

This e-newsletter contains important information about your OTC exhibit transaction.

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December 2015 e-Newsletter

The [2016 OTC website](#) offers complete information on all aspects of the conference, including an updated list of exhibitors. Bookmark it today and check it weekly for updates.

Important Dates

Coming soon—Exhibitor Service Manual

Early January 2016—Housing and registration to go live

4 January 2016—Aramark to begin accepting catering orders

11 January 2016—Exhibitor parking passes on sale

15 January 2016—Final payment due for exhibit space

20 January 2016—Exhibitor Roundtable [RSVP](#)'s due

27 January 2016—Exhibitor Roundtable

You may visit the **Exhibit tab** on the [OTC 2016 website](#) at any time for important exhibitor information.



Exhibitor Re-booking for 2017

A letter concerning the [re-booking](#) process for OTC 2017 was recently mailed to the primary contact listed on your account. Additional information will be posted in late February. Please be mindful of the priority deadline dates for submitting your applications for space.

Exhibitor Roundtable

The OTC 2016 Exhibitor Roundtable will be held at NRG Center on 27 January 2016. Don't miss this exciting opportunity to meet fellow exhibitors and receive tips from professionals to help improve your OTC exhibit experience. RSVPs are due by 20 January 2016. [Additional information.](#)

Exhibitor Parking Passes

Parking permits for show days will be available for purchase via the Exhibitor Service Manual on 11 January 2016. Exhibitors are limited to two passes per 100 square feet of exhibit space purchased. No permits are needed during move-in or

OTC 2016 Exhibitor Services Manual (ESM) Coming Soon

This manual is a valuable resource in your planning process. Keep an eye on the 'Exhibit' page on the [OTC 2016 website](#) for the ESM to be posted.

Photo Policy



Rules and Regulations Changes

- NRG Park does not permit the use of drones, indoors or outdoors.
- All tents with A/C need to have their condensate hoses either run to drains or in barrels to be monitored to insure they do not spill into the parkway.
- There is no smoking permitted on the docks.

Housing and Registration Available Early January

In early January, visit the OTC 2016 [homepage](#) to find options for registration and housing. Links will be provided for additional information.



New Exhibitor Guest Invitation Program – Traffic Boost

Take advantage of Traffic Boost this year to invite your guests to attend OTC 2016.

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Early Ordering with Aramark Catering

Aramark will begin accepting online catering orders on 4 January. Order before 25 February to receive a 20% discount. A 10% late fee will be applied to all orders placed after 8 April 2016. Beginning 25 April, the onsite catering menu limited to the event day will open. To place orders onsite, please visit the Exhibitor Services Desk in rooms 104-107 in the NRG Center.

OTC strictly enforces a photography and videography policy to protect leading-edge technology showcased at the event. Recent revisions have been made to the 2016 [photo policy](#). Any violations by an exhibitor to this policy could result in a verbal warning, the loss of priority points, and ultimately the confiscation of the exhibitor's badge.

Available 1 February 2016, Traffic Boost will afford you all the great benefits of our Guest Invite program from previous years. Additional communications and instructions on how to invite your guests through this program will be coming soon.

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