

HITEC HOUSTON

June 18–21, 2018 • George R. Brown Convention Center • Houston, Texas USA

Produced by  HFTP

GENERAL INFORMATION

EXHIBITOR MOVE-IN

Saturday, June 16: For Island Booths (20 x 20 and larger, by appointment only)
Sunday, June 17: 8AM to 7PM
Monday, June 18: 7AM to 7PM

SHOW HOURS

Tuesday, June 19: 10AM to 4PM
Wednesday, June 20: 10AM to 3PM
Thursday, June 21: 10AM to 2PM **early dismantle of your booth will not be tolerated and priority points will be deducted*

MOVE-OUT

Thursday, June 21: 2PM to 10PM
Friday, June 22: 8AM to 3PM

EXHIBITOR APPOINTED CONTRACTORS

There will be a check-in desk located near the loading dock AND at the entrance to the exhibit hall during move-in. A wrist band will be required for entrance on and off the exhibit floor during move-in. Show badge will be required to enter the exhibit hall beginning Monday, June 18 at 12:00PM.

REGISTRATION & BADGE INFORMATION

Online exhibitor registration will open in early April, 2018. Exhibitor badges are **NOT MAILED** in advance and must be picked up on-site at Exhibitor Registration. **Exhibitor badge allotment is (2) badges per 100 square feet of contracted booth space. Exhibitor badge includes access to the Exhibit Hall, HITEC Keynote Sessions, and the HITEC Opening Party.**

- Each exhibitor must pick up his or her own badge and identification will be required. Badges cannot be altered in any way.
- Exhibitor registration is valid for booth personnel only.
- Exhibitors are not permitted to register attendees, guests, qualified buyers or non-exhibiting suppliers as exhibitors. Any exhibitors caught abusing this strict policy will have their registrations voided and priority points deducted.
- Replacement for lost or stolen badge fee is \$25 USD (subject to change).
- Cancellation of exhibitor badge registration must be submitted in writing. A 50% refund will be given if cancellation is received by May 18, 2018.

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ADDITIONAL BADGES

Additional badges can be purchased online or on-site for additional booth staff or the full conference. On-site registration hours will be published on the HITEC website as soon as they are available.

- **Exhibitor badges only:** Additional badges can be purchased at \$200 USD each and gives access to exhibit hall, three HITEC Keynote sessions and the HITEC Opening Party. This badge does NOT include education sessions or co-located events requiring a ticket.
- **Full Conference badge:** A full conference badge can be purchased for \$625 USD each and includes full conference access. Note: full conference registration does not include access to events with separate registration or co-located events.

QUICK TIPS

- All HITEC communication does not necessarily come from HFTP Staff or the exhibit department. It is recommended that you have all HFTP.org domain email addresses 'white-listed'. This will ensure that your company will receive all of our important email communications that will consist of newsletters, deadline dates and other important information as it pertains to exhibiting at HITEC
- Always notify the HITEC exhibit team of any exhibit staff changes as it pertains to your company's booth record so the correct parties are receiving pertinent show information.
- Access the [Exhibitor Resource](#) website page for forms, helpful resources and other information.

CONTACT INFORMATION

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