

SPACECOM EXHIBITOR SERVICES MANUAL/ REGISTRATION & HOTEL

EXHIBITOR REGISTRATION

The badging system is essential for the safety and security program at any event. Therefore, Show Management has instructed security personnel to allow **only** badged personnel within the exhibit area. ***Under no circumstances will anyone be allowed on the exhibit floor without proper show identification.*** We ask for your cooperation and attention in complying with this system; it is to the benefit of all concerned.

Information on on-line registration can be found at the SpaceCom web-site ([click here](#)) or paste the following link in your browser: <https://registration.experientevent.com/ShowSCO181>

Booth personnel will be furnished with badges that will admit them into the exhibit hall (including Tuesday evening reception) during exhibit installation, exhibit dismantle and show hours.

EXHIBITOR PERSONNEL BADGE ALLOTMENT

Five (5) complimentary exhibitor registration badges are allotted for the first 10' x 10' (100 sq. ft) of exhibit space. Two (2) additional complimentary exhibitor registration badges will be allotted per 100sqft. Ex: 200sqft will receive seven (7) badges, etc. Additional exhibitor registration badges may be purchased for \$50 each. Badges can be picked up on site at Registration. **Badges will not be mailed.**

EXHIBITOR REGISTRATION HOURS

Registration for exhibit booth personnel will be on Level 3 of the George R. Brown Convention Center. Exhibitors must have a badge at all times to gain access to the exhibit hall, except for Sunday, November 25 (security will wristband exhibitors for access to hall).

Monday, November 26 8:00 AM – 5:00 PM

Tuesday, November 27 7:30 AM – 6:30 PM

Wednesday, November 28 7:30 AM – 5:15 PM

HOTEL INFORMATION

SpaceCom has reserved a block of rooms at a special rate with Houston's boldest new hotel, the Marriott Marquis Houston. A revolutionary new player downtown, the Marriott Marquis Houston boasts modern rooms, resort-like amenities, and diverse restaurants – even a skybridge for direct access to George R. Brown Convention Center for added convenience for SpaceCom attendees and exhibitors. In addition, by reserving room(s) at the Marriott Marquis Houston, attendees and exhibitors continue to help SpaceCom leverage the most economical rates for future conferences.

- *SpaceCom Group Rate:* Standard Guest Room – \$199.00 per night plus applicable state and local taxes
- *Cutoff Date:* Book early! After November 9, 2018, SpaceCom cannot guarantee availability of the group rate; reservations made after November 9 will likely be at the hotel's available current nightly rate.