

SPACECOM

DEAR SPACECOM 2018 EXHIBITOR,

Congratulations on your decision to join the global business executives shaping the new era of space commerce at the 2018 SpaceCom exposition, where civilian professionals from NASA, aerospace, and industry come together to connect. Your participation at SpaceCom 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 here to help you have a great show! For questions about Spacecom exhibitor policies, regulations, or display limitations, please contact Razak Kadiri with our Exhibitor Services team:

Razak Kadiri, SpaceCom Sales & Events Services Representative

Phone: 703.706.8244 | Email: rkadiri@ntpevents.com

National Trade Productions, Inc. (NTP)
313 South Patrick Street | Alexandria, VA 22314
P: 703.683.8500 or 800.687.7469
info@spacecomexpo.com

For questions about shipping, storage, labor, rental of utilities, furniture, carpet, special decorations, audio/visual services, and all other vendor equipment ordering, please see the **Official Contractors** listing at the end of this section.

Thank you for your support of SpaceCom 2018. We look forward to seeing you in Houston!



IN CO-LOCATION WITH:



SPACECOM EXHIBITOR SERVICES MANUAL/ GENERAL INFORMATION

EXHIBIT LOCATION

George R. Brown Convention Center
1001 Avenida de las Americas - Hall B3
Houston, TX 77010
<http://www.grbhouston.com>

SHOW HOURS

| | |
|----------------------------------|--------------------|
| Tuesday, November 27 | 12:00 PM – 5:00 PM |
| Wednesday, November 28 | 10:00 AM – 4:30 PM |
| <i>(Hours Subject to Change)</i> | |

EXHIBIT SET-UP HOURS

| | |
|---------------------|--|
| Sunday, November 25 | 12:00 PM – 5:00 PM <i>(island booths only)</i> |
| Monday, November 26 | 8:00 PM – 5:00 PM |

All displays must be in place and display material, cartons and refuse removed from the aisles by 9:00 AM, Tuesday November 26 to facilitate final carpeting of the exhibit hall.

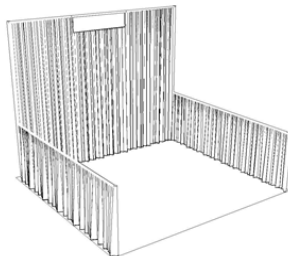
EXHIBIT DISMANTLE

| | |
|------------------------|-------------------|
| Wednesday, November 28 | 4:30 PM – 9:00 PM |
|------------------------|-------------------|

We understand that this is a tight move-out time frame, so please let show management and GES know how we can assist you with an efficient booth dismantle. All exhibitor materials must be removed from the hall by 9:00 PM, Wednesday, November 28. All carriers must check-in no later than 7:00 PM on Wednesday, November 28 for all outbound shipments. Displays must be completely packed and ready to ship before your carrier or vehicle will be allowed access to the loading docks.

WHAT DOES MY BOOTH COME WITH?

Each 10' deep exhibit will receive 8 foot high back drape and 3 foot high side drape (**all drape will be black**) as well as a 7" x 44" company ID sign. Below is a diagram of a standard 10' x 10' booth space:



Electricity, furnishings, displays, cleaning and any other items needed are the responsibility of the exhibitor. **All exhibits must have full space carpeting or other professional-looking floor covering, with no concrete floor exposed.** The aisle carpet color will be BLUE JAY (speckled black and blue).

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PARKING

The George R. Brown Convention Center (GRB) features a 1,600-space parking garage located at the corner of Polk Street and Avenida de las Americas and conveniently connected to the GRB and the Hilton by Level 2 skywalks. A 650-car garage is located under Discovery Green Park across the street from the GRB, in addition to several privately owned surface lots surround the convention center. All are just a short walk away. Daily parking rates are \$10 at the surface lots, \$12 at the underground Convention District Parking Garage under Discovery Green and \$20 at the Hilton Americas-Houston garage. Rates are subject to change without notice.

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

SPACECOM EXHIBITOR SERVICES MANUAL/ GENERAL INFORMATION

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 | Email..... hmann@levyrestaurants.com |

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 |
| | Help chat www.GES.com/chat |

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..... csr@smartcity.com |

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 | https://exhibitor.experientswap.com |

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 |
| | www.GES.com/chat |

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..... csr@smartcity.com |

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EXHIBITOR DEADLINES AT-A-GLANCE

| DEADLINE | SERVICE/TASK | VENDOR/HOW |
|-------------------|--|---|
| ASAP | Make Booth Staff housing reservations | Click here for hotel information! |
| ASAP | Register booth staff for conference | Click here to login to your exhibitor portal to register staff! |
| October 22, 2018 | First day advance warehouse will receive freight | GES |
| October 29, 2018 | All booth catering orders due | Levy |
| October 26, 2018 | Discount Price Order Deadline <ul style="list-style-type: none"> • Electrical services/lighting/plumbing | Smart City Electric |
| October 26, 2018 | Discount Price Order Deadline <ul style="list-style-type: none"> • Internet & Telephone Service | Smart City |
| November 2, 2018 | Discount Price Order Deadline <ul style="list-style-type: none"> • Furnishings & accessories • Carpet • Sign/Banner Hanging service • Display setup labor | GES |
| November 9, 2018 | Marriott Marquis Houston SpaceCom hotel block reservation cutoff | Click here for hotel information! |
| November 20, 2018 | Last day advance warehouse will receive freight | GES |
| November 23, 2018 | Deadline to complete your online exhibitor listing | Click here to login to your exhibitor portal to update! |
| November 25, 2018 | First day freight accepted at Convention Center | GES |
| November 26, 2018 | Last day freight accepted at Convention Center | GES |