

## **2017 ITS Texas Annual Meeting: Exhibitor FAQs**

1. ITS Texas reserves the right to exercise its discretion in the acceptance or refusal of registrations.
2. Installation of exhibits can commence on Wednesday, November 8, 2017, from 3:00 pm to 7:00 pm.

Show hours will be as follows:

- Thursday, November 9, 2017 (7:30 am - 7:00 pm)
- Friday, November 10, 2017 (7:30 am to 10:30 am)

3. It is agreed that ITS Texas and the Hilton Houston North Hotel are NOT liable to the Exhibitor for any loss or damage or injury to his property contained in such exhibits or injuries to his person, his agents, employees or others, no matter how sustained from fire, theft, accident or other causes. Security will NOT be provided after show hours on Wednesday, Thursday, or Friday, November 8-10, 2017. All claims for loss, damage and/or injury to ITS Texas and the Hilton Houston North Hotel are being hereby expressly waived by the Exhibitor. The exhibit hall will have security from 8:00 pm Wednesday evening until 7:30 am Thursday morning, and again Thursday evening from 8:00 pm to 7:30 am Friday Morning.
4. Exhibitors or their agents may not allow any articles to be brought into the exposition or any act done on the premises which will invalidate the insurance or increase the premium on the policies held by the management of the Hilton Houston North Hotel. Exhibitors may also not permit anything to be done by their employees through which act the premises, property or equipment of other exhibitors will be damaged. No signs or equipment of other exhibitors will be damaged. No signs or articles can be affixed, nailed or otherwise attached to walls, doors, etc. Likewise, no attachments can be made to the floors by nails, screws or any devices that would damage them. All space leased is subject to these restrictions. Violations of these rules will annul the Exhibitor's contract, and he/she will be held liable for any damage resulting from such violation. It is also important to note that the **LOBBY AREAS** are NOT CARPETED
5. The Exhibitor agrees that ITS Texas and the management of the Hilton Houston North Hotel shall have the right to make such rules and regulations or changes in the floor plan arrangement of exhibit spaces for the exhibition as it is deemed necessary and to amend the same from time to time. ITS Texas and the management of the Hilton Houston North Hotel shall have the final determination and enforcement of all rules, regulations and conditions.
6. ITS Texas reserves the right to decline an application of an Exhibitor to conduct and maintain an exhibit if in the judgment of the show management, said exhibitor or exhibit, or proposed exhibit, shall in any respect be deemed unsuitable. This reservation relates to person, conduct, articles of merchandise, printed matter, souvenirs, catalogs and any other things, without limitation, which affect the character of the exhibit.
7. Audio presentations are allowed so long as they do not disrupt neighboring exhibitors.

8. Exhibitors or their representatives who fail to observe these conditions; or who in ITS Texas' opinion, conduct themselves unethically, may be dismissed from the Hilton Houston North Hotel without appeal for redress.
9. Exhibitors shall agree to follow the rules and regulations set forth by ITS Texas and the Hilton Houston North Hotel management.
10. Special Decorations: ITS Texas and the Hilton Houston North Hotel have specific rules regarding special decorations:
  - Helium balloons are NOT permitted in the building.
  - Glitter is NOT allowed in carpeted areas in the building.
  - Method of installation, location and material used for banners, decorative signs, etc., are subject to approval.
  - UNDER NO CIRCUMSTANCES may decorations be nailed, screwed, taped or attached to ceilings, floors, walls or painted surfaces without prior written approval.
  - No "stick-on" decals and/or similar promotional items may be distributed in the complex.
  - Exhibit area includes Heating/Air Conditioning during show hours; room lighting during show hours; and finished carpeted\* space (\*unless scheduled in Atrium lobby, space will be mix of carpet and tile). Exhibit area does not include exhibit storage; drayage (material handling); decoration, special lighting; security services; cleaning or janitorial services; labor required to install, erect, drape or decorate exhibit booths or the exhibit area and/or to move exhibit materials in and out of the Hotel.
11. All cartons, packages or containers brought into or taken from the Hilton Houston North Hotel are subject to inspection.
12. Food and/or beverages may not be served without prior notification to ITS Texas and the management of the Hilton Houston North Hotel.
13. All efforts to advertise, demonstrate and operate the exhibit must be conducted so as not to trespass the rights of other exhibitors.
14. FIRE REGULATIONS: Absolutely NO combustible oils or bottled gases, open flames of any type, nor any corrosives will be permitted in the Hilton Houston North Hotel. Any questions regarding specific problems should be referred to the complex management, who will obtain the necessary rulings from the Fire Marshal.
15. The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibit's activities on the Hilton Houston North Hotel premises and will indemnify, defend and hold harmless the Hilton Houston North Hotel, its agents, servants and employees from any and all such damages and claim.
16. ITS Texas and Events management and planning reserve the right to change the exhibit layout to fit the needs of the conference to best serve the needs of our attendees.

## **EXHIBITOR REGISTRATION FEES**

The cost of each exhibit space is \$650 for a 6' tabletop space and \$900 for a 10' wide by 10' deep space suitable for pop-ups. There are only 24 Pop-up spaces available. After 5 pm CST November 1, 2017, registration will only be available on-site during the annual meeting, space permitting.

Exhibitor registration fees include full access to all meeting sessions and meals for two (2) participants. Any additional exhibit personnel will need to register and pay admission as a meeting participant.

Payment must be received by November 1, 2017, in order to avoid the late fee. Event Management & Planning (EM&P) cannot invoice; therefore, payment of the conference registration fee must be received prior to admission to the conference.

## **SPACE LIMITATIONS**

Exhibit spaces should be no larger than 6' wide x 4' deep for tabletops and 10' wide x 10' deep for pop-up spaces. Only the first applications paid in full will be guaranteed assigned space. No space will be reserved based solely on verbal notice or unpaid contract.

Payment is due in full by November 1, 2017.

## **EXHIBIT SPACES**

Two display options are available:

- **Table-top**  
Includes: 1 draped and skirted 6' table; 2 chairs; 1 electrical outlet; wireless internet access; and admission for (2) representatives to attend all sessions and meals provided to conference attendees.
- **10x10 Pop-up Booth**  
Includes: 1 10'x10' space; 1 draped and skirted 6' table; 2 chairs; 1 electrical outlet; wireless internet access; and admission for (2) representatives to attend all sessions and meals provided to conference attendees.

All exhibit spaces must be shut down and removed by Friday, November 10, 2017 at 12:00 noon.

Any additional electrical, computer or equipment needs must be ordered and paid for directly with the Hilton Houston North Hotel.

Individual exhibit space cleaning and return shipping is the responsibility of the Exhibitor.

## **PACKAGES**

In the event Group will be shipping packages to Hotel, Group must notify Hotel at least one week in advance. All packages sent to Hotel must include the name of Group, date of program and number of items. Shipment should arrive no earlier than three (3) days prior to event. Hotel has no liability for the delivery, security or condition of the packages.

ATTENTION: Mr. Jordan Bertling, Conference Coordinator
Contact Phone: (979) 845-1329
Group: Texas A&M Transportation Institute, ITS Texas Conference
Arrival: Tuesday, November 7, 2017

Property Address: 12400 Greenspoint Dr., Houston, TX 77056
Sales Manager: Samanthia Shilo, Senior Sales Manager
Sales Manager Phone/Email: (281) 875-4571 / Samanthia.Shilo@interstatehotels.com
Number of Boxes:

A storage fee of \$10.00 per box per day will apply for any boxes received prior to 48 hours of the first function. This storage fee will also apply to each empty packing container stored during the function. The Hilton Houston North Hotel is not in any way liable for the contents of these packages.

Also be sure to include the following information somewhere on each shipped item:

ITS Texas Annual Meeting  
November 8 - 10, 2017  
Sam Shilo (onsite contact)  
# of boxes (i.e. 1 of 3, 2 of 3, etc.)  
Your Company Name:  
Your Booth Representative name

Items without this information may be delayed.

### **Shipping out Materials**

If materials are to be shipped back to you at the end of your function, please make arrangements with your shipper in advance.

#### **3.2 TERMS AND CONDITIONS GOVERNING USE OF EXHIBIT SPACE**

- ❖ The Hotel has reserved for the group exhibit space capable of holding 65 number of 8x10 booths. This exhibit area will be available for set-up at 3:00pm on Wednesday, November 8, 2017. All exhibits, materials and decoration equipment must be dismantled and removed from the exhibit area by 12:00 pm on Friday, November 10, 2017.
- ❖ Hotel will provide (65) 6' tables draped and skirted, (2) chairs, (1) power drop and wastebasket.
- ❖ Exhibit area includes Heating/Air Conditioning during show hours; room lighting during show hours; and finished carpeted\* space (\*unless scheduled in Atrium lobby, space will be mix of carpet and tile). Exhibit area does not include exhibit storage; drayage (material handling); decoration, special lighting; security services; cleaning or janitorial services; labor required to install, erect, drape or decorate exhibit booths or the exhibit area and/or to move exhibit materials in and out of the Hotel.
- ❖ 15 days prior to the Exhibit date, the Hotel requires the Group, or an authorized representative from the group, to provide a fully completed data sheet for each Exhibitor that will use a booth, and a summary of the Group's requirements for the exhibit area which shall include the number of exhibits, the floor load, and square footage requirements for each booth and total for the Exhibit Space. The submission of the requirements will not change the requirements stated above.
- ❖ Security utilized during exhibitor move-in and exhibitor dismantle days is the Group's responsibility. The Hotel's Convention Services Department will be glad to assist in obtaining security services.
- ❖ In the event damage occurs to the furniture of the Hotel, fixtures, building or equipment caused by installation, presence and/or removal of exhibits and exhibit materials, the Group shall reimburse the Hotel for the cost of such repair or replacement as may be necessary.

- ❖ The Group, or an authorized representative of the Group, is responsible for securing the approval of the Houston Fire Marshall for its floor plan six months prior to the exhibit date. Copies must be sent to the Convention Services Manager for approval before final printing of the Exhibitor's prospectus.
- ❖ Hotel will secure insurance or release of liability directly with 3<sup>rd</sup> party representative providing installation and dismantling service for Group. Group understands that Hotel does not maintain insurance covering Exhibitors property and that it is the sole responsibility of the Exhibitor to obtain such insurance.

**If you have any questions or need further information about exhibiting at the 2017 ITS Texas Annual Meeting, please contact:**

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Texas A&M Transportation Institute  
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