

## GENERAL INFORMATION

### We look forward to your participation at SpaceCom 2017!

- 1) For questions on SpaceCom 2017 policies, regulations, and display limitations, please contact Razak Kadiri, Sales and Events Services Representative at National Trade Productions:

**Razak Kadiri, Sales and Events Services Representative**  
(703) 706-8244  
[rkadiri@ntpshow.com](mailto:rkadiri@ntpshow.com)

- 2) For questions regarding shipping, storage, labor, rental of utilities, furniture, carpet, special decorations, audio/visual, flowers, photography services, etc., please see the Official Contractors listing at the end of this section.

#### EXHIBIT LOCATION

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

#### SHOW HOURS

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Tuesday, December 5, 2017	4:30 PM to 7:00 PM
Wednesday, December 6, 2017	10:00 AM to 5:00 PM
Thursday, December 7, 2017	10:00 AM to 3:00 PM

Exhibitor personnel are permitted to enter the hall at 8:00 AM on Wednesday and Thursday. Any exhibitor requiring earlier entry must obtain written permission from Show Management the day prior and obtain a Special Work Permit. Exhibitors must exit the hall at posted times during set-up and tear-down and at the end of exhibit hours on show days.

#### EXHIBIT SET-UP HOURS

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Sunday, December 3, 2017	2:00 PM to 5:00 PM
Monday, December 4, 2017	8:00 AM to 5:00 PM
Tuesday, December 5, 2017	8:00 AM to 1:00 PM

**Note:** All displays must be in place and display material, cartons, and refuse removed from the aisles by 1:00 PM, Tuesday December 5 to facilitate final preparations of the exhibit hall.

#### EXHIBIT DISMANTLE

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Thursday, December 7, 2017	3:00 PM to 8:00 PM
Friday, December 8, 2017	8:00 AM to 12:00 PM

**Note:** All exhibitor materials must be removed from the hall by 12:00 PM Friday, December 8, 2017. All carriers must check-in no later than 9:00 AM on Friday, December 8, 2017 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.

## GENERAL INFORMATION

Exhibitors may not begin dismantling any part of their booth before 3:00 PM on Thursday, December 7. All boxes/cartons are to remain out of sight until the exhibit hall has closed.

### BOOTH EQUIPMENT & CARPET

Each exhibit booth will receive 8' blue back drape, 3' blue side drape, and a 7" x 44" company ID sign. Electricity, furnishings, displays, cleaning, or any other items/services needed are the responsibility of the exhibitor. **All exhibits are required have wall-to-wall carpeting or other professional flooring, with no concrete floor exposed.** You must provide your own professional flooring/carpet, or order from GES. **Any booths that do not have carpet by 1:00 PM on Tuesday, December 7, 2017 will be carpeted by show management and charged to the exhibitor.**

### PARKING

**For access to the third level ramp to loading dock B3 (SpaceCom exhibit hall):**

- 1) Take Avenida de las Americas South
- 2) left on Polk Street
- 3) left on Chartres
- 4) ramp is accessed from Chartres Street on the left before Texas Avenue

#### To park a private vehicle:

##### AVENIDA NORTH GARAGE

- 701 Avenida de las Americas (entrances on Rusk and Capitol, located at Partnership Tower)
- Connected to the George R. Brown Convention Center and Marriott Marquis Hotel via skybridge
- Max daily rate: \$24

##### AVENIDA CENTRAL GARAGE

- 1002 Avenida de las Americas
- Located under Discovery Green Park, directly across from the George R. Brown Convention Center
- Max daily rate: \$18

##### AVENIDA SOUTH GARAGE

- 1710 Polk Street
- Connected to Hilton Americas Hotel and George R. Brown Convention Center via skybridge
- Max daily rate: \$24

### BUSINESS CENTER

FedEx Office is located on Level 2 of the GRB, 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 overnight.

## GENERAL INFORMATION

### 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 have sole and total control over all of the following services (collectively, "Exclusive Services"):

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

### OFFICIAL CONTRACTORS

Official vendors are reviewed carefully to ensure that all exhibitors receive the best value and customer service. Please see the "Additional Show Services" section of the online exhibitor services website for detailed ordering information.

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

Aramark  
1001 Avenida de las Americas  
Houston, Texas 77010

Phone: (713) 853-8161  
Fax: (713) 853-8188  
Email: [brock-madeline@aramark.com](mailto:brock-madeline@aramark.com)

#### **Convention Center** (*cleaning*)

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

Phone: (713) 853-8907  
Email: [Tanya.perez@houstonfirst.com](mailto:Tanya.perez@houstonfirst.com)  
Email: [GRB-ExhibitorService@houstonfirst.com](mailto:GRB-ExhibitorService@houstonfirst.com)

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

Global Experience Specialists, Inc (GES)  
7000 Lindell Road  
Las Vegas, NV 89118-4702

Phone: (800) 475-2098  
Fax: (866) 329-1437  
[www.GES.com/chat](http://www.GES.com/chat)

## GENERAL INFORMATION

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

Smart City  
5795 W. Badura Ave, Suite 110  
Las Vegas, Nevada 89118

Phone: (888) 446-6911  
Fax: (702) 943-6001  
Email: [csr@smartcity.com](mailto:csr@smartcity.com)

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

Experient  
5202 Presidents Court, Suite 310  
Frederick, MD 21703

Phone: (888) 268-0380  
Fax: (301) 694-3286  
Email: [william.harris@experient-inc.com](mailto:william.harris@experient-inc.com)

### ***Show Management (booth space assignments, operational/regulations issues, questions)***

National Trade Productions  
313 S. Patrick St.  
Alexandria, VA 223421

Contact: Razak Kadiri  
Phone: 800-687-7469 x238  
Fax: 703-706-8234  
Email: [rkadiri@ntpshow.com](mailto:rkadiri@ntpshow.com)

### ***Shipping Services***

Global Experience Specialists, Inc (GES)  
7000 Lindell Road  
Las Vegas, NV 89118-4702

Phone: (800) 475-2098  
Fax: (866) 329-1437  
[www.GES.com/chat](http://www.GES.com/chat)

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

Smart City Electric  
5795 W. Badura Ave, Suite 110  
Las Vegas, Nevada 89118

Phone: (888) 446-6911  
Fax: (702) 943-6001  
Email: [csr@smartcity.com](mailto:csr@smartcity.com)

### Cost-Saving Tips for SpaceCom 2017 Exhibitors

Exhibiting in trade shows is one of the best and most cost-effective ways to drive new sales and market your business. However, like any marketing opportunity, participating in a trade show is not without costs. In an effort to help you keep your costs as low as possible, thus maximizing your return on investment, we offer you the following tips:

- Do as much as possible in advance. Suppliers from carpet and electrical rental companies to airlines often offer advance discounts. Especially when renting services for use at show-site, be sure to order before the advance-pricing deadline.
- Give your shipping company adequate lead time. If you schedule your pick-up far enough in advance that it can go overland, you'll avoid costly air freight bills.
- Save material handling (drayage) costs by shipping your goods to arrive on straight time. If you're shipping your freight directly to the convention center and can get it brought into (and back out of) the hall between 8:00am and 4:30pm, you'll avoid paying overtime labor charges. Be sure your driver checks in before 12:00pm to help to guarantee offloading on straight time. Contact GES or show management if you are unclear about material handling fees and/or times.
- Be sure all your cartons are securely banded/shrink-wrapped to a skid/palette. Loose pieces incur "special handling" charges because forklifts can't quickly remove them from vehicles. Also be aware that special handling charges can apply in various other circumstances (van lines where freight must be removed from side doors, small-package delivery companies like FedEx, stacked shipments). Contact GES if you have questions about whether your particular shipment might incur special handling charges.
- Schedule your booth installation labor (if necessary) on straight time. If your booth cannot be set by full-time personnel from your company, you'll need to hire labor from GES or another union trade show contractor. Do your best to schedule your freight to arrive as early as possible in the day so you can get it offloaded and into your booth early, and your laborers can complete work before overtime rates begin at 4:30pm. Do the math on the labor order form rates – it might save you money to incur an extra hotel night and come in a day early if it means you can pay all your labor straight time by setting up in two days instead of one.
- To save costs on shipping and material handling, consider renting an exhibit (available from GES or other local reputable display houses) or switching to lighter weight materials when having your new exhibit built.
- Pre-wire the electricity in your display to as few plugs as possible so you can save on ordering extra electrical outlets or extension cords on-site. Also, consider building supplemental electrical outlets into your display.
- If you require electrical under your carpet, be sure to submit a floor plan of your booth to exhibitor services well in advance so the power is distributed before GES lays the carpet and/or delivers your freight. If it's not, you'll incur labor charges to remove and replace your carpet and crates.