

UK PAVILION - EXHIBITOR MANUAL

Offshore Technology Conference (OTC)

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FORMS CHECKLIST

FORM	COMPULSORY?	RETURN TO	DOWNLOAD	DEADLINE	CHECK
* HOTEL ROOMS, Hilton	No	Book direct via link	Click here	Friday, 3 April	
A: Nameboard (Fascia Panel)	Yes	Rocket Exhibitions (by Email)	Click here	Friday 14 February	
A:1 Graphic Requirements	Yes	Rocket Exhibitions (by Email)	Click here	Friday 14 February	
A:2 Furniture Package	Yes	Rocket Exhibitions (by Email)	Click here	Friday 14 February	
A:4 Socket Position	Yes	Rocket Exhibitions (by Email)	Click here	Friday 14 February	
Artwork Submitted	No	Rocket Exhibitions (by Email)	As above	Friday 14 February	
B: Additional Electrical Order	No	Rocket Exhibitions (by Email)	Click here	Friday 14 February	
C: Additional Furniture & Fittings	No	Rocket Exhibitions (by Email)	Click here	Friday 14 February	
D: AV Equipment	No	Rocket Exhibitions (by Email)	Click here	Friday 14 February	
UK Pavilion Brochure Form	Yes	EIC (online)	Click here	Due now	
Supplementary Data Form	Yes	EIC (online)	Click here	Due Now	
Staffing Form	Yes	EIC (online)	Click here	Monday 6 April	
Exhibitor Badges Form	Yes	Nkechi.ike@the-eic.com	Click here	Friday 3 April	
Freight Order Form	Advised	AP Show Logistics (by email)	Click here	03 March Sea freight 02 April Airfreight	
Freight to warehouse	Advised	AP Show Logistics (by email)	As above	17 March Sea freight 17 April Airfreight	
Delivery Note Template	Advised	Place on crates/boxes	Click here	n/a	
Return Shipping Form Template	Advised	AP Show Logistics (by email) Return onsite or email	Click here	n/a	
Commercial Invoice	Advised	AP Show Logistics (by email)	Click here	As required	
Marketing Tools: Company profile, logo, products etc	Advised	OTC online Portal	Login	Wednesday 26 February	

SECTION A:1 – EXHIBITION TIMETABLE

EXHIBITORS MAY COMMENCE DRESSING STANDS FROM:

Midday on Friday 1 May (Please ignore times given in the Organiser's Exhibitor Manual)

Friday 1 May 12.00 – 17.00

Saturday 2 May 10.00 – 17.00

No open-toe shoes are permitted on the exhibit floor during move-in and move-out

Please note the Halls will be closed on Sunday 3rd May – you will not be allowed access

EXHIBITOR BADGES COLLECTION

Tuesday, 28 April 0800-1700

Wednesday, 29 April 0800-1700

Thursday, 30 April 0800-1700

Friday, 1 May 0800-1700

Saturday, 2 May 0800-1700

Please note you will not be able to access your stand on the UK Pavilion until 12pm on Friday 1st May

EXHIBITION OPEN HOURS

Monday 4 May 09.00 – 17.30

Tuesday 5 May 09.00 – 17.30

Wednesday 6 May 09.00 – 17.30

Thursday 7 May 09.00 – 14.00

REMOVAL OF HAND CARRIED EXHIBITS & BEGINNING OF DEMONTAGE:

From 14:00 hrs on Thursday 7 May

NB: It may take several hours for your empty cases to be returned to your stand.

DISMANTLING OF STANDS AND REMOVAL OF HEAVY EXHIBITS

From 14.00 hrs on Thursday 7 May

SECTION A:2 - SHOW FLOOR PLAN

An interactive floorplan of the full exhibition can be viewed [here](#):



SECTION A:3 – UK PAVILION FLOOR PLAN



Block 1339

Block 1439

Block 1539

Block 1639

Block 1739

EIC SUPER SPONSOR - SILVER

EIC SUPER SPONSOR - BRONZE

SOLD

AVAILABLE STAND

SECTION A:4 – SPECIFICATIONS OF STAND CONSTRUCTION

Rocket exhibitions is the appointed stand contractor for OTC 2020:



Darren Thornhill, Operations Director
+44 (0) 141 952 3388
darren@therocketgroup.co.uk

INSTALLATION OF HEAVY EXHIBITS

If you have heavy items to be placed on your stand, please contact Ashley Preston at AP Show Logistics to arrange a date and time since items may need to be placed on the stand before construction commences.

ALL STANDS TO BE COMPLETED BY EIC STAND CONTRACTOR BY:

Friday 1 May 2020 **17.00**

BESPOKE CONSTRUCTION

The EIC/UK Pavilion at OTC 2020 will be constructed utilising a bespoke custom build with custom seamless walling.

Standard stand/booth walling is made in sections, with standard width of 1000mm & height of 2480mm.

EIC feature upper level branding will be applied to the upper level of the pavilion, encompassing large 15m x 2.5m double sided light boxes as per our visuals at 6 metres in height.

Please contact Darren from Rocket for exact details on your individual booth dimensions/panels **BEFORE** producing any graphics.

Please note that exhibitors are not allowed to affix or tape to any part of the walling structures without prior agreement with Rocket Exhibitions & Events Ltd. Please contact Darren from Rocket to discuss. If prior agreement has not been sought cleaning & replacement charges may be incurred.

CARPET

UK stand areas carpet colour will be DARK GREY

FASCIA & GRAPHICS

Fascia panels will have your company name represented in a SWISS condensed font.

Please indicate the company name to be shown on your fascia panel on Form A – Fascia Nameboard. All company names will be produced in capital letters. No company logos will be applied to fascia panels.

For further graphic work, e.g. for wall panels, vinyl's etc., please contact Darren Thornhill at darren@therocketgroup.co.uk or +44 (0) 141 952 3388.

ELECTRICAL COMPONENTS

Each booth will have approximately 6qty slimline LED floodlights to the stand upper level lighting soffit/rafts.



**1 X 500W UNIVERSAL 110V SOCKET.
AMERICAN POWER SUPPLY**

CABLE CONNECTION OF HARDWARE MUST BE SUPPLIED BY EXHIBITOR

ELECTRICAL INSTALLATIONS

Rocket is the official electrical contractor for the UK Pavilion at OTC 2020. The installation or alteration of any electrical fitting by any person other than a member of the contractor's staff is strictly prohibited. In accordance with current health and safety legislation all electrical equipment and fittings should comply with applicable test regulations.

Any exhibitor in need of additional electrical requirements, such as a socket, should complete Form B – Electrical or contact

Darren Thornhill on +44 (0) 141 952 3388 or darren@therocketgroup.co.uk.

Please note electrical mains supply is 110V USA (North American)

SECTION A:5 – STAND CONTENTS

FURNITURE

Each stand will have:

- 3 x Modern style, white café chairs
- 1 x Café table, with white top, 700mm diameter
- 1 x Lockable Storage Unit
- 1 x F/S Zed Up Literature Unit
- 1 x Waste Paper Bin

NO ADDITIONAL STAND FITTINGS, SCREENS OR DISPLAY AIDS MAY BE ATTACHED TO THE STAND SHELL STRUCTURE WITHOUT PRIOR AGREEMENT WITH ROCKET EXHIBITIONS - GRAPHIC PANELS MAY BE FIXED USING VELCRO OR SUITABLE TAPE.

For additional furniture orders see Form C – Additional Furniture & Fittings in this manual. This should be sent to Darren Thornhill at darren@therocketgroup.co.uk. If the item you require is not listed, please contact Darren to discuss.

AV EQUIPMENT

For AV Equipment orders please see Form D – AV Equipment in this manual. If the item you require is not listed, please contact Darren to discuss.

ORDER FORMS/PROFORMA INVOICE

All forms in this section will be sent to you by email. Please fill in the forms by typing and not handwriting. The Order Form/Proforma Invoice must be filled in and signed. Without this completed form your orders cannot be processed.

DEADLINE TO RETURN ALL FORMS IS 14 FEBRUARY 2020

PAYMENT

All service requirements are payable in GBP (£) and the full amount is due as soon as the order is placed and must be settled before the start of installation. Payment is STRICTLY by BANK TRANSFER only.

LATE ORDERS/ON SITE ORDERS

Orders received after the deadlines are subject to a surcharge of 50% until the 27th March 2020 & 100% after this date. Rocket Exhibition & Events Ltd cannot guarantee to supply additional items on site; only a very limited stock will be available.



ARTWORK REQUIREMENTS (if you are ordering graphics for your stand)

Artwork supplied on disc can be supplied as Indesign, Quark, PDF or EPS files. All images within the artwork must be at least 200dpi actual size and all text must be outlined/ editable. All Artwork must be supplied in scale, i.e. 1:2, 1:4, 1:10 and be supplied with 50mm bleed on each edge. All text and logos must be 200mm in from the edge of graphic area.

Please note: Do not supply artwork with printer marks i.e. crop marks. Images must be supplied in CMYK.

Any Pantone colours will be produced using CMYK and will be matched as closely as possible.

All Adobe files must be back saved to version cs6.

Artwork can be sent via; Email FAO: Scott, creative@therocketgroup.co.uk) Dropbox.com (Rocket dropbox: creative@therocketgroup.co.uk), wetransfer.com, mailbigfile.com, hightail.com which all offer a free upload service.

If sending artwork via download link, try to zip files where possible to speed up the process using Stuffit/ Drop stuff etc, creating a .sit or .zip file.

PLEASE NOTE

It is helpful to all parties if you make Rocket aware what your plans are for your booth, especially if you intend to build your own stand (even pop-ups) interior to allow us to check it fits!

SECTION A:6 – STAND DESIGN



SECTION A:7 – COMPULSORY STAND FORMS

NAMEBOARD (FASCIA PANEL) & COMPANY LOGO

Please fill out the fascia panel form to show us how you would like your company name to appear.

Form: [A. Facia Nameboard Form \(click to download\)](#)

Return to: Darren Thornhill: darren@therocketgroup.co.uk

Deadline: **Friday 14 February**

GRAPHIC REQUIREMENTS

If you would like rocket to provide seamless graphics for your stand, please complete. Please note all print ready artwork will need to be sent to Rocket by: **Friday 14 February**

Form: [A.1 Graphics Request \(click to download\)](#)

Return to: Darren Thornhill: darren@therocketgroup.co.uk

Deadline: **Friday 14 February**

FURNITURE PACKAGE FORM

Please complete the form to advise whether you will be using all or some of the furniture package included in your stand. Please note there is no storage onsite so you will not be able to return any unwanted furniture when on your stand

Form: [A.2 Standard Furniture \(click to download\)](#)

Return to: Darren Thornhill: darren@therocketgroup.co.uk

Deadline: **Friday 14 February**

SOCKET POSITION

Please advise where you would like your electrical socket located on your stand

Form: [A.3 Socket Position \(Click to download\)](#)

Return to: Darren Thornhill: darren@therocketgroup.co.uk

Deadline: **Friday 14 February**

SECTION A:8 – NON-COMPULSORY ADDITIONAL ORDER FORMS

ADDITIONAL ELECTRICAL ORDER FORM

If you would like to order additional electrics/ sockets for your stand please complete:

Form: [B. Additional Electrics \(Click to download\)](#)

Return to: Darren Thornhill: darren@therocketgroup.co.uk

Deadline: **Friday 14 February**

ADDITIONAL FURNITURE/ FITTINGS FORM

If you would like to order additional furniture; tables, chairs, display units etc. for your stand please complete.

Form: [C. Additional Furniture and Fitting \(Click to download\)](#)

Return to: Darren Thornhill: darren@therocketgroup.co.uk

Deadline: **Friday 14 February**

AV EQUIPMENT FORM

If you would like to order AV for your stand please complete.

Form: [D. AV \(Click to download\)](#)

Return to: Darren Thornhill: darren@therocketgroup.co.uk

Deadline: **Friday 14 February**

SECTION A:9 – INTERNET CONNECTION

If internet access on your stand is vital to your business, it is highly recommended that you order hard wire drop to your stand as connection to wifi is often intermittent.

It is imperative that you inform Rocket Exhibitions if you have ordered LAN Line/ Hard Wired Internet

SECTION B:1 – GENERAL ADMINISTRATION

UK GROUP RECEPTION

The UK Networking reception is planned for Tuesday 5 May (TBC) from approx. 15:30 at UK Group Lounge.

More information and formal invites will follow – **IF YOU ARE INTERESED IN SPONSORING THE DRINKS RECEPTION PELASE GET IN TOUCH!**

UK GROUP LOUNGE

The UK group lounge will have tea and coffee facilities as well as act as a general business lounge for companies in the pavilion with seating and tables. It acts as an extension to company stands, where you can come and have a meeting or eat your lunch.

LOCAL TIME

GMT – 6 hours (Central Standard Time – CST)

LOCAL CURRENCY

US Dollar (USD)

1 USD = 0.76 GBP (According to www.xe.com on 17.01.20)

1 GBP – 1.30 USD

DIALING CODE FROM THE UK

001

ELECTRICITY

Electricity sockets in hotels: 110 volts at 60 Hz Plug Type A (2 flat blades).

WEATHER IN HOUSTON

Temperature will be in late 20s (at least) during the day, dropping to around 18-20 degrees Celsius in the evening. There is a possibility of rain and thunderstorms. Houston will be humid at this time of year.

IN AN EMERGENCY

Police, Ambulance & Fire – 911

SAFETY

FCO Advice: Please take a moment to read the latest advice that the FCO has published on the USA:

<http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/north-central-america/united-states>

GETTING AROUND/LOCAL TRANSPORT

Taxi Number - Yellow Cabs +1 713 236 1111

SECTION B:2 – GROUP ACCOMMODATION

ACCOMMODATION

We have secured a block booking at the **Hilton Houston Post Oak**.

This hotel is located in Houston Galleria.



GROUP BOOKING LINK

<http://www.hilton.com/en/hi/groups/personalized/I/AHWSHH-EIC-20200428/index.jhtml>

Group Discounted Rate

Approx.. \$245 (room rates vary on pre-show and show days)

Rate Includes

- * Rates are inclusive of Hilton breakfast buffet
- Discounted overnight self-parking at \$20 per car per night
- * Bottled drinking water in the room
- * Complimentary wireless internet access
- * Access to the splash (pool) and recharge (gym)

This rate is available until **Friday, 3 April**. Availability is limited and our block always sells out – [book early to avoid disappointment](#).

SECTION B:3 – TRAVEL ASSISTANCE

Munro's Travel Ltd is the EIC's official travel partner for any overseas delegation or exhibitions during 2020.

Munro's specialise in the organisation of travel and accommodation. For over 40 years they have taken a large party of delegates to the Offshore Technology Conference (OTC) in Houston each year.

Whether it's simply booking a flight, or managing group travel, Visa /passports, accommodation, ground transport/transfers/Chauffeur Drive and airport parking for OTC, Munro's can tailor their services to meet your exact requirements.

To access the best travel options, please contact:

Munro's Travel Ltd

Braemar House
267 Union Street
Aberdeen
AB11 6BR

Tel: 01224 261800

Email: sales@munrostravel.com

Emergency Out of Hours

01224 261840





INSURANCE

EIC does not provide insurance cover. Exhibitors must ensure that they are fully insured to travel and exhibit in USA. The simplest way is usually to extend existing insurance cover.

VISAS

British travellers should enter the US under the Visa Waiver Programme (VWP), which allows most British Citizen passport holders to visit for up to 90 days without a visa. Authorisation via the Electronic System for Travel Authorisation (ESTA) should be obtained prior to your journey.

Visitors should register through the ESTA website at <https://esta.cbp.dhs.gov/esta/> and are advised to do so at least 72 hours prior to travel. If you do not have an ESTA you will be refused travel to the USA. The US Customs and Border Protection department charge \$14 per application for an ESTA. All payments must be made by credit card.

On 18 December 2015, the US Congress passed a Bill updating the requirements for the VWP. Under the new rules, with effect from 1 April 2016 all travellers wishing to enter the US under the VWP will need to hold a passport with an integrated chip (an ePassport). British passports issued since October 2006 are ePassports and carry this internationally recognised symbol on the front cover.

The new rules will also exclude from the VWP most people who have travelled to Iran, Iraq, Sudan or Syria since 1 March 2011, and those who have dual nationality of these countries. It's not clear when this part of the new rules will be introduced, but it's expected to be soon.

If you have doubts about whether you're eligible to enter the US under the VWP (either now or when the new rules come into effect), or if you have any questions about visa matters generally, you should contact the nearest US Embassy or Consulate for advice

SECTION B:4 – USEFUL CONTACTS

SDI

5 Atlantic Quay
150 Broomielaw
Glasgow
G2 8LU

Contact: **Gerry Love**
Tel: +44 (0)141 468 5421
Mob: +44 (0)7876 476 289
Email: Gerry.Love@scotent.co.uk

The EIC

89 Albert Embankment
London
SE1 7TP

Contact: **Natalia Bawolska**
Tel: +44 (0) 207 091 8618
Mob: +44 (0) 7775 793 047
E-mail: natalia.bawolska@the-eic.com
Website: www.the-eic.com

STAND CONTRACTOR

Rocket Exhibition & Events
34 Halley Drive
Glasgow
G13 4DJ

Contact: **Darren Thornhill**
Tel: +44 (0) 141 952 3388
Fax: +44 (0) 141 952 2455
Mobile: +44 (0) 776 525 0996
E-mail: darren@therocketgroup.co.uk
Website: www.therocketgroup.co.uk

FREIGHT AGENT

AP SHOW LOGISTICS LTD
Top Floor
7 Muster Green
Haywards Heath
West Sussex
RH16 4AP

Contact: **Ashley Preston / Kevin Barker**
Tel: +44 (0) 1444 484 850
Fax: +44 (0) 1444 340 228
Mobile: +44 (0) 7801 747 888
E-mail: ash@apshowlogistics.com
kevin@apshowlogistics.com
Website: www.apshowlogistics.com

EVENT ORGANISER

OTC EXHIBITS MANAGEMENT
Offshore Technology Conference
PO Box 833868
222 Palisades Creek Drive (75080)
Richardson, TX 75083-3868

Contact: **Aleigha Frazier**
Tel: +1 972 952 9326
Fax: +1 972 952 9435
Email: afrazier@spe.org
Website: <http://2020.otcnet.org/>

TRAVEL PARTNER

MUNROS TRAVEL LTD
Braemar House
267 Union Street
Aberdeen
AB11 6BR

Contact: **Cheryl Henderson**
Tel: +44 (0) 1224 261800
Email: sales@munrostravel.com
Website: www.munrostravel.com
Emergency
Out of Hours: +44 (0) 1224 261840



SECTION B:5 – COMPULSORY EIC FORMS

BROCHURE FORM - & COMPANY LOGO

The EIC will produce a Guide to the UK Group brochure that will be printed prior to the show and handed out at the show. The publicity form will be used for your entry into this brochure. Please complete this form and return along with your company logo in high resolution (300dpi for print) – **PLEASE NOTE YOU OW HAVE YOUR LOGO ON THE LIGHT BOX BY YOUR STAND FOR ADDITIONAL EXPOSURE – PLEASE MAKE SURE YOU SEND US A HUGH RESOLUTION VERSION.**

Return to: Submit online – [CLICK HERE](#)

Deadline: **Due now**

SUPPLEMENTARY DATA FORM

Please complete the supplementary data form to allow the EIC to assist with meeting your objectives for the show and to ensure we are inviting the most relevant contacts to participate in the pavilion activities and networking opportunities.

Return to: Submit online – [CLICK HERE](#)

Deadline: **Due Now**

STAFFING FORM

It is important that the EIC have a contact name and mobile telephone number for the person responsible for dressing your stand prior to the exhibition as well as colleagues attending the exhibition.

Form: Submit online – [CLICK HERE](#)

Deadline: **Monday 6 April**

EXHIBITOR BADGES FORM

All exhibitors must obtain their Badges for access to the exhibition halls. The number of badges available corresponds directly with space booked as below:

Stand Size	No. of exhibitor badges
9sqm	5
12	6
15	8
18	10
21	11
30	16
36	20

If you require further badges than you have been allocated, there is an **additional charge of £80.00 + VAT per 4 day pass.**

Exhibitor badges allow entry to the technical sessions. Badges may be picked up on-site at the Exhibitor Registration Counters. Exhibitor Registration will be located in either Lobby D of NRG Center for Exhibitors in NRG Center, or in the Main Lobby of NRG Arena for Exhibitors in NRG Arena.

Return to: Nkech.lke@the-eic.com

Deadline: **Friday 3 April**

Form: [Exhibitor Badge Registration Form](#)

Amending your badges after the deadline might be subjected to an additional charge of £80 per each additional badge.



SECTION C:1 – FREIGHT

SHIPPING GUIDELINES OTC 2020

SOLE FREIGHT & ONSITE HANDLING CONTRACTOR

AP Show Logistics Ltd is delighted to be able to provide freight services for all UK companies attending OTC 2020. APSL is officially appointed and confirmed by the Energy Industries Council (EIC) as the sole UK freight agent for the UK and Scotland Pavilions. We shall work alongside Rogers Worldwide, our US based partner and the SPE's officially appointed onsite Customs broker, to ensure the safe delivery of your exhibit materials to your stand, ready for your arrival.



We fully appreciate the importance of the safe carriage and timely delivery of your exhibition material from your premises through to your stand area. We shall be available before, during and after OTC 2020 to assist you with this event. Our onsite team at this particular venue and show is second to none with a wealth of experience on hand for your added peace of mind and benefit.

Within the following manual you shall find information to help you prepare for this event.

DEADLINES

Below is the **latest** deadline date that your goods must be received ready for export to Houston at our main Cargo Centre located in South East of England.

Seafreight– Tuesday 17 March 2020

Airfreight – 17 April 2020

RECEIVING ADDRESS:

AP Show Logistics c/o MJD Group Unit 2, Albion Way, Dartford, Kent, DA1 5PZ

RECEIVING TIMES:

Receiving times: Mon. – Fri. 08:00- 18:00 hours

All pieces **MUST** be easily identifiable upon receipt and accompanied by a delivery note. Please use our supplied delivery label or feel free to use your own.

All casing should be strong and waterproof in order to withstand continued handling both to and from the exhibition. AP Show Logistics cannot be held responsible for any damage resulting from inadequate packing.

All wooden cases (including wooden pallets) must conform to the strict International Standard for Phytosanitary Measures - ISPM 15. In brief summary, only wooden cases, free of bark, correctly treated showing the IPPC markings will be accepted.

ADDITIONAL SHIPPING INFORMATION

Please follow the link below for detailed shipping information provided by APS Logistics (to include example rates, payment terms, etc)

<https://liveevents.the-eic.com/uploads/files/541f278a-f302-48da-9db6-ce67f9b91897.pdf>

SECTION C.2 – FREIGHT FORMS

FREIGHT ORDER FORM

In order to note your potential shipping requirements, please click and complete quotation request form:

Form: [Freight Order Form – \(Click to download form\)](#)

Return to: Ashley Preston - ash@apshowlogistics.com

Deadline: **Tuesday 03 March SEAFREIGHT**

Thursday 02 April AIRFREIGHT

For Customs purposes we will require a combined Commercial Invoice / Packing List. It is recommended to use the attached official copy or you may use your own format including the same information. All items packed within your cases must be listed with a value shown for each item. Temporary and Permanent goods must be indicated.

Notes:

- i. “Goods of no Commercial Value” is not accepted and a value must be shown.
- ii. Permanent items must be listed and description as “Giveaways” is not acceptable.
- iii. For electronic items or machinery please show make, model and serial number

E.g.: Plasma screens, computers, DVD players etc

- iv. All textile materials must be declared and country of origin shown.

Some items are restricted and may require special documentation to enter the United States:

Although not a comprehensive list, such items include: Foodstuffs and beverages (DO NOT SHIP and source locally) – Hazardous materials - Textiles (T-shirts, hats, bags, carpets, ties, etc) - Some electrical items including monitors and computer batteries or any device that emits radio frequency and/or radiation emissions – Firearms – Drugs or Medical equipment. This list is continually being updating and exhaustive being subject to change at any time by operation of law. If in any doubt just contact APSL before packing goods for specific requirements regarding these and other categories of material

DELIVERY NOTE

In order to note your potential shipping requirements, please click and complete quotation request form:

Form: [UK Delivery Note – \(Click to download form\)](#)

Return to: Ashley Preston - ash@apshowlogistics.com

RETURN SHIPPING FORM

In order to note your potential shipping requirements, please click and complete quotation request form:

Form: [Return Shipping Form – \(Click to download form\)](#)

Return to: Ashley Preston - ash@apshowlogistics.com

COMMERCIAL INVOICE

In order to note your potential shipping requirements, please click and complete quotation request form:

Form: [Commercial invoice – \(Click to download form\)](#)

Return to: Ashley Preston - ash@apshowlogistics.com



SECTION D:1 – SHOW ORGANISERS ADMINISTRATION

SPE is the organiser of OTC 2020. All forms in this section must be filled in online.

OTC Exhibits Management

Offshore Technology Conference

PO Box 833868

222 Palisades Creek Drive (75080)

Richardson, TX 75083-3868

Contact: Aleigha Frazier

Tel: +1 972 952 9326

E-mail: afrazier@spe.org

Website: <http://2020.otcnet.org/>

INSTRUCTIONS FOR ACCESS TO ESSENTIAL FORMS TO FILL OUT ONLINE:

1. Visit the **exhibitor resources** website: <http://2020.otcnet.org/exhibit/exhibitor-resources> for detailed instructions on:
 - Edit company listing,
 - Manage products,
 - Guest invitation,
 - Lead retrieval,
 - Additional marketing
2. **Exhibitor Portal** https://exhibits.otcnet.org/OTC2020/Public/e_ExhibitorConsole.aspx
3. **Freeman Online Ordering System** <https://www.freemanco.com/store/show/landing?showID=437236>

Your login details will be sent shortly.



SECTION D:2 – SHOW ORGANISERS ONLINE PORTAL

Once you have logged in to the Exhibitor Portal using the details provided by the EIC, you will be able to access the following important areas:

EDIT BOOTH INFO

Manage the information that appears on your eBooth so attendees know to visit you on the show floor.

This information is viewable by attendees when they click on a booth on the online floor plan or select an exhibiting company from the exhibitor listing. It is also used to construct the printed conference program so please ensure correct spelling etc.

COMPANY LISTING FOR OFFICIAL CATALOGUE - RECOMMENDED

To submit your FREE Company listing, please follow these simple steps:

1. Click [Edit booth info](#). Please fill out the form completely, provide contact information you want attendees to use to request more information about your company. Email addresses will not appear online or in the printed program.
2. For your profile, please explain your company, products or services. Welcome Message is limited to a maximum of 60 characters including spaces. Print profiles are limited to a maximum of 350 characters including spaces. Show Management reserves the right to edit any information you provide but is not responsible for correcting text submitted. It is recommended to type directly into the form as cutting and pasting from a Word document adds extraneous code.
3. Select up to 6 product categories.
4. Save your changes when you are finished and LOGOUT to ensure your changes are saved. Even if you are not making any changes you must go to Edit and hit [Accept As Is/ Save Updates] so the system knows you have reviewed your information.

5. **Deadline – 26th February for inclusion in Show Program**

You must meet this deadline to ensure your company's accurate listing in the Conference Program/Show Catalogue.

Please note you can also add Press Releases and Product information by clicking on the appropriate sections in this area.



SECTION D:3 – ONLINE PORTAL – FREEMAN ONLINE ORDERING SYSTEM

OPTIONAL SERVICES

For your stand, a number of services are available for hire/purchase through the Freeman Online ordering system. Please register for your account as per the instructions on page 20.

The Service Centre hours at the Reliant Center are 08:00 – 17:00 each day to pick up parking passes, lead retrieval etc. This is in the Reliant Center Lobby, located between the entrances to Halls B and C. This area will include all service contractors appointed by OTC.

The services listed below must be provided by the Exclusive OTC Contractor. No other company will be given permission for the performance of these services:

- Internet – NRG PARK
- Catering - Aramark
- Plants - Convention Plant Creations Inc
- Photography – Corporate Event Images
- Hospitality Suites – NRG PARK
- Parking – NRG PARK
- Lead Retrieval – Experient

ORDER PRODUCTS & SERVICES

To order any of the above items, please click on the 'ORDER PRODUCTS AND SERVICES' white box.

Freeman Services – For non-free builds, this area can be ignored as these services are provided by Rocket.

Specialty Contractors – Many of these will be non-applicable, however you may find the following items useful:

FLORAL/PLANTS

Convention Plants: <http://www.conventionplant.com>

Contact: linda@conventionplant.com

FOOD & BEVERAGE

Aramark: <http://www.ps.aramark.com/NRGPark>

Contact: AramarkSalesNRGPark@aramark.com

LEAD RETRIEVAL DEVICES

Experient Inc: <https://exhibitor.experientswap.com>

Contact: ann.cusimano@experient-inc.com

Deadline: Prices increase as the show draws closer

PHOTOGRAPHY

Corporate Event Images: <http://www.corporateeventimages.com/OTC>

Contact: todd@corporateeventimages.com

Deadline: No date given – Suggest booking ASAP



Facility Services – Many of these will be non-applicable, however you may find the following items useful:

HOSPITALITY SUITES

NRG PARK: <http://www.nrgpark.com/suites/>

Contact: mcampbell@nrgpark.com

Deadline: Suggest booking ASAP

PARKING

NRG PARK

<https://nrgpark.boomerecommerce.com>

Contact: ExhibitorServices@nrgpark.com

Follow on line instructions and register

Deadline: Online ordering closes 6 April

Each exhibiting company is allowed to make a one-time purchase only of (2) parking passes for every 100 sq. ft. of exhibit booth space.

Ex. 100 sq ft = 2 passes, 200 sq ft = 4 passes, 2500 sq ft = 50 passes, etc. Additional parking pass purchases will not be accepted by the same individual nor can the same individual order more passes than the amount your company is allowed to purchase. If your order exceeds more than the amount your company is allowed or an additional online purchase is made, your order will be altered & the difference of monies will be refunded to your credit card. It is at the discretion of NRG Park to allocate your parking passes based on your booth location. For questions, please contact 832-667-1707.

The regular parking fee at NRG Park is \$15.00 per entry/per event day with no unlimited in & out entries. For your convenience, a special 4-DAY exhibitor parking pass is available that gives you unlimited in & out entries during event days for \$72. There is no charge for parking during move-in and move-out . This parking pass DOES NOT ALLOW OVERNIGHT PARKING OF ANY VEHICLE DURING MOVE-IN/OUT OR EVENT DAYS. The parking pass will be valid on event days only. Parking passes will either be held onsite for your arrival at the NRG Park Exhibitor Services Centers during move-in or you may select to have them shipped to you via Fed Ex.

Please note that the advance order deadline for this form is 17th April. The parking lots closest to the UK Pavilion / Reliant Center are the North Kirby Lot (red) and the North Fannin Lot (orange).

INTERNET

NRG PARK: <https://nrgpark.boomerecommerce.com/>

nrgorders@smartcity.com

Follow online instructions and register.

Deadline: Incentive ordering deadline closes 20 April

Online ordering closes 30th April



SECTION D:4 – ONLINE PORTAL - MARKETING TOOLS

PROMOTE YOUR STAND AT OTC

Pre-show and on-site marketing of your exhibit booth is fundamental to your success. Here are some helpful hints on making the most of your exhibiting experience.

ADVERTISING AND SPONSORSHIP OPPORTUNITIES

Maximize your ROI. Review the advertising and sponsorship benefits to identify the opportunity that best fits your goals: https://exhibits.otcnet.org/OTC2020/Public/e_sponsorshipsales.aspx?!D=27727&sortMenu=104000

The EIC also offer sponsorship opportunities. Details will be sent separately to each exhibitor.

PRE-SHOW PROMOTION USING THE OTC LOGO

If you would like the EIC to create a personalized email signature for you, please contact Nkechi.ike@the-eic.com if you did not receive this.

PHOTOGRAPHY AND AUDIO / VIDEO RECORDING

No audio recording, video recording, or photography is allowed without OTC's permission. All journalists seeking to do any of these things must register as press and check in at the OTC press room. They will be asked to sign a form agreeing to the following:

Journalist represents a qualified news organization that has regularly scheduled programs.

No webcasting or streaming is permitted.

OTC may limit at its sole discretion the locations, times, and subjects for video and audio recordings and photographs.

All requests to interview the OTC chairman or any member of the OTC Board of Directors must be made to the OTC media contact: media@otcnet.org



SECTION D:5 – ONLINE PORTAL – GUESTS PASSES

GUEST PASSES - Invite Your Key Customers to OTC

OTC is offering a solution for your company to email guest cards to clients and prospects. Create complimentary, customized guest email invites and only pay for the invites used.

Exhibitor Invites Program

1. Create your own customized email campaign or web invite link to invite guests to attend.
2. There is no charge to invite your guests. You are charged only for guests that register through the Guest Card Invite Program.
3. 1-Day (USD 15.00) and Multi-Day Pass (USD 50.00) available. Maximum charge per exhibitor is USD 3000.00 based on registered guests.
4. To get started, go to Exhibitor Invites
5. Please note: Guest invites are not for employees of the exhibiting company, they should have exhibitor badges.
6. Get up to date information on guests that have registered from your invitation.
7. Have questions? View the Exhibitor Invites FAQs page.

The EIC will notify you when this is live.