

2018 ITS Texas / TexITE Joint Meeting: Exhibitor FAQs

1. ITS Texas & TexITE reserve the right to exercise its discretion in the acceptance or refusal of registrations.
2. Installation of exhibits can commence on Wednesday, November 7, 2018, from 10:00 am to 5:00 pm.

Show hours will be as follows:

- Wednesday, November 7, 2018 (6:00 pm – 8:00 pm)
 - Thursday, November 8, 2018 (7:30 am - 7:00 pm)
 - Friday, November 9, 2018 (7:30 am to 10:30 am)
3. It is agreed that ITS Texas, TexITE and the Omni Houston 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 be provided after show hours on Wednesday, and Thursday, November 7 & 8, 2018. All claims for loss, damage and/or injury to ITS Texas, TexITE and the Omni Houston 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 7:00 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 Omni Houston 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 all exhibit space is carpeted.
 5. The Exhibitor agrees that ITS Texas, TexITE and the management of the Omni Houston 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, TexITE and the management of the Omni Houston Hotel shall have the final determination and enforcement of all rules, regulations and conditions.
 6. ITS Texas, TexITE 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, TexITE's opinions, conduct themselves unethically, may be dismissed from the Omni Houston Hotel without appeal for redress.
9. Exhibitors shall agree to follow the rules and regulations set forth by ITS Texas, TexITE and the Omni Houston Hotel management.
10. Special Decorations: ITS Texas, TexITE and the Omni Houston 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. Exhibit area does not include exhibit storage; drayage (material handling); decoration, special lighting; extra 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 Omni Houston Hotel are subject to inspection.
12. Food and/or beverages may not be served without prior notification to ITS Texas, TexITE and the management of the Omni Houston 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 Omni Houston 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 Omni Houston Hotel premises and will indemnify, defend and hold harmless the Omni Houston Hotel, its agents, servants and employees from any and all such damages and claim.

16. ITS Texas, TexITE 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 \$800 for a 6' tabletop space and \$1000 for a 10' wide by 10' deep space suitable for pop-ups. There are only 24 Pop-up spaces available. After 5 pm CST October 21, 2018, registration rates will increase to \$950 & \$1200 respectively. After November 1, 2018 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, 2018, 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, 2018.

EXHIBIT SPACES

Two display options are available:

- Table-top
Includes: 1 draped and skirted 6' table; 2 chairs; wireless internet access; and admission for (2) representatives to attend all sessions and meals provided to conference attendees. Please note if you need electricity you will need to order it through the hotel representative listed below.

- 10x10 Pop-up Booth
Includes: 1 10'x10' space; 1 draped and skirted 6' table; 2 chairs; wireless internet access; and admission for (2) representatives to attend all sessions and meals provided to conference attendees. Please note if you need electricity you will need to order it through the hotel representative listed below.

All exhibit spaces must be shut down and removed by Friday, November 9, 2018 at 12:00 noon.

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

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

Shipping / Receiving Information

PACKAGES

Packages may be delivered to the Hotel within 48 hours of the date of the function. Packages or materials of excessive weight or value must be approved for receipt by the Hotel prior to shipping. There will be a \$3.00 per box, incoming and \$3.00 outgoing handling charge for all boxes processed by our Security Department. Each pallet or crate delivered to the Hotel is subject to a \$50.00 handling charge. Shipping and receiving hours are 7:30am-4:30pm Monday through Friday. Any Boxes received or shipped on Saturday or Sunday will incur an incoming and outgoing, \$5.00 per box handling fee. Should special arrangements for delivery be necessary, please contact your Conference Services Manager. The following information must be on all packages to ensure proper delivery:

ATTENTION: Jordan Bertling, Conference Coordinator
Contact Phone: 979-862-1219
Group: Texas A&M Transportation Institute, ITS Texas Conference
Arrival: Tuesday, November 06, 2018
Property Address: Omni Houston Hotel 4 Riverway Houston, TX 77056
Sales Manager: Alisha Silver, Senior Sales Manager
Sales Manager Phone/Email: asilver@omnihotels.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 Omni Houston Hotel is not in any way liable for the contents of these packages.

AUDIO VISUAL

Omni Hotels and Resorts has a preferred in-house audio visual department relationship with *Encore Event Technologies*. We maintain a well trained and professional on-site staff and expansive inventory of the most technically advanced equipment and services to support your audio visual, sound, lighting, video, rigging, power and high speed internet access needs.

If you choose to use a third-party supplier for your event's technology needs, charges for load-in and load-out supervision and house system technical assistance may apply. Omni Hotels and Resorts reserves the right to approve all outside contractor(s). Certificates of insurance and liability release will be required at minimum. All outside contractors must adhere to Omni's published Audio Visual Services Standards/Production Guidelines requirements.

To ensure proper use and function of house sound systems, Omni reserves the right to:

- 1) Supply all audio support whenever the use of the in-house sound systems is utilized.
- 2) Supply all wireless microphones to ensure all utilized frequencies are managed appropriately.

Encore Event Technologies is the exclusive provider of all rigging and power requirements. All rigging performed within the meeting space will be designed per specification, installed and removed exclusively by Encore Event Technologies. Power and rigging requirements must be stated in writing a minimum of two weeks prior to event's installation date.

Encore Event Technologies is the exclusive provider of all high-speed internet and networking requirements within the meeting and hotel public space. Third-party HSIA provisioning is strictly prohibited without prior written consent and arrangement with Omni Hotels & Resorts and Encore Event Technologies.

The Group agrees to allow Encore Event Technologies the opportunity to submit a proposal for the Group's audio visual requirements over the meeting dates.

If you have any questions or need further information about exhibiting at the 2018 ITS Texas, TexITE Annual Meeting, please contact:

Jordan Bertling
Texas A&M Transportation Institute
j-bertling@tti.tamu.edu
979-862-1219