, systems, services, and other component products applicable to advancing the engineering and scientific knowledge and development/refining of energy and environmental resources.

No Exhibitor shall assign, sublet or appoint the whole or any part of the exhibit space allotted, nor permit any other person or party to exhibit therein, any other goods, apparatus, etc., not manufactured or distributed by the Exhibitor in the regular course of business except with prior written consent from OTC Asia.

Exhibit space must be manned by a representative during all times when the OTC Asia is officially open. Exhibit space must be maintained in a neat and orderly manner throughout the event. No dismantling may begin before the official closing hour on the final day of the exhibition. OTC Asia reserves the right to have the exhibit installed at the expense of the exhibitor if work has not commenced or installation completed by the specified deadline in the OTC Asia 2024's Exhibitor Services Manual (ESM).

To refrain from the performance of any act that affects a sale of any of the products or services being displayed or that constitutes a necessary step in effecting such sale. The prohibited acts shall include, but are not limited to: (a) the actual sale of products in return for cash, check or other legal tender received at the exhibit space; and (b) the execution of contracts or other documents that effect a sale of products or services, whether or not accompanied by receipt of a deposit thereon, for delivery of performance following the OTC Asia. Exhibitors may secure names and addresses of persons expressing an interest in the products or services being displayed for the purpose of contacting such person after the Exhibition.

OTC Asia is sensitive to the time, effort and cost related to the success of OTC Asia by exhibitors, and therefore, expressly forbids the solicitation of goods and services, distribution of literature, promotional items or souvenirs by anyone other than registered exhibitors within their assigned booth location with prior written approval from OTC Asia. Exhibitors witnessing this type of situation should notify OTC Asia.

Exhibitors shall abide by and observe all federal state and local laws, codes, ordinances, rules and regulations, and all rules and regulations of the Centre.

Each Exhibitor understands and agrees that the Exhibit Terms & Conditions are an integral and binding part of the Application/Contract for Exhibit Space.

### 6.2 Photography and Videography

Photographs and/or videography of any exhibit booth design and/or equipment is prohibited unless permission is obtained from OTC Asia. Please contact Karyn Nair, OTC Asia Marketing Manager on +60 3 2182 3158 or by email at [knair@otcnet.org](mailto:knair@otcnet.org).



### 6.3 Market Research and Surveys

Any Exhibitor wishing to conduct market research or surveys during in OTC Asia must adhere to the following procedures. Surveys and questionnaires must be submitted for approval to OTC Asia by **12 January 2024**. Please contact Karyn Nair, OTC Asia Marketing Manager on +60 3 2182 3158 or by email at [knair@otcnet.org](mailto:knair@otcnet.org).

All surveys/questionnaires must be conducted within the confines of the Exhibitor's booth. At no time may exhibit personnel leave their booth to encourage participation or to survey/question attendees.

Market research companies must identify the names of the clients for whom they are conducting research. Survey documents and any publication or results may not include the name of OTC Asia and/or make any reference to the event which might cause respondents or readers to believe that OTC Asia is endorsing, approving, or involved with the research. Exhibitors who violate these guidelines may jeopardise future participation in OTC Asia.

### 6.4 Age Restrictions to Exhibition Halls

No one under the age of 18 is permitted in the Exhibition Halls during build-up, official show days and tear-down days.

### 6.5 Booth Inspection Deadline (No-Show Ruling)

If the Exhibitor fails to utilise the Exhibit space and/or the space is vacant at the time of the published deadline for completion of booth setup/move-in, OTC Asia reserves the right to consider the space to be cancelled and vacated. All requests for booth setup/move-in beyond the published booth setup/move-in completion deadline must be submitted to OTC in writing. Approval for late booth setup/move-in requests are at the discretion of OTC.

Exhibit Type	Deadline
Space Only	Saturday, 24 February 2024 at 1800 hours
Stand Package	Sunday, 25 February 2024 at 1800 hours