

OFFSHORE TECHNOLOGY CONFERENCE



**NRG PARK
HOUSTON, TEXAS, USA
1-4 MAY 2017**

The EIC is proud to be organising and managing the UK National Pavilion at OTC for the 17th year, taking place from 1-4 May 2017.



68,000+ attendees from 120 countries

2,600+ exhibitors from 47 countries

51% of exhibitors from international companies

**Price freeze on
2016 costs**

Full benefits of participation

- Prime location for the UK Group at the show. Innovative UK branded stand design to draw visitors to the Group. Your own specially designed and furnished stand within the UK Group. The use of a private Group lounge, and meeting rooms.
- Promotion of the Group through various publications/press releases. Entry for each exhibitor in the Guide to UK Group Brochure.
- DIT hosted reception.
- Dedicated project manager to assist prior to and onsite at the show. Dedicated travel and freight partners. Experienced organisation.

In partnership with:



**Department for
International Trade**

For further information
and to apply, contact:

Fern Canning, Overseas Events Coordinator
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Breakdown of participation costs

There are various cost elements involved (all excluding VAT), as detailed below:

SPACE

The cost of space is £385/sqm.

FACILITIES CHARGE INCL. SHELL SCHEME

In addition to walls, carpeting and company/UK identification the shell scheme package will also provide power, lighting, display aids and furniture.

Facilities include stand cleaning, a UK Group Lounge and meeting rooms, a UK Group brochure, public relations, project management, organiser's costs, UK Group branding, hanging banners and lounge consumables. The above will be charged at a rate of £360/sqm.

FREE-BUILD

If you book one of the free-build stands, in addition to the charge for space, a supplemental facilities fee of £ 120/sqm will be chargeable to recover EIC's costs of ancillary facilities listed above (apart from shell scheme and furniture package).

PLEASE NOTE that exhibitors exercising this option will not be allowed to use hanging banners and walls cannot be constructed any higher than 4 metres. Free builds will need to be constructed with a half-metre pull back from the aisle either side of the stand.

MANAGEMENT FEE

The EIC management fee for work undertaken in organising, administering and supporting the UK Group is:

Members of EIC – £725
Non-members of EIC – £975

CORNER FEE

There will be a 25% charge of space costs for each corner location.

SUB-EXHIBITORS' FEE

If you intend to have sub-exhibitors on your stand at OTC, a supplemental management fee of £150 per sub-exhibitor is applicable.

The provision of space, arrangements for design and construction of stands and the administration and co-ordination of the UK group are referred to in EIC's Terms and Conditions as the 'Services'.

BREAKDOWN OF FREE-BUILD COSTS (EX VAT)

Stand size	30m ²	36m ²
Costs		
Space @ £385 /sqm	£11,550	£13,860
Facilities Fee @ £120/sqm	£3,600	£4,320
Corner Fee @ 25% of space cost	£2,887.50	£3,465
Management Fee ⁽ⁱ⁾	£725	£725
Participation Cost ⁽ⁱ⁾	£18,762.50	£22,370

BREAKDOWN OF SHELL SCHEME COSTS (EX VAT)

Stand size	9m ²	12m ²	15m ²	18m ²	21m ²
Costs					
Space @ £385/sqm	£3,465	£4,620	£5,775	£6,930	£8,085
Facilities Charge @ £360/sqm	£3,240	£4,320	£5,400	£6,480	£7,560
Management Fee @ £725 ⁱ	£725	£725	£725	£725	£725
Participation cost ⁽ⁱⁱ⁾	£7,430	£9,665	£11,900	£14,135	£16,370
Stand including a corner (extra 25% of costs)	N/A	(+£1,155) £10,820	(+£1,443.75) £13,343.75	(+£1,732.50) £15,867.50	N/A

(i) add £250 for a non-member; (ii) add £150 for each sub-exhibitor. Note that where applicable, Sub-exhibitors' fees, Free-build option or corner fees will be charged.

APPLICATION TO PARTICIPATE – OTC 2017
NRG PARK, HOUSTON, TEXAS, USA, 1-4 MAY 2017

Please return to fern.canning@the-eic.com

We wish to participate in the UK group and confirm that we accept the Terms and Conditions issued by the EIC and the organisers SPE (available on request). ***Compulsory fields must be completed.**

Signature:* _____

Name (in caps):* _____ Date:* _____

The Exhibitor warrants that the person submitting the Application Form is fully authorised to enter into the Contract on behalf of the Exhibitor.

1. UK COMPANY DETAILS (FORMS WITHOUT UK REGISTERED COMPANY DETAILS WILL NOT BE ACCEPTED)

UK company:* _____ Member/non-member:* _____

UK address:* _____

Contact name:* _____ Position:* _____

Email:* _____ Website: _____

Tel (switchboard):* _____ Tel (direct line):* _____

Products/services: _____

Note: if you intend to have sub-exhibitors, please provide similar details for each sub-exhibitor.

2. SPACE RESERVATION* (Please note that the minimum stand size is 9sqm.)

We wish to apply for the following space and shell scheme _____ m²

Our preferred stand numbers (in order of preference) are: 1. _____ 2. _____ 3. _____

3. MANAGEMENT FEE

EIC member – £725 (ex VAT); EIC non-member – £975 (ex VAT). The management fee is payable forthwith in any event.

4. PAYMENT (1) Payment of the management fee is due with the application and is a precondition of a valid booking. (2) On receipt of your booking, EIC will invoice for the balance of charges. Payment is due within 30 days of invoice. All costs and fees below are excluding VAT. NB Outstanding payments will result in your space being released.

Space costs – £385 per sqm: _____

Facilities charge (including Shell Scheme) – £360 per sqm: _____

Facilities charge (Free build option) – £120 per sqm _____

Management fee – £725/£975 (due with application) _____

Sub-exhibitors – £150 per sub-exhibitor _____

Corner fee – 25% of total space cost _____

Total: _____

I enclose a cheque/bankers draft made payable to
the Energy Industries Council for the sum of: _____

Note: Please contact EIC for account details if you wish to pay by bank transfer.

5. CREDIT CARD FOR MANAGEMENT FEE PAYMENT

If you wish to book by credit card, please supply details below. Upon transaction confirmation, EIC will send you a receipt.

Card number: _____ Card type: _____

Start date: _____ Expiry date: _____

Name on card: _____ Signature: _____

6. VAT

The management fee and all other charges will be inclusive of VAT when invoiced. A receipted invoice will be forwarded to you as acknowledgement of your payment.

7. TERMS AND CONDITIONS

EIC Terms and Conditions for Companies Participating in Exhibitions apply and have precedence in case of conflict. In addition this Application and the explanatory note issued by EIC and SPE are deemed to be incorporated in and form part of this contract. The contract contains some limitations and exclusions of liability in favour of EIC, which are included so that we can keep the costs within reasonable bounds. The availability of the space and shell scheme applied for is not guaranteed. The contract will come into existence when (1) you and EIC have initially agreed the size of the space and shell scheme and (2) EIC has received payment of the Management Fee. Please note also that, in order to present a tidy appearance and give fair prominence to all exhibitors, (1) you may not embellish the identity panels of your stand by using unauthorised graphics etc, and no graphics outside or above the allocated stand space are permitted; and (2) EIC may, at its discretion, require you to reduce the volume or turn off your audio equipment.



"The EIC provides great help to ease participation as an exhibitor for OTC."

**Enrique Sanchez,
Shand Engineering Ltd**

"This exhibition is the best we have attended globally, both in terms of quality of customers and people. We have generated lots of new opportunities in North America and beyond. We thank The EIC for supporting our presence here."

**Spencer Linsell,
PJ Valves**

"Attending OTC gives us an opportunity to renew acquaintances with old contact and colleagues as well as meeting new contacts and building new relationships."

**Tim Ley,
Land and Marine Engineering Ltd**

"The EIC does a first class job in organising events and supporting on the ground during the shows should assistance be required."

**Paul Barry,
Cargostore International Ltd**

**UK GROUP MEMBER VIEWS
FROM OTC 2016**