



2018 OFFSHORE TECHNOLOGY CONFERENCE

SPONSORSHIP POLICIES

The Offshore Technology Conference has instituted the following policies for sponsorship opportunities. The Sponsor agrees that these policies are considered binding and agrees to adhere to these policies in order to secure a sponsorship.

OTC Sponsorship Payment Policy

- OTC requires 100% payment be submitted with the signed Sponsorship Contract in order to secure a sponsorship.
- Upon receipt of the signed contract and deposit, OTC will email an invoice to the sponsor. A sponsorship will not be acknowledged or promoted until company has submitted the Sponsorship Contract and required payment.
- If a sponsorship cancellation occurs from completion of contract date through 90 days before event, a 20% penalty shall be incurred.
- If a sponsorship cancellation occurs 60-89 days before event, a 30% penalty shall be incurred.
- If a sponsorship cancellation occurs 30-59 days before event, a 50% penalty shall be incurred.
- If a company cancels its sponsorship within 30 days of the conference, a 75% penalty shall be incurred.
- Payment is accepted in US dollars only. OTC accepts credit cards, checks, money orders, and wire transfers.

Companies who spend \$ 25,000 or more in combination of sponsorships and advertising will receive the following:

- Company logo and link on the official OTC conference website
- Company logo and link on the Conference Proceedings sponsor page
- Company logo on the slide presentation between the technical sessions
- Company logo in the OTC Conference Preview and Conference Program and Exhibit Guide, provided applicable deadlines are met:
 - Sponsorship Contract and 100% deposit must be received by **1 December 2017** for Conference Preview.
 - Sponsorship Contract and 100% deposit must be received by **2 March 2018** for Conference Program and Exhibit Guide.

Sponsorship Recognition On Website

- All sponsorship opportunities that meet the guidelines are recognized on the OTC 2018 official website.
- Sponsor must provide a URL address on the contract for hyperlink or placement cannot be guaranteed.

OTC Sponsorship Guidelines

- Lanyard sponsor(s) are responsible for providing the required quantity (minimum 10,000) of sponsored lanyards.
- All copy must be submitted and approved by OTC by implementation.
- All individual and exclusive sponsorships are subject to the right of renewal of the previous year's sponsor.
- OTC will contact each previous year's sponsor to advise them of the right of renewal and the deadline by which they must submit their Sponsorship Contract and deposit in order to renew their sponsorship.
- Should the previous year's sponsor not meet the deadline or should they elect not to renew their sponsorship, OTC will then consider this sponsorship available to all OTC exhibitors.
- **It is the responsibility of the sponsor to adhere to the advertising and logo specifications information, as it specifically relates to submittal of company logos to be used in promotion of the sponsorship. Send company logos to marketing@otcnet.org.**

Late fees will apply for all artwork submitted PAST the deadlines listed above and MUST be paid prior to the conference, or artwork will not be produced.

Graphics received after 4/5/18 is subject to availability. Additional charges may apply.

2018 OFFSHORE TECHNOLOGY CONFERENCE

ADVERTISING POLICIES

The Offshore Technology Conference has instituted the following policies for advertising. The advertiser agrees that these policies are considered binding and agrees to adhere to these policies in order to secure advertising space.

OTC ADVERTISING POLICY

- Advertising will not be accepted that is considered by OTC in any way to be inappropriate to OTC's image.
- Advertising will not be accepted if it includes politically controversial terms.
- Advertising is accepted by OTC with the understanding that the advertiser is ultimately responsible and liable for full payment to OTC of any outstanding charges for advertising space.
- In accepting advertising, OTC provides no guarantees that such advertising will result in revenues for the advertiser.
- The final decision on advertising format and terminology rests with OTC and is provided on the Advertising Specification Sheet.

Additional Information for Online Advertising Opportunities

- All online advertising opportunities are available on the OTC 2018 official website.
- **The advertiser must include on the contract a URL address for hyperlink or advertising placement cannot be guaranteed.
- Web Banner Ads — Two ads are available per interior page of the website advertising. Web Banner ads should be 200 (L) x 200 (H) pixels, and the max file size is 30K. Flash banners are suggested with URLs imbedded before sending to OTC. Please call for additional information.

Specifications for Badge Insert

- Single unfolded sheet – quantity is 10,000
- 9" x 4" to fit #10 envelope
- Each Piece should be flat so envelope will not tear
- For Promotion of booth or activity at OTC only
- Badge insert sent to U.S. attendees only
- OTC must approve insert before it is printed and sent to Experient. Please send approval requests to OTCsponsor@otcnet.org.
- Deadline to submit badge insert to OTC for approval is **7 March 2018**.

OTC ADVERTISING PAYMENT POLICY

- For premium advertising locations or to request a specific position, OTC imposes a 20% up-charge. All premium advertising locations are subject to the right of renewal by the previous year's advertiser. Should the previous year's advertiser elect not to advertise in the premium location, then OTC will consider this location available to all OTC exhibitors and eligible advertisers.
- Upon receipt of the signed Advertising Contract, OTC will email the advertiser an invoice for advertising space. No advertisement will be published until the advertiser has submitted the completed OTC Advertising Contract.
- For all website and print advertising space, 100% of payment is due with contract.
- Payment is accepted in US dollars only. OTC accepts credit cards, checks, money orders, and wire transfers.
- Should the advertiser elect to cancel confirmed advertisement 45 days prior to the event, there will be a 50% penalty as a result of program reformatting.

OTC 2018 PRINT ADVERTISING DEADLINES

To secure advertising space in the Conference Program and Exhibit Guide:

- Advertising Contracts must be received by **2 March 2018**.
- Advertising materials must be received by **7 March 2018**.

To secure advertising space on the Conference Map:

- Advertising Contracts must be received by **2 March 2018**.
- Advertising materials must be received by **7 March 2018**.

It is the advertiser's responsibility to adhere to the guidelines and procedures outlined on the OTC Advertising and Logo Specifications. **All ad materials and logos must be submitted for each current OTC. OTC does not store ad materials or logos from previous years.**

Any advertiser that does not meet the deadline dates will be subject to the penalties below:

- **5% penalty for being late, per day**
- **25% penalty for canceling or sending in a contract for an ad and then never sending the ad**

If the advertiser does not meet the above published deadlines, OTC cannot guarantee advertising space and reserves the right to invoke penalties for late submissions.

All advertising is subject to OTC management approval.