

# Guide for Participants in the BC Booth (1917) Offshore Technology Conference May 5-8, 2008

<http://www.otcnet.org/2008/index.html>

## SUMMARY OF KEY DEADLINES

- A. *Canadian Reception –Gold, Silver Participants, OIBC (May 5)*.....2\*
- Deadline to register is **Friday February 22, 2008**.
- B. *Kiosk Display in BC Booth-Gold Participants*.....3
- Deadline for providing your company logo is **Friday March 7, 2008**
  - If using Derrick Exhibit to ship your poster, your material has to be in the Derrick Warehouse in Edmonton by **Friday April 11, 2008**
- C. *OTC Exhibitor Registration – Gold, Silver Participants, OIBC* .....4\*
- Deadline for Exhibitor Registration forms is **Friday March 7, 2008**
  - Form will be available soon.

\* *Companies must meet these deadlines to ensure listing in the OTC Conference Program.*

### *Accommodations*

- You are responsible for making your own arrangements. See the list of [OTC preferred hotels](#) for the list of conference hotels and to obtain the [housing request form](#).
- The East Coast delegation is staying at the Doubletree Guest Suites, 5353 Westheimer Road.
- The BC Offshore delegation is staying at the Westin Galleria.

**A. Canadian Reception – Gold, Silver Participants, OIBC**

The Offshore Technology Conference will feature a large Canadian presence at the trade show. Participants will include Canadian companies, provincial governments, industry associations, and the Canadian government. Attendance at the event last year was estimated at 67,000 people and featured more than 2,000 companies representing 110 countries. Along with our presence on the trade show floor, the Government of Canada is organizing a **Canadian Reception on Monday, May 5, 2008**. This event should be a must on your agenda.

In view of the popularity of this event and the limited space, invitations are limited. Canadian companies may each submit up to 2 company representatives. In addition, you may submit names of your Non-Canadian oil and gas clients who will be in Houston for OTC.

Please provide the following information in an Excel spreadsheet format and e-mail to Bev Adamson of BC Offshore at: [Bev.Adamson@gov.bc.ca](mailto:Bev.Adamson@gov.bc.ca)  
Tel: 250-356-0510  
Fax: 250-952-0541

COMPANY REPRESENTATIVE 1:

Salutation (Mr./Mrs./Ms/Dr) : \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

\*Direct Email Address\*: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

**Please fill out your delegate information and email the spreadsheet by Friday February 22, 2008.**

## **B. Kiosk Display in BC Booth – Gold Participants**

As a Gold Level participant in the BC Booth, our space designer will design and prepare your company masthead for your kiosks. The masthead size will be approximately 12 by 24 inches and contain your Company Logo, Company Name and tagline (if space permits). This service is free of charge.

Your logos should be in TIFF, EPS or JPG, CMYK colour, and be high quality, high resolution and print-ready. See page 6 for example.

**Deadline for submission is Friday March 7, 2008.**

Please email your digital files to [Paul.Scott@gov.bc.ca](mailto:Paul.Scott@gov.bc.ca). Also email him if you have any questions or require additional information.

**The design, layout and printing of your poster for the kiosk are your responsibility.**

Dimensions of the poster must not exceed 26 by 36 inches (see page 7 for kiosk design). Note that your poster will be adhered to the kiosk wall by Velcro.

BC Offshore is using Derrick Exhibit in Edmonton to build and ship the BC Booth to Houston. You may choose to send your materials to Derrick Exhibit for delivery to Houston.

**Your material has to be in the Derrick Warehouse by Friday April 11, 2008 and be clearly identified as “For the BC Booth-Gold”.**

Ship to: Derrick Exhibit  
7710 – 34 Street  
Edmonton, AB  
T6B 3J6

Contact: Shawn Henderson  
Tel: 780-465-0192  
Fax: 780-466-8558  
Email: [shawn.henderson@derrickexhibit.com](mailto:shawn.henderson@derrickexhibit.com)

**C. OTC Exhibitor Registration – Gold, Silver Participants, OIBC**

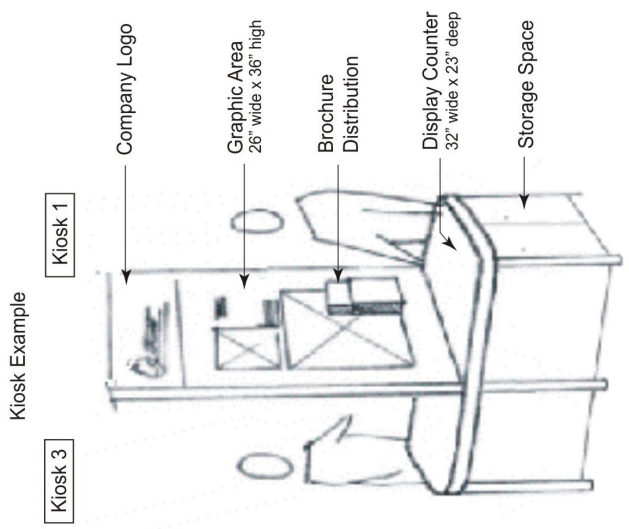
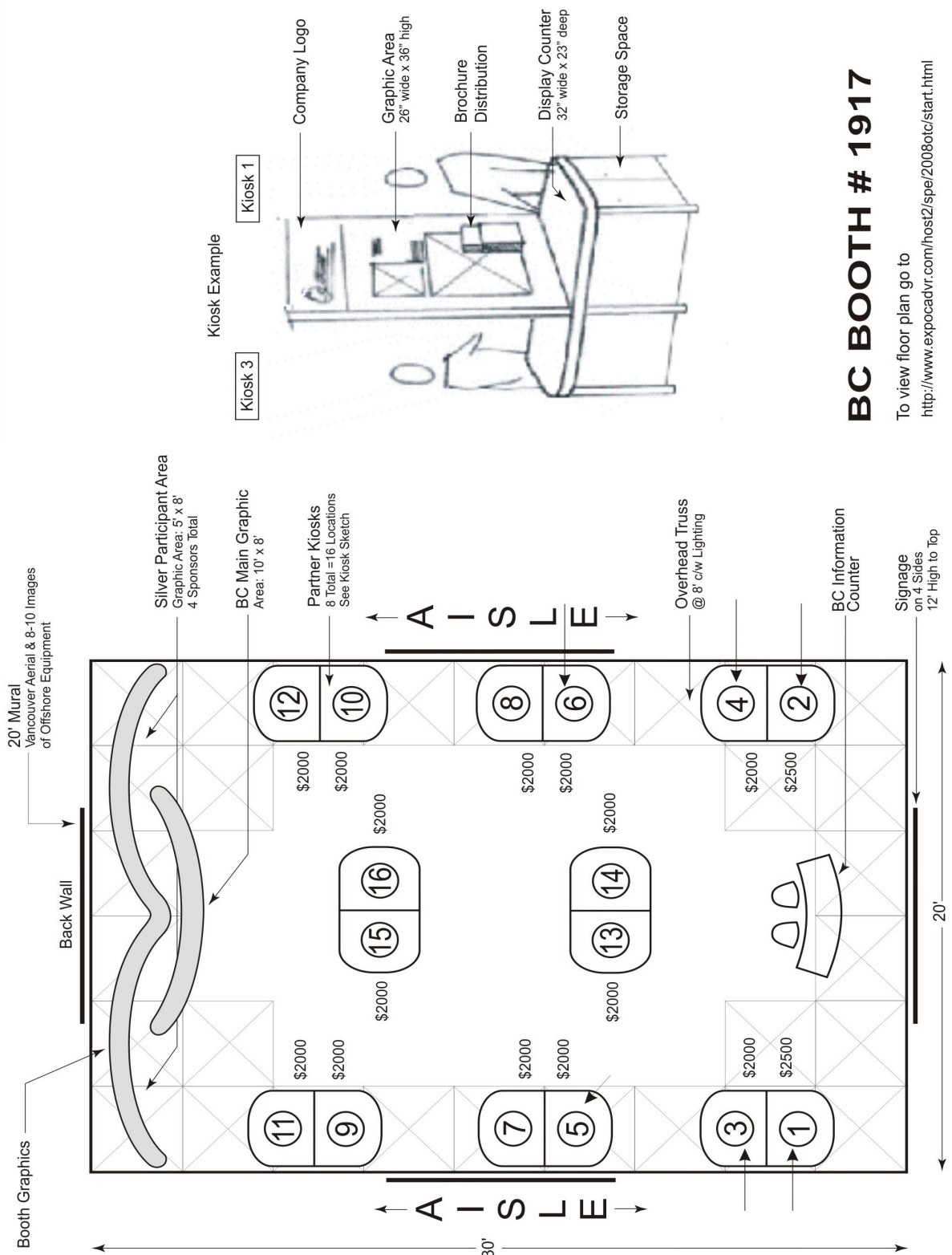
BC Offshore is providing two complimentary Exhibitor Registrations per Gold or Silver participating company. The registration includes admittance to the Technical Sessions and Exhibition.

Please fill in Name/Address section only and then print form and fax to Paul Scott at 250 952-0381.

**Deadline for submitting this information is Friday March 21, 2008.**

**\*\*\*Form not currently available. It will be forwarded shortly.**

**BC BOOTH • OTC 08 • HOUSTON TEXAS**  
 FLOOR PLAN 20' x 30'



**BC BOOTH # 1917**

To view floor plan go to  
<http://www.exposadvr.com/host2/spe/2008otc/start.html>

To view pictures of the 2007 booth layout go to  
[http://www.offshoreoilandgas.gov.bc.ca/OTC2007\\_Photos/otc-2007-photos.htm](http://www.offshoreoilandgas.gov.bc.ca/OTC2007_Photos/otc-2007-photos.htm)

**FRONT - main aisle here**

*Example of masthead for a Gold Level kiosk:*



*Example of a Kiosk:*

