



OVERSEAS EXHIBITION



Rules for space allocation in the UK Group at OTC 2018 & Floorplan

- The EIC will create a floor plan to include booths of various set sizes, which will be sold on a first come first served basis on a phased release (see below). OTC 2018 Floorplan is on page 4.
- The management fee will be a separate cost, payable by all exhibitors.
- A separate charge per sub-exhibitor will be levied where applicable.
- There will be a premium charge for corner locations.
- There are 6 double corner end stands (5 x 36sqm and 1 x 30sqm) which are free-builds. Free-build stands must adhere to a ½ metre pull back on their stand design.
- There are 2 new free-builds for 2018. Please see page 3 of this document.
- Free-build stand height will be limited to 4m maximum in all cases and no hanging banners will be allowed above this height, other than those provided to identify the group as a whole.
- The application pack will be sent out to EIC Global members together with the floor plan; booths will be allocated on a first come, first served basis for two weeks. **If your first three choices have been booked when we get your application we will call and email you to discuss the remaining available stands for your next choice.**
- The application pack and floor plan will then be sent to EIC Primary members; remaining booths will be allocated during a further two weeks.
- Thereafter, non-member UK companies will be given the opportunity to book any remaining booths.
- In all cases, the management fee must be made immediately upon space confirmation; no space will be held without this payment. The remainder of the invoice will be due within 30 days of the invoice date.
- To book a stand you must send through a completed application form (fields that MUST be completed are signature and date at top of form, UK registered company name, UK company address, and preferred stand numbers). Emails with no application form attached, previous years application forms, unsigned forms or holding emails will not be accepted. **You must complete the form indicating your UK Registered Company not your Overseas addressed office.**
- Please note if you leave EIC membership before the event takes place, the EIC reserves the right to move you from a prime position booked based on your original membership status.

In partnership with:



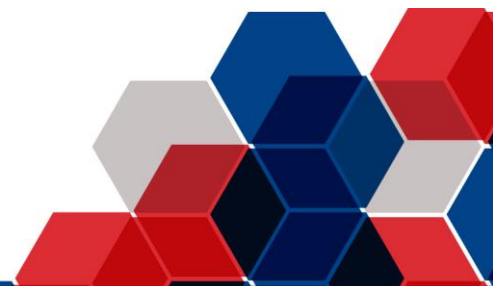
Department for
International Trade

To register your interest and further information contact

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Space Costs for OTC 2018 (excl. VAT)

(i) **Space**

The cost of space is **£ 395** / sqm.

(ii) **Facilities Charge including 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 facility, 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. See the alternative "Free-build" option below.

(iii) **"Free-build" option**

If you wish to construct your own stand, in addition to the charge for space, a supplemental facilities fee of **£ 140** / 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 meters. Free builds will need to be constructed with a half-meter pull back from the aisle. All free-builds need to be approved by the EIC and Rocket.

(iv) **Management Fee**

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

Members of EIC - **£725**

Non-members of EIC - **£975**

(v) **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.

(vi) **Corner fee**

There will be a **25%** surcharge on total space costs for each corner location.

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'.

The management fee and all other charges will be subject to VAT.

Breakdown of Shell Scheme Costs (excl. VAT):

Stand size	9m ²	12m ²	15m ²	18m ²	21m ²
Space @ £395	£3,555	£4,740	£5,925	£7,110	£8,295
Facilities Fee @£360	£3,240	£4,320	£5,400	£6,480	£7,560
Management Fee	£725	£725	£725	£725	£725
TOTAL COST	£7,520	£9,785	£12,050	£14,315	£16,580
Stand including a corner (extra 25% of space costs)	NA	(+£1,185) £10,970	(+£1,481.25) £13,531.25	(£1,771.50) £16,092.50	NA

Breakdown of Free-build Costs (excl. VAT):

Stand size	30m ²	36m ²
Space @ £395	£11,850	£14,220
Facilities Fee @£140	£4,200	£5,040
Corner Cost @ 25% of space cost	£2,962.50	£3,555
Management Fee	£725	£725
TOTAL COST	£19,737.50	£23,540

(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.



New for 2018 – Free-build by Rocket

We are introducing 2 new free-build stands for 2018 to accommodate the demand for free-build space.

As the EIC has minimum requirements to meet with Rocket (stand contractor) those exhibitors booking these spaces (1339-G and 1739-G) **MUST** use Rocket for their full stand build and design.

The minimum cost for a free-build stand and design from Rocket will be £12,950 although this would be for a simple design & build. Your stand design must meet at least this amount otherwise the EIC reserves the right to re-sell the space.

What will you get?

Below is an **example** of a free-build stand designed by Rocket. This design would cost approx. £19,500.



Please note:

- Rocket will tailor the design to meet your own requirements
- Extras and design modifications can be added at an additional cost

Example of Free-build Costs by Rocket based on the above design (excl. VAT):

Stand size	36m²
Space @ £395	£14,220
Facilities Fee @£140	£5,040
Corner Cost @ 25% of space cost	£3,555
Management Fee	£725
Free-build with Rocket	£19,500
TOTAL COST	£43,040

The EIC and Rocket will work closely with each exhibitor to ensure that your requirements are met.



**UK GROUP AT
OTC,
HOUSTON
30 April - 3 May
2018**

Available
Space

Available
Space
Freebuild

Available
Space
Freebuild
By Rocket



6m	1739-G 6m x 6m 36sqm		1739-I 3m x 3m 9sqm	1739-J 3m x 4m 12sqm	1739-K 3m x 4m 12sqm	1739-L 7m x 3m 21sqm	1739-A 6m x 6m 36sqm
	1739-F 3m x 3m 9sqm	1739-E 3m x 3m 9sqm	1739-D 3m x 5m 15sqm		1739-C 3m x 3m 9sqm	1739-B 3m x 4m 12sqm	

Block 1739

6m	1639-G 3m x 4m 12sqm	1639-H 3m x 4m 12sqm	1639-I 3m x 3m 9sqm	1639-J 3m x 3m 9sqm	1639-K 3m x 3m 9sqm	1639-L 3m x 4m 12sqm	1639-M 3m x 7m 21sqm	1639-A 6m x 6m 36sqm
	1639-F 3m x 3m 9sqm	1639-E 3m x 5m 15sqm		1639-D 3m x 4m 12sqm		1639-C 3m x 3m 9sqm	1639-B 3m x 5m 15sqm	

Block 1639

6m	1539-C 6m x 6m 36sqm		Meeting Room	UK Group Lounge Including two meeting rooms (81sqm)	EIC Scheme	1539-D 3m x 4m 12sqm	1539-E 3m x 3m 9sqm	1539-A 6m x 5m 30sqm
	Meeting Room	1539-B 3m x 4m 12sqm			1539-B 3m x 4m 12sqm			

Block 1539

6m	1439-G 3m x 5m 15sqm	1439-H 3m x 6m 18sqm	1439-I 3m x 6m 18sqm		1439-J 3m x 4m 12sqm	1439-K 3m x 3m 9sqm	1439-L 3m x 5m 15sqm	1439-A 6m x 6m 36sqm
	1439-F 3m x 3m 9sqm	1439-E 3m x 3m 9sqm	1439-D 3m x 5m 15sqm		1439-C 3m x 4m 12sqm	1439-B 3m x 4m 12sqm		

Block 1439

6m	1339-G 6m x 6m 36sqm		1339-I 3m x 4m 12sqm	1339-J 3m x 4m 12sqm	1339-K 3m x 5m 15sqm	1339-L 3m x 5m 15sqm	1339-A 6m x 6m 36sqm
	1339-F 3m x 3m 9sqm	1339-E 3m x 3m 9sqm	1339-D 3m x 3m 9sqm	1339-C 3m x 4m 12sqm	1339-B 3m x 5m 15sqm		

Block 1339

