

**EASY IS NICE, ON ANY DEVICE.**

Freeman Online® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced Freeman Online, we are making it easier than ever for you to get what you want to have a great event:

- Access important show information
- Receive Assistance through Concierge Services while at show site
- Receive Notifications
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move out process
- Access invoices after the show

**SERVICE INFORMATION**

**BOOTH EQUIPMENT**

**NRG CENTER BOOTH EQUIPMENT**

Each 10' x 10' booth will be set with 8' high black back drape, 36" high black side dividers and a 7" x 44" one-line identification sign.

**EXHIBIT HALL CARPET**

The exhibit area is NOT carpeted; however, the main aisle will be carpeted in black. All other aisles will be carpeted in blue. All booths (excluding outdoor) must have flooring.

**NRG ARENA BOOTH EQUIPMENT**

Each 10' x 10' booth will be set with 8' high blue back drape, 36" high blue side dividers and a 7" x 44" one-line identification sign.

**EXHIBIT HALL CARPET**

The exhibit area is NOT carpeted; however, the perimeter will be carpeted in blue. All other aisles will be carpeted in tuxedo. All booths (excluding outdoor) must have flooring.

**OTC OUTDOOR BOOTHS - NO BOOTH EQUIPMENT**

**DISCOUNT PRICE DEADLINE DATE**

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by **April 13, 2020.**

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#)

Wednesday	April 29, 2020	8:00 AM - 5:00 PM
Thursday	April 30, 2020	8:00 AM - 5:00 PM
Friday	May 01, 2020	8:00 AM - 5:00 PM
Saturday	May 02, 2020	8:00 AM - 5:00 PM

**\*\*\*NO ONE WILL BE ALLOWED IN THE EXHIBIT HALL ON SUNDAY\*\*\***

All exhibits must be fully installed by Saturday, 2 May 2020 at 5:00 p.m.

**EXHIBIT HOURS**

Monday	May 04, 2020	9:00 AM - 5:00 PM
Tuesday	May 05, 2020	9:00 AM - 5:00 PM
Wednesday	May 06, 2020	9:00 AM - 5:00 PM
Thursday	May 07, 2020	9:00 AM - 2:00 PM

**EXHIBITOR MOVE-OUT**

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#)

Thursday	May 07, 2020	2:00 PM - 10:00 PM
Friday	May 08, 2020	8:00 AM - 6:00 PM
Saturday	May 09, 2020	8:00 AM - 5:00 PM
Sunday	May 10, 2020	8:00 AM - 5:00 PM

**NRG Arena and Outdoor exhibits must be clear by Saturday, May 11th**

Sunday	May 10, 2020	8:00 AM - 5:00 PM
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**Sunday move out is for NRG Center exhibits ONLY**

**We will begin returning empty containers once aisle carpet is removed.**

**DISMANTLE AND MOVE-OUT INFORMATION**

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. The entire process will take approximately 12 hours.
- All exhibitor materials must be removed from the exhibit facility by Saturday, 09 May 2020 at 11:59 p.m.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out dead-line.

**ARENA & OUTDOOR DRIVER CHECK IN – SATURDAY, MAY 09, 2020 AT 5:00PM**

**CENTER DRIVER CHECK IN – SUNDAY, MAY 10, 2020 AT 10:00AM** or freight will be re-routed.

- Freight must be ready for outbound loading by 2:30 p.m., Friday, 08 May 2020 to avoid overtime charges.
- All labor incurred to take down booths after the deadline will be charged at time and a half rates.

**We will begin returning empty containers once aisle carpet is removed.**

**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by Sunday, May 10, 2020 at 5:00 PM. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Sunday, May 10, 2020 at 12:00 PM.

**POST SHOW PAPERWORK AND LABELS**

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

**EXCESSIVE TRASH AND BOOTH ABANDONMENT**

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (713) 770-6750 for a quote.

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

**FREEMAN**

9258 Park South View, Ste 100  
 Houston, TX 77051  
 (713) 770-6750 fax (469) 621-5613  
 FreemanHoustonES@freeman.com

**FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 Toll Free US & Canada or +1 (512) 982-4187 or +1 (817) 607-5183 Local & International Shipping Services or fax +1 (469) 621-5810 or email [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)

**FREEMAN ONLINE®**

**Take advantage of discount pricing by ordering online at [FreemanOnline](#) by April 13, 2020.**

Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during and after** your show.

To place online orders you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "**Create an Account**" link. To access Freeman Online without using the email link, visit [FreemanOnline](#).

If you need assistance with Freeman Online please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

**SHIPPING INFORMATION**

**CERTIFIED WEIGHT TICKETS MUST ACCOMPANY ALL SHIPMENTS.**

Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**OFFSHORE TECHNOLOGY CONFERENCE - 437236**  
 C/O FREEMAN  
 9258 PARK SOUTH VIEW, STE 100  
 HOUSTON, TX 77051

Freeman will accept crated, boxed or skidded materials beginning Friday, April 03, 2020, at the above address. Material arriving after April 27, 2020 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (713) 770-6750.

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**OFFSHORE TECHNOLOGY CONFERENCE - 437236**  
 C/O FREEMAN  
 NRG PARK  
 ONE NRG PARK  
 HOUSTON, TX 77054

Freeman will receive shipments at the exhibit facility beginning Tuesday, April 28, 2020. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (713) 770-6750.

Please note: All materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Refer to the material handling form for charges for the service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

### **LABOR INFORMATION**

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

### **ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (713) 770-6750.

**WE APPRECIATE YOUR BUSINESS!**