

# SPACECOM

## DEAR SPACECOM 2019 EXHIBITOR,

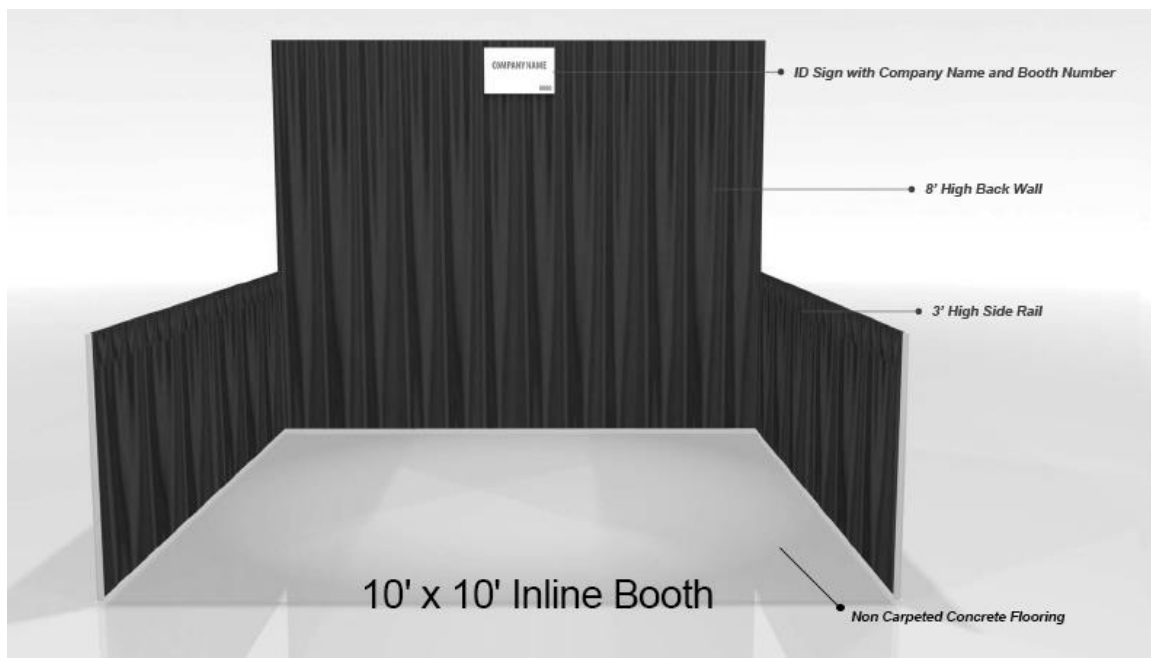
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Thank you for your decision to join **America's Commercial Space Conference and Exposition**, the bridge between all stakeholders in this new commercial space market! Your participation at the event is a valued part of a dynamic show floor packed with content, products, and premium engagement opportunities. The detailed information in this online **exhibitor services manual** will prepare you for a successful event. In addition, show management is committed to helping you have a great show!

### WHAT IS INCLUDED IN MY BOOTH?

Each increment of 10'x10' deep exhibit will receive an 8-foot-high fabric back drape and 3-foot-high fabric side drape (*all drape will be black*). In addition, a company identification sign will hang from the top rail. Electrical connection(s), furnishings, displays, cleaning services, and any other items needed for the booth are the responsibility of the exhibitor. Please reference the official contractors listing in the manual for guidance on how to order through these providers.

**Carpet is not included with your booth.** We ask that all exhibits provide full space carpeting in their space, with no concrete floor exposed. This request enhances the professional look of the exposition for all exhibitors. Carpet rental is available from the show decorator (G.E.S.) or you may bring your own professional covering to the show. For reference, the aisle carpet provided by show management will be BLUE JAY (speckled black and blue).



## HOW CAN I PROMOTE OUR COMPANY AT SPACECOM?

Our team compiled a detailed section in the manual outlining the many ways you can start promoting your presence at the show now, including a sample press release, social media tips, and instructions on how to complete your online directory listing. \*If you are not the person who handles exhibition marketing, please send this entire section to the person who does – this information is extremely valuable and time-sensitive!\*

## WHO DO I CONTACT WITH QUESTIONS?

For questions about SpaceCom exhibitor registration, policies, display regulations, or special requests, please contact Mr. Razak Kadiri:

**Razak Kadiri**

*Event Services Coordinator*

703.706.8244

[rkadiri@ntpevents.com](mailto:rkadiri@ntpevents.com)

Interested in sponsorship opportunities at SpaceCom? Please contact Mr. Richard Hodge:

**Richard D. Hodge**

*Sales Manager*

703.706.8215

[rhodge@spacecomexpo.com](mailto:rhodge@spacecomexpo.com)

**Thank you again for your support of SpaceCom 2019.  
We look forward to seeing you in Houston!**

Sincerely,

**Melissa Rose**

*Operations Manager*

703.706.8236

[mrose@ntpevents.com](mailto:mrose@ntpevents.com)

#### **EXHIBIT LOCATION**

George R. Brown Convention Center  
1001 Avenida de las Americas - Hall B3  
Houston, TX 77010

#### **SHOW HOURS**

Wednesday, November 20, 2019	12:00 PM to 6:30 PM
Thursday, November 21, 2019	10:00 AM to 4:00 PM

#### **EXHIBIT SET-UP HOURS**

Monday, November 18, 2019	8:00 AM to 5:00 PM
Tuesday, November 19, 2019	8:00 AM to 5:00 PM

#### **EXHIBIT DISMANTLE**

Thursday, November 21, 2019	4:30 PM to 9:00 PM
Friday, November 22, 2019	8:00 AM to 5:00 PM

#### **BUSINESS CENTER**

FedEx Office is located on Level 2 of the Convention Center, and can cover many business needs – phone, fax, internet, shipping and more.

#### **SECURITY**

Uniformed security guards and badge checkers will be stationed throughout the exhibit hall on a 24-hour basis and will patrol the floor during non-show hours. Every reasonable effort is made to prevent losses. The final responsibility, however, lies with the exhibitor. It is advised that items such as laptops, small monitors, or anything that is easily concealed, NOT be left unsecured in a booth over night.

#### **INSURANCE**

It is each exhibiting company's responsibility to maintain liability and property insurance covering its trade show exhibit presence. Exhibitors agree that NTP/SpaceCom, its agents and employees, and the George R. Brown Convention Center: (a) Will not be responsible for any damage to or for the loss or destruction of the exhibitor's property or injuries to the exhibitor, his/her representatives, agents or employees, all claims for any such loss, damage, destruction, or injury being expressly waived by the Exhibitor. (b) Will be exempted from or indemnified for any claims for injury to any of the Exhibitor's representatives, agents, or employees.

National Trade Productions/SpaceCom as licensee of the George R. Brown Convention Center shall require all of its contractors, exhibitors and agents to procure and maintain commercial general liability insurance naming the city of Houston as an additional insured and affording immediate protection to the limits of not less than \$500,000 per occurrence and carry workers' compensation before allowing such persons to enter the facility. All policies shall contain an endorsement waiving any claim or right of subrogation against the city.

### EXCLUSIVE SERVICES

The convention center's exclusive providers below have sole and total control over the following services:

- Food and beverage service (including samples)
- Temporary utilities (electrical, compressed air, water, and drainage)
- Telecommunications (voice, data, and network services)
- Exhibit booth cleaning
- Structural rigging

### OFFICIAL CONTRACTORS

Official contractors are reviewed carefully to ensure that all exhibitors receive the best value and customer service. While you have the right to use any vendor for the show, choosing non-official/non-approved vendors may end up costing you more.

#### Catering (exclusive booth food & beverage service provider)

Levy	Phone.....	(713) 853-8150
1001 Avenida de las Americas	Fax.....	(713) 853-8188
Houston, Texas 77010		

#### General Service Contractor (material handling, display labor, rentals)

Global Experience Specialists, Inc (GES)	Phone.....	(800) 475-2098
7000 Lindell Road	Phone.....	(702) 515-5970
Las Vegas, NV 89118-4702	Fax.....	(866) 329-1437

#### Internet & Telephone (in-booth internet & telephone access)

Smart City	Phone.....	(888) 446-6911
5795 W. Badura Ave, Suite 110	Fax.....	(702) 943-6001
Las Vegas, Nevada 89118	Email.....	<a href="mailto:csr@smartcity.com">csr@smartcity.com</a>

#### Lead Retrieval & Registration (provides systems to capture sales leads)

Experient	Phone .....	(888) 268-0380
5202 Presidents Court, Suite 310	Fax.....	(301) 694-3286
Frederick, MD 21703		

#### Shipping Services-Van Line/Ground and Air (ground and air services)

Global Experience Specialists, Inc (GES)	Phone.....	(800) 475-2098
7000 Lindell Road	Phone.....	(702) 263 -1520
Las Vegas, NV 89118-4702	Fax.....	(866) 329-1437

#### Utilities (provide electrical, air, and plumbing to your booth)

Smart City Electric	Phone.....	(888) 446-6911
5795 W. Badura Ave, Suite 110	Fax.....	(702) 943-6001
Las Vegas, Nevada 89118	Email.....	<a href="mailto:csr@smartcity.com">csr@smartcity.com</a>