



OFFSHORE TECHNOLOGY CONFERENCE

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Dear 2016 OTC Priority Exhibitor:

Thank you for your continued support and participation in the Offshore Technology Conference. We are excited about the upcoming event in May and are also planning forward to 2017.

Today's letter is to remind/inform you of how we will be conducting the rebooking process for OTC 2017 prior to, during and after the 2016 event.

Below is an outline of how the process will work. There may be some changes in the upcoming months, but this will give you an idea of the timeline and procedures.

- End of February/beginning of March – Rebooking materials (Sales Prospectus) will be mailed to the **primary contact** for all exhibiting companies. This information will have the details of the rebooking/space assignment process and the time frame during which your company will be assigned for your space selection.
 - **Note:** Due to print schedules and the postal system the sales prospectus sometimes does not reach you until we are nearly at the rebooking deadline. Therefore watch the web in late February or early March for posting of the rebooking information. OTC will email you when the web site is live.
- Late-March – We will begin contacting the highest priority companies (1-350) to select their OTC 2017 booth locations.
- April – Reminders about the on-site rebooking/space assignment process will be emailed to all exhibitors
 - **Note:** Please be sure your company is not blocking the otcnet.org or otccommunications.org domains as our communications will be coming from either otc.events@otcnet.org or OTC Communications no-reply@otccommunications.org.
- 1 May, Sunday – Duplicate Rebooking materials that were mailed in February/March will be placed in all booths that have not yet rebooked.
- 2 May, Monday afternoon – Thursday, 5 May - Exhibitor on-site rebooking/space selection will begin with a designated range of priority exhibitors selecting space at their assigned appointment times.
- Post show – Remaining priority exhibitors who were not assigned space on site will be assigned. Exhibitors with the same priority number will be assigned within their priority ranking according to date contract was received.

In order to rebook for the 2017 event, exhibitors will need to provide a completed Exhibit Space Agreement according to their particular deadline. However, all exhibitors will have until 1 July 2016 to reduce their size or cancel their space altogether with no financial penalty. The 25% booth deposit will be due 1 July 2016 to maintain booth space.

We will be sending you additional reminders of the rebooking process and priority deadlines and will also have the floor plan live online during the space selection process for company officials who want to track the developments either at their booths or from the other side of the globe.

On the subject of Priority Points, last year we modified our Photography Policy for the event and violations of this policy will now result in the loss of priority points. You can find the photography policy online at <http://2016.otcnet.org/Content/Photography-Video-Audio-Recording-Regulations>.

Again, we thank you for your participation and support. If you have any questions, please call me or any of our sales team.

My best,

A handwritten signature in blue ink, appearing to read 'C. Moritz', is positioned above the typed name.

Craig W. Moritz
Asst. Director, Sales & Exhibits
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