



## FREQUENTLY ASKED QUESTIONS (FAQs)

### Where is OilComm and FleetComm taking place?

OilComm and FleetComm are taking place at the Houston Marriott Westchase in Houston, TX. The exhibit hall will be in the Grand Pavilion.

### What are the dates of the Conference & Exposition?

October 3-4, 2018

### What are the move-in hours?

Monday, October 1	11:00 AM – 1:00 PM (exhibitor island booths only)
Monday, October 1	1:00 PM – 5:00 PM
Tuesday, October 2	8:00 AM – 5:00 PM

### Are we able to move-in earlier than Monday, October 1?

If you will need additional move-in time please contact Ashlyn Geoffrey at [ageoffrey@accessintel.com](mailto:ageoffrey@accessintel.com). All requests will be sent to Freeman for final approval and will be handled on a case by case basis.

### What are the Exhibit Hall hours?

Wednesday, October 3	10:00 AM – 5:00 PM
Thursday, October 4	10:00 AM – 4:00 PM

### How do I make hotel reservations at the Houston Marriott Westchase?

OilComm and FleetComm have secured exclusive, discounted room rates of \$165.00 per night + tax for attendees at the Houston Marriott Westchase. The deadline to book at this rate is Saturday, September 15, 2018. You can book [online](#) or by calling the Houston Marriott Westchase directly at (713) 978-7400 and mentioning “OilComm and FleetComm 2018”. Contact Jessica Davis at [jcdavis@accessintel.com](mailto:jcdavis@accessintel.com) with any questions or concerns.

### Who is the General Services Contractor (Decorator) for the show?

Freeman Services is the General Services Contractor and they can be reached at (713) 770-6750 or by e-mail at [FreemanHoustonES@freemanco.com](mailto:FreemanHoustonES@freemanco.com).

### What is the Freeman Advance Order Deadline?

The deadline to take advantage of the discounted pricing is Thursday, September 13.

### How do I update my company listing online?

Your company listing can be updated in the [Exhibitor Resource Center](#). The deadline for the onsite program guide is Tuesday, September 4.

### Is union labor required for installation/dismantle of the exhibit booths?

Currently we have an agreement with the Carpenters Local 551 to provide labor for display installation and dismantling. However, full time employees of the exhibiting companies may set their own exhibits without assistance from this local. Any local services that may be required beyond what your regular full time employees can provide, must be rendered by Local 551. Labor can be ordered in advance by filling out the Installation & Dismantle Labor section in the Freeman order form, or on show site, at the Freeman Service Desk.

### Are we allowed to carry items into the exhibit hall ourselves?

Exhibitors may hand-carry their own materials into the exhibit facility. The use of mechanical equipment, such as pallet jacks, however, is not permitted. Freeman will control access to the loading docks in order to provide for a safe and orderly move- in/move-out.

### What are the maximum height limits?

Inline Booths: 8’  
 Perimeter Booths: 12’  
 Island Booths: 25’

### Is carpet or floor covering required in my booth.

The exhibit hall is carpeted.

### What is the Advance Warehouse address?

Exhibiting Company Name / Booth # \_\_\_\_\_

**OILCOMM 2018 - 468841**

C/O FREEMAN

9285 PARK SOUTH VIEW, STE 100

HOUSTON, TX 77051

*Freeman will accept materials beginning Thursday, September 6 through Thursday, September 27. Materials arriving after September 27*

will be received at the warehouse with an additional after deadline charge. Warehouse receiving hours are 8:00 AM – 3:30 PM, Monday-Friday.

#### **What is the Show Site address?**

Exhibiting Company Name / Booth # \_\_\_\_\_

**OILCOMM 2018 - 468841**

C/O FREEMAN

HOUSTON MARRIOTT WESTCHASE

2900 BRIARPARK DRIVE

HOUSTON, TX 77042

*Freeman will begin accepting shipments at the hotel on Monday, October 1. Shipments arriving earlier than October 1 may be REFUSED.*

#### **How do I store my empty containers during the show?**

Empty stickers are available at the service desk (make sure you double-check if they have them colored coded by section of the floor). Once your container is ready to be removed, place the sticker on it and Freeman will pick it up. At the close of the show, Freeman will begin returning the containers which may take several hours.

#### **How many Booth Personnel badges come with the booth?**

Your booth is allotted 4 Booth Personnel Passes with every 100 net square feet of exhibit space.

#### **How do I register my booth staff?**

You can register them online in the [Exhibitor Resource Center](#).

#### **Are booth personnel able to attend Conference sessions?**

Your booth is allotted 1 Full Conference Registration with every 100 net square feet of exhibit space. No other booth personnel passes include access to the conference sessions. However, discounted pricing is available if you would like to upgrade. The available packages and pricing can be found in the [Exhibitor Resource Center](#).

#### **What other marketing opportunities are included with our exhibit booth?**

- Free tool to create personalized banner ads with your logo & booth number to post on your website
- Free posting of your press releases on [www.OilComm.com](http://www.OilComm.com) with consideration to be distributed in marketing promotions
- free personalized expo passes to print in PDF format with free registration to the Exposition for your customers, compliments of you
- Free personalized microsite that includes your company name, booth number, and specialized VIP code

#### **Is the attendee list available to exhibitors?**

No, we do not make the attendee list available due to privacy concerns with our attendees. We do offer the option to do a pre or post-show e-mail blast for a fee and will be sent out by the show. Please contact David Muirhead at [dmuirhead@accessintel.com](mailto:dmuirhead@accessintel.com) for more information.

#### **I just received an e-mail offering to sell me the attendee list. Is this a legitimate offer?**

No, we've heard of companies reaching out to our exhibitors offering to sell them the attendee list. Please know that they are not affiliated with OilComm and FleetComm and therefore do not have access to the attendee list.

#### **I'm interested in becoming a sponsor, who should I talk to about available options?**

You can reach out to David Muirhead at [dmuirhead@accessintel.com](mailto:dmuirhead@accessintel.com) for customized sponsorship options that fit your budget and help ensure your success at OilComm and FleetComm!