

# ILTA 2026

## CONFERENCE & TRADE SHOW EXHIBITOR SERVICE MANUAL

**JUNE 15-17, 2026** HOUSTON, TX

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# EXHIBITOR SCHEDULE

## SUNDAY, JUNE 14

8:00 AM – 12:00 PM	Large Exhibitor Set-Up (400 sq ft or larger)
12:00 PM – 5:00 PM	Exhibitor Check-In & Set-Up

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## MONDAY, JUNE 15

7:30 AM – 12:00 PM	Exhibitor Check-In & Set-Up
12:00 PM – 1:00 PM	Completion of Booth Set-Up
1:00 PM – 3:30 PM	Final Preparations by Freeman for Trade Show Opening
3:30 PM – 5:30 PM	Exhibitor Preview
4:30 PM – 5:30 PM	Women in Terminals Networking Reception <i>Location: ILTA Central on the Trade Show Floor</i>
5:30 PM – 7:00 PM	Conference Reception (Tickets available for advance purchase) <i>Location: Marriott Marquis - 4th floor, Ballroom D &amp; E</i>

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## TUESDAY, JUNE 16

7:00 AM – 5:00 PM	Attendee/Exhibitor Registration <i>Location: George R. Brown Convention Center</i>
10:00 AM – 5:00 PM	Trade Show

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## WEDNESDAY, JUNE 17

7:30 AM – 12:00 PM	Attendee/Exhibitor Registration <i>Location: George R. Brown Convention Center</i>
9:00 AM	Trade Show Opens
12:00 PM	Trade Show Closes
12:00 PM – 7:00 PM	Exhibitor Move-Out
10:00 PM	Move-Out Completed

## IMPORTANT DATES + DEADLINES

April 13	Deadline to Submit Show Guide Listing
April 13	Artwork Deadline for Show Guide Advertising
May 15	Lead Retrieval Discount Order Deadline
May 14 – June 8	Dates for Advanced Shipments to Warehouse
May 18	Freeman Discount Rates Deadline
June 1	Levy & Associates Order Deadline
June 1	Staging Solutions Order Deadline
June 1	SmartCity Discount Order Deadline
June 8	Deadline to Submit Certificate of Liability Insurance



# NEW FOR 2026: EXHIBITOR PREVIEW



**MONDAY, JUNE 15**



**3:30 PM - 5:30 PM**



**TRADE SHOW FLOOR**

The brand-new Exhibitor Preview gives attendees dedicated time to explore the trade show floor after the first day of the ILTA conference — with no competing sessions and no distractions.

## WHY IT MATTERS



Dedicated exhibit hall time



Focused, high-quality traffic



Strong opening momentum



More conversations. More leads.

## HEADS UP

To keep attendee focus on the exhibit hall, the Soccer Pavilion, Beer Garden, Recharge Center, and Concession Stands will not be open during the Exhibitor Preview.

## BE READY



Booths should be fully staffed by 3:30 PM



Make your first impression count

## BONUS TRAFFIC DRIVER

## WOMEN IN TERMINALS NETWORKING EVENT



**4:30 PM - 5:30 PM**



**ILTA CENTRAL** (on the trade show floor)

Bringing even more engaged attendees onto the trade show floor during the preview.

**WOMEN  
IN TERMINALS**

# SHOW RULES & REGULATIONS

## INFORMATION FOR EXHIBITORS

The International Liquid Terminals Association (ILTA), its officers, employees, and agents involved in the management of the Conference & Trade Show shall have full authority to interpret and enforce all rules and regulations governing Exhibitors. All matters and questions not specifically addressed in the rules shall be subject to final determination by ILTA. The rules may be amended at any time by ILTA upon written notice by ILTA to Exhibitors. ILTA reserves the right to evict any person who does not abide by the rules and regulations established for this event. In addition, failure to comply with these policies may result in loss of priority as an exhibitor and/or exclusion from future trade shows.

### **CANCELLATION OF TRADE SHOW/FORCE MAJEURE**

It is mutually agreed that in the event of cancellation of the ILTA Trade Show due to force majeure, including but not limited to acts of God, government regulation, disaster, strikes, civil disorder, damage to the facility and/or its environs, major construction at the facility, or some emergency making it inadvisable, illegal, or impossible to provide accommodations and/or meeting facilities, or for attendees to reach the meeting site in the foregoing circumstances, this agreement shall be terminated and ILTA will determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and commitments already made.

### **EXHIBITOR ELIGIBILITY**

ILTA reserves the right to determine the eligibility of any exhibitor. Exhibits and the conduct of exhibitors are subject to ILTA's approval. ILTA reserves the right to require modification of any exhibit that is not appropriate for ILTA's terminal industry trade show. This applies to displays, literature, advertising, novelties, souvenirs, and the conduct of representatives. The acceptance of an exhibitor does not indicate an endorsement by ILTA of any equipment, supply, or service and exhibitors may not state or imply any such endorsements to any third party.

### **EXHIBIT OPERATIONS**

- Exhibit booths must be always staffed by at least one responsible company representative during show hours.
- Exhibit booth floor must be covered by appropriate carpeting or other material prior to the opening of the trade show. Floor covering is not included in the exhibit fee. If the booth floor is not covered, ILTA will request carpet and bill the exhibitor.
- Exhibits may not be taken down prior to the closing of trade show on Wednesday, June 17.
- No food or beverage service other than that provided by the convention center is allowed anywhere on the premises.
- All booths must be kept clean to the satisfaction of ILTA. If necessary, ILTA may request booth cleaning and bill the exhibitor.
- For their own protection, minors are not permitted in the exhibit area at any time, including move-in and move-out or at the social and networking events.
- Exhibitors will abide by all laws, rules, regulations, and ordinances of all government authorities and those of the facility, and agree that said laws, rules, regulations, and ordinances supersede any rights of the exhibitor.
- ILTA has the right to impose further reasonable rules and restrictions that it deems necessary.

## BOOTH PERSONNEL AND MARKETING ACTIVITIES

- Booth personnel and their contractors must maintain a professional appearance and always wear appropriate apparel. Business or business casual attire is recommended.
- Show management reserves the right to make determinations on appropriate apparel.
- Exhibitors must confine their activities to the space for which they have contracted. Strolling entertainment is prohibited. Souvenirs/samples may be distributed only from the confines of the booth.
- All marketing must remain within the contracted exhibit space.
- Marketing materials may not be placed in any area that is not within the boundaries of the exhibit booth.
- Show management reserves the right to remove individuals or discard display materials that do not comply with these guidelines.

## NOISE

- Exhibitors may not use amplifying equipment that is distracting to the atmosphere of the exhibition or annoying to neighboring exhibitors.
- ILTA reserves the right to impose limitations on noise levels and any method of operation that becomes objectionable. Such equipment shall be kept at a sufficiently low volume so as not to project beyond the confines of the Exhibitor's booth.
- No music of any kind is permitted in the exhibit areas. Any exhibit display in violation of this rule will be disassembled by show management.

## BOOTH DISPLAYS

Advertising, logos, and displays are not to exceed 8 feet in height. No exhibit may exceed 4½ feet in height if it extends over 5 feet forward from the back drape. Freestanding back walls must be within 18" of the back drape. All exhibitors wishing to exceed 8 feet in height must be in an island configuration. These requirements are necessary to provide visual access to all booths. All unfinished parts of a display/exhibit that are exposed and facing an aisle or neighboring exhibitor must be curtained off at the exhibitor's expense. Any exhibit display in violation will be disassembled by show management.

Any tent, canopy, Double Decker, or covered booth will require a standby. If 50% or more of the top is covered with a material that will not allow water to reach the floor underneath, this will require a standby. Any tent/canopy that exceeds 1,200 sq. ft. or greater will require a Tent permit from the Houston Fire Department.

# TYPES OF BOOTHS



**LINEAR/INLINE (GREEN):** Linear Booths, also called “inline” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.



**PERIMETER (YELLOW):** A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.



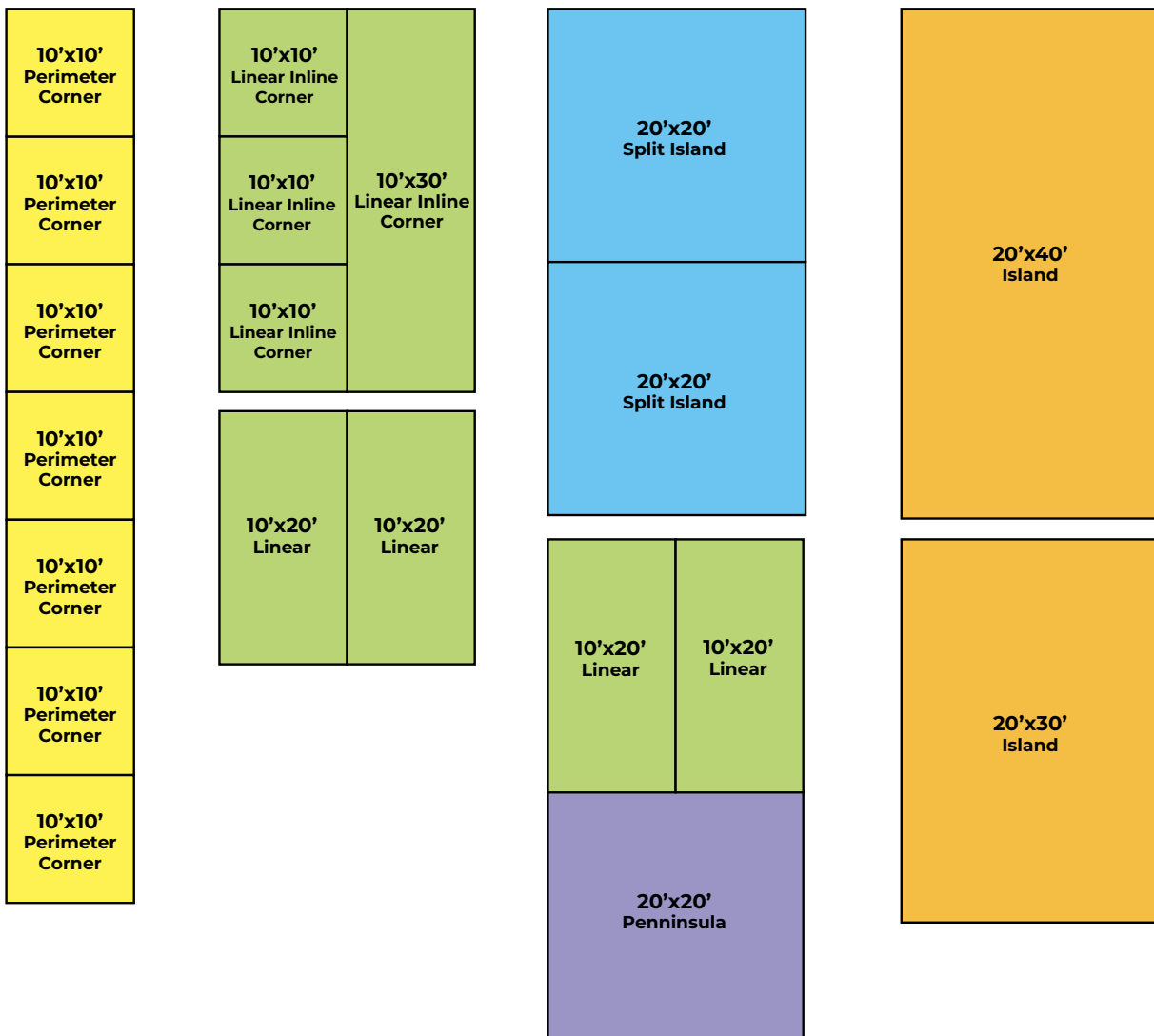
**PENINSULA (PURPLE):** A Peninsula Booth is exposed to aisles on three sides, and is a minimum of 400 sq. ft. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”



**SPLIT ISLAND (BLUE):** A Split Island Booth is a Peninsula Booth, which shares a common back-wall with another Peninsula Booth.



**ISLAND (ORANGE):** An Island Booth is any size booth exposed to aisles on all four sides.





# BOOTH HEIGHT RESTRICTIONS

## LINEAR EXHIBITS (“IN-LINE”)

- **NO HANGING SIGNS PERMITTED**

- Back wall height limitation of all structures including logos is 8'
- Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of exhibits (including decorations) is 8'. All display fixtures over 4' in height and placed within 10 lineal feet of an adjoining exhibit must be confined to that area of the exhibitor's space that is at least 5' from the aisle line. No solid exhibit construction may exceed 42" in height except in the rear one-half of the booth. The intent of the height and depth restrictions is that each exhibitor is entitled to a reasonable sight line from the aisles regardless of the size of exhibit.

## CORNER EXHIBITS

- **NO HANGING SIGNS PERMITTED**

*A Corner Booth is a Linear Booth (“In-Line”) exposed to aisles on two sides. All other guidelines for Linear Booths apply.*

## ISLAND EXHIBITS (20' X 20' OR LARGER)

- Height limit INCLUDING signage is 25' (Top of sign at 25')

*An Island Booth is any size booth exposed to aisles on all four sides.*

**Dimensions:** An Island Booth is typically 20'x20' or larger, although it may be configured differently.  
**Use of Space:** The entire cubic content of the space may be used up to the maximum allowable height.

## PENINSULA EXHIBITS

- **NO HANGING SIGNS PERMITTED**

- Back wall height limitation of all structures including logos is 8'

*A Peninsula Booth is exposed to aisles on three (3) sides and composed of a minimum of four booths. There are two types of Peninsula Booths: one which backs up to Linear Booths, and one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”*

**Dimensions:** A Peninsula Booth is usually 20'x20' or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to four feet (4') high within five feet (5') of each aisle, permitting adequate line of sight for the adjoining Linear Booths.

## END-CAP EXHIBITS

- **NO HANGING SIGNS PERMITTED**

- Back wall height limitation is 8'

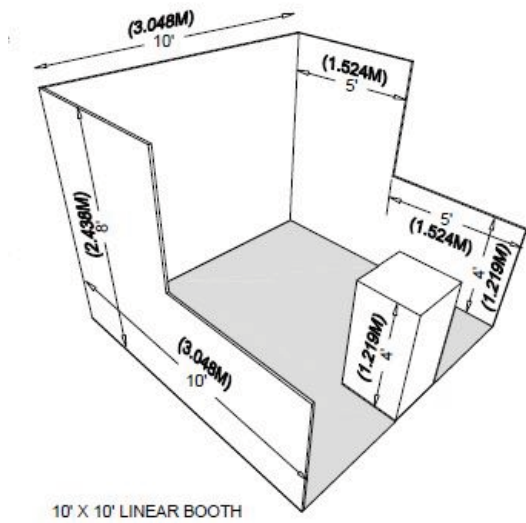
*An End-cap Booth is exposed to aisles on three sides and composed of two booths.*

**Dimensions:** End-cap Booths are generally ten feet (10') deep by twenty feet (20') wide. The maximum back wall height of eight feet (8') is allowed only in the rear half of the booth space and within five feet (5') of the two side aisles with a four foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.

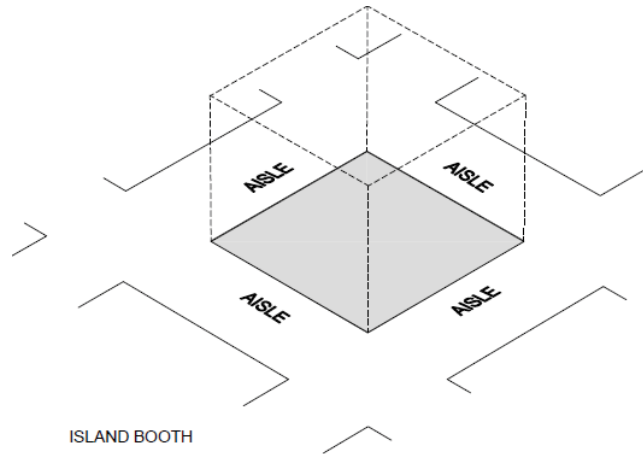
**PLEASE REFER TO THE DIAGRAMS IMMEDIATELY FOLLOWING FOR A PICTORIAL DESCRIPTION OF THE BLOCKING RULES AND HEIGHT RESTRICTIONS.**

# BOOTH LAYOUTS

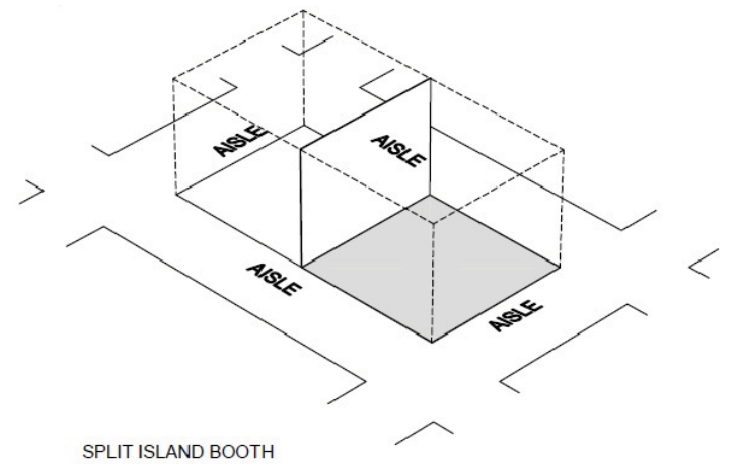
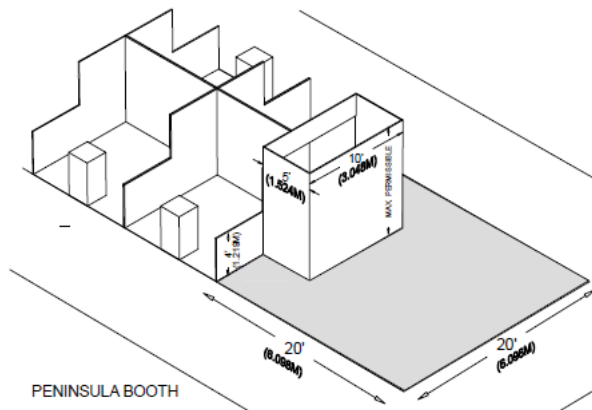
## ▼ Linear Exhibits (“IN-LINE”)



## ▼ Island Exhibits (20' x 20' or larger)



## ▼ Peninsula & Split Island Exhibits (20' x 20' or larger)



## CHECKING IN WITH SHOW MANAGEMENT

A representative from each exhibiting company must check in at the Exhibitor Registration Desk by 12:00 PM on Monday, June 15, 2026. After that time, unclaimed booth space will be awarded to other exhibitors. If this occurs, the “no-show” exhibitor will not be entitled to a refund of the exhibit fee, and the exhibitor may not be allowed to exhibit in future ILTA shows.

## SUBLETTING EXHIBIT SPACE

Subletting exhibit space is prohibited. The exhibiting company signing the booth contract must occupy the space.

## SHARING EXHIBIT SPACE

Sharing space must be approved by ILTA in advance and in writing at least 4 weeks prior to event. Only affiliated companies are permitted to share booths. Companies requesting to share a booth must provide information on the affiliation between companies. By affiliated, we mean a parent company and its subsidiary, or a group of affiliated companies all owned by a parent company. Typical commercial relationships, or arrangements for providing mutual assistance, are not adequate to justify booth sharing. Shared booth space must be 10x20 or larger.

## SOLICITATION

Solicitation by non-exhibitors is strictly prohibited. Non-exhibitors found soliciting outside of a booth should be reported to ILTA, and they will be removed from the trade show floor.

## HOSPITALITY SUITES AND MEETINGS

- Non-exhibitors may not host meetings or hospitality suites at the Marriott Marquis-Houston, the Hilton Americas-Houston or the George R. Brown Convention Center from June 15-17, 2026.
- Requests to host meetings or hospitality suites at the Marriott Marquis-Houston, the Hilton Americas-Houston or the George R. Brown Convention Center must be approved by ILTA at least 4 weeks prior to event. Companies receiving approval to host a hospitality suite must agree to comply with the terms of the ILTA Hospitality Suite Agreement.
- Meetings or social activities (including hospitality suites) may not be scheduled during ILTA meetings, exhibition hours, or other ILTA sponsored functions.
- Hospitality suite attendance may not be solicited by individuals who are not full-time employees, agents or representatives of the sponsoring company.
- Other than in-hotel hospitality suites, any exhibitor sponsoring a function to which 25 or more people are invited must submit its plan to ILTA for review and approval prior to scheduling the function.
- Food, beverage, and service personnel (bartenders, hosts, etc.) must be obtained through the convention center/hotel catering department.
- Suite activities should not include elaborate entertainment, or expensive door prizes.
- ILTA reserves the right to deny permission for hospitality suites and the marketing of hospitality suites.

## INSURANCE REQUIREMENTS

Houston First Corporation and The George R. Brown Convention Center require all exhibitors carry insurance, including workers' compensation, before exhibitors are allowed to move in to the facility. An original Certificate of Insurance is due to ILTA by June 3, 2026 and must include the dates June 15-17, 2026.

- Commercial General Liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises. The coverage must provide protection of not less than \$1,000,000 per occurrence, and \$2,000,000 aggregate and such insurance shall include (a) advertising injury and (b) personal injury; and Workers' Compensation (statutory amount).

ILTA, Houston First Corporation, and the City of Houston shall be named as an additional insured on exhibitor's policies, except workers' compensation, without any restrictive modifications. All policies shall show the exhibitor's name as it is known to ILTA and shall contain an endorsement waiving any claim or right of subrogation against ILTA.

The issuer of any policy shall have a Best's rating of at least B+ and a Best's financial size category of Class IV or better, according to the most recent edition of Best's Key Rating Guide, Property-Casualty United States.

Any exhibiting company that does not provide a valid certificate of insurance to ILTA by June 3, 2026, ILTA will purchase insurance on their behalf and will be invoiced at a later date.

## PAYMENT / FEES

1. Membership dues for 2026 must be paid in full by the booth payment deadline for the member fee to apply.
2. In addition to the actual exhibit space, the fee includes an 8' high back drape and 3' high side rails, a company identification sign, aisle carpet throughout the exhibit hall, aisle signs identifying booth numbers, general security during the official show hours, a full listing with contact information and company description in the show guide and on the mobile app, and the final registrant mailing list.
3. Exhibitor agrees that a NON-REFUNDABLE deposit equal to 50% of the total booth fee is due within 45 days of application submission. Exhibitor also agrees to pay remainder of the booth fee no later than February 28, 2026. Make all checks payable to ILTA.
4. Companies applying for booth space after February 28, 2026 must pay the full booth fee when submitting application.

## EXHIBITOR MOVE IN & SET UP

### Sunday, June 14

8:00 AM – 12:00 PM

Large Exhibitor Set-Up (400 sq ft or larger)

12:00 PM – 5:00 PM

All Exhibitors Move-In

### Monday, June 15

7:30 AM – 12:00 PM

All exhibits must be set up by 12:00 PM on Monday, June 15. All empty shipping crates and cartons shall be labeled identifying the company name and booth number for storage during the show. Proper labeling will facilitate the return of packing materials at the close of the show. Exhibitors handling their own freight must make their own arrangements for storage during the show. Please note that the convention center has no storage facilities. Any exhibitor using an independent contractor for setting up and/or tearing down a booth must provide a certificate of general liability insurance from that contractor to ILTA (see insurance requirements above).

Show Rules & Regulations: Information for Exhibitors (cont.)

All exhibits must be set up by 12:00 PM on Monday, June 15. Exhibitors who have failed to complete set-up by 12:00 PM on Monday, June 15 will be fined \$1000 and will be deducted 5 priority points from their company profile.

EXHIBITOR MOVE OUT & TEAR DOWN

Wednesday, June 17

12:00 PM – 7:00 PM

As a consideration to ILTA attendees and exhibitors, no exhibit may be dismantled or any booth abandoned prior to 12:00 PM on Wednesday, June 17. Dismantling exhibits includes packing equipment, literature, display materials, graphics, giveaways, or in any way altering the appearance of an exhibit. Dismantling exhibits or “preparing to dismantle” before the show closes is prohibited. Failure to comply with this policy will result in a fine of \$500.00, loss of booking priority as an exhibitor, and exhibitor may lose the right to exhibit in future ILTA shows. ILTA staff and floor monitors will be monitoring the aisles to enforce this policy. Any material left on the trade show floor after 7:00 PM on Wednesday, June 17 that is not packed, crated, or covered by a Bill of Lading for shipment will be packed, shipped, or stored at the discretion of Freeman Decorating Company (FDC) with all expenses billed to the exhibitor of record.

TRADE SHOW HOURS

Monday, June 15	3:30 PM – 5:30 PM
Tuesday, June 16	10:00 AM – 5:00 PM
Wednesday, June 17	9:00 AM – 12:00 PM

EXHIBITOR SERVICES

Freeman is the General Service Contractor.

FREIGHT & SHIPPING INFORMATION

Exhibitors may use the freight company of their choice but may wish to consider shipping through Freeman Transportation to Freeman’s warehouse space. Freight delivered to the convention center by Freeman has priority for unloading, which makes scheduling easier. In addition, if you ship ahead, you can verify that your freight has arrived (you may NOT ship ahead to the convention center or to the hotel). Only Freeman personnel or your own employees can move freight onto the exhibit floor, and only Freeman can move freight if heavy equipment is required.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth #  
ILTA 2026 CONFERENCE & TRADE SHOW  
C/O PGL/Freeman  
960 Pleasantville Dr  
Houston, TX 77029, USA



## **LIMITATION OF LIABILITY FOR FAILURE TO AWARD EXHIBIT SPACE**

ILTA will not be liable for failure to award exhibit space to an applicant, nor will ILTA be liable for any failure of performance (including, but not limited to, those listed below) resulting in denial of exhibit space to an applicant.

1. Failure of the U.S. Postal Service or any delivery service to deliver an application to former exhibitors and potential new exhibitors.
2. Failure of the U.S. Postal Service or any delivery service to deliver to ILTA the application of a former exhibitor or a potential new exhibitor.
3. Failure of ILTA to send an application to any former exhibitor or potential exhibitor.
4. Failure of applicant to use the company name known to ILTA.

## **SECURITY/LIABILITY**

ILTA will provide appropriate security in order to ensure the safety of its attendees and Exhibitors.

ILTA is not responsible or liable for any loss, theft, or damage to exhibitor property, including booths, displays, equipment, or materials, at any time before, during, or after the event.

ILTA, the George R. Brown Convention Center and Houston First Corporation (HFC) assume no responsibility for loss, damage or theft incurred to any exhibit or property of the Exhibitor.

ILTA, the George R. Brown Convention Center and the Houston First Corporation (HFC) cannot guarantee against loss or damage of any kind but will endeavor to protect the property of the exhibitors by locking the doors after exhibit hours and providing appropriate security.

Exhibitors having portable merchandise of high value are cautioned against leaving such material exposed in the exhibit areas after show hours.

Unauthorized persons will not be permitted to enter or remain in the exhibit areas after closing hours; however, certain authorized persons may have access to the exhibit areas at any time.

Any exhibitor may furnish additional security at his/her discretion and expense. Please notify ILTA if you will be providing additional security.

Exhibitor agrees to hold harmless ILTA, Houston First Corporation, the George R. Brown Convention Center, the Marriott Marquis-Houston, and Freeman Decorating Company from and against any loss, liability, or claims whatsoever including , but not limited to damages for injury to persons property caused by negligence or other action relating Exhibitor's use of the facility or participating in the Show, including acts by the Exhibitor, its agents or employees. Loss or injury due to theft, damage by fire, accident or any other causes will be covered by Exhibitor's insurance or self-insurance. All liability and hold harmless provisions in this Contract shall survive the termination of this Contract.

Exhibitor agrees to be responsible for any damages caused by their employees or agents.

## FIRE SAFETY

Fire regulations require all display material used for decoration to be flameproof. All electrical equipment used in conjunction with the display's installation, operation, and dismantling must be in good operating condition and able to pass the inspection of the local Fire Marshall. Storage of excess materials around or behind the exhibit/display is prohibited.

Exhibitors shall comply with all local, city, state and federal safety, fire and health laws, ordinances and regulations, Rules and Regulations of the George R. Brown Convention Center regarding the installation, dismantling and operation of the exhibit. This information will be included in the online Freeman portal.

## COPYRIGHTED WORKS

Exhibitor acknowledges and agrees that it shall be solely responsible for obtaining any licenses, permits, etc. which may be required for it to broadcast, perform, or display any copyrighted materials including, but not limited to, music, video, and software. Exhibitor shall indemnify, defend and hold harmless ILTA, the George R. Brown Convention Center, the City of Houston, Texas, their respective directors, officers, employees and agents, and each of them, from and against any and all claims and expenses, including attorney's fees and costs, arising out of or related to Exhibitor's breach of this provision. The terms of this provision shall survive the termination or expiration of this Agreement.

## AMERICANS WITH DISABILITIES ACT

Exhibitor represents and warrants that its exhibit and product/service information shall comply with the Americans with Disabilities Act, its regulations, and guidelines (collectively "ADA"). Exhibitor shall indemnify, defend and hold harmless ILTA, the George R. Brown Convention Center, the City of Houston, Texas, their respective directors, officers, employees and agents, and each of them, from and against any and all claims and expenses, including attorney's fees and costs, arising out of or related to Exhibitor's breach of this provision or noncompliance with any provision of the ADA.

## ONLINE FREEMAN EXHIBITOR PORTAL

Freeman, ILTA's General Services Contractor, offers a **convenient online portal** which includes additional exhibitor information, online forms and access to exhibitor services.

Login is simple. Either login with existing account info used for a prior ILTA event or click on **"Create an Account"** if login is for a new user.

There is a **"Forgot Username or Password"** option if you cannot remember your login credentials.

## BOOTH PACKAGES AVAILABLE

**\$402.70**

### PACKAGE INCLUDES

- 6' L x 30"H draped table
- (2) Limerick® chairs by Herman Miller
- (1) corrugated wastebasket
- (1) 10' x 10' carpet



SAMPLE IMAGE

**[CLICK HERE TO PURCHASE YOUR PACKAGE!](#)**

Upgrades and other options are available through the Freeman portal.

# OFFICIAL SERVICE PROVIDERS

PLEASE NOTE: ILTA has not contracted with any other company to serve as representatives on behalf of the companies listed above. If you are contacted by a company offering services other than the companies listed, please contact Meredith DeZemler at [mdezemler@ilta.org](mailto:mdezemler@ilta.org).

## BELOW IS THE LIST OF SERVICE PROVIDERS FOR THE 2025 SHOW:

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### OFFICIAL SERVICE CONTRACTOR

*(Material handling, machinery rigging, rental furnishings, labor, carpet, etc.)*

#### **Freeman**

9258 Park South View  
Houston, TX 77051

Phone: (888) 508-5054

Website: <https://www.freemanco.com/documents/faqs#contactUS>

### LEAD RETRIEVAL SERVICES

#### **American Tradeshow Services**

217 General Patton Avenue  
Mandeville, LA 70471

Phone: (985) 240-5507

Email: [orders@american-tradeshow.com](mailto:orders@american-tradeshow.com)

### AUDIO VISUAL/COMPUTER RENTAL

#### **Staging Solutions**

2014 Lou Ellen Ln.  
Houston, TX 77018

Phone: (713) 853-8180

Website: [www.stagingsolutions.com](http://www.stagingsolutions.com)

Email: [GRBexhibit@stagingsolutions.com](mailto:GRBexhibit@stagingsolutions.com)

### EXHIBITOR CATERING

#### **Levy Food Services**

1001 Avenida de las Americas  
Houston, TX 77010

Phone: (713) 853-8113

Email: [aaron.gonzalez@levyrestaurants.com](mailto:aaron.gonzalez@levyrestaurants.com)

### HOTEL ACCOMMODATIONS

#### **Marriott Marquis Houston**

1777 Walker Street

Houston, TX 77010

Phone: (713) 654-1777

Website: [www.marriottmarquishouston.com](http://www.marriottmarquishouston.com)

### BOOTH CLEANING

#### **George R. Brown Convention Center**

1001 Avenida de las Americas

Houston, TX 77010

Phone: (713) 853-8001

Email: [GRBExhibitorservices@houstonfirst.com](mailto:GRBExhibitorservices@houstonfirst.com)

Website: [www.GRBBoothCleaning.com](http://www.GRBBoothCleaning.com)

### UTILITIES

*(Internet, telephone, electrical service, air, water & gas)*

#### **Smart City Electric, Inc.**

5795 W. Badura Avenue, Suite 110

Las Vegas, NV 89118

Phone: (888) 446-6911

Email: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com)

Website: <https://orders.smartcitynetworks.com>

### FLORAL PROVIDER

#### **Spencer Florabunda Ltd.**

P.O. Box 88207

Houston, TX 77288-0207

Phone: (713) 222-6666

Email: [sales@florabundatx.com](mailto:sales@florabundatx.com)

## 1. Choose Your Scanning Option

### MobilePlus™

Handheld "State of the Art"  
Honeywell Scanner

#### Discounted

**\$369.00**

#### Show Rate

**\$419.00**



### LeadsPlus™ II App

Use your own IOS or Andoid Devices

	Discounted	Show Rate
First License	<b>\$359.00</b>	<b>\$409.00</b>
Additional	<b>\$99.00</b>	<b>\$149.00</b>
<b>Bundles</b>		
3 Pack	<b>\$499.00</b>	<b>\$549.00</b>
6 Pack	<b>\$799.00</b>	<b>\$849.00</b>
10 Pack	<b>\$999.00</b>	<b>\$1049.00</b>



## 2. Capture to Close AI



AI automated targeted emails to  
connect leads with sales reps.

#### Discounted

**\$899.00**

#### Show Rate

**\$999.00**

## 3. Behavioral Analytics



Smart sensors deliver real-time visitor  
analytics with 95% accuracy

#### Booth Size

10x10	<b>\$499.00</b>
10x20	<b>\$1499.00</b>
20x20	<b>\$1999.00</b>

**CLICK HERE TO  
ORDER ONLINE**



📞 Questions? Please call: **985-809-0600**

🌐 Visit Us at: [www.american-tradeshow.com](http://www.american-tradeshow.com)

✉ Email: [orders@american-tradeshow.com](mailto:orders@american-tradeshow.com)

✉ Mail Checks to: ATTN - American Tradeshow Services | 217 General Patton Ave. Mandeville, LA 70471



**\*INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



# INTERNET SERVICE CONTRACT

## GEORGE R. BROWN CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:		Show End Date:
Billing Company Address:		INCENTIVE ORDER DEADLINE: <b>14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN</b>		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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Effective January 1, 2026 - December 31, 2026 - V070125

### SHARED - LIGHT WIRED INTERNET, **NOT FOR STREAMING**

QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
<b>Includes:</b> 1 Private IP Address, Routers <b>PROHIBITED</b> and will not work				
Average Usage Up to 3 Mbps Burstable To 5 Mbps (DHCP), per device	\$895	\$1,140	\$1,368	
Additional Device(s), Per Device Up to 4 [6 or more available online]	\$185	\$220	\$255	

### DEDICATED INTERNET, **FOR STREAMING, GAMING & WEBCAST**

QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
<b>Includes:</b> 5 Public IP Addresses, Routers <b>SUPPORTED</b>				
Dedicated 3 Mbps	\$3,495	\$4,370	\$5,244	
Dedicated 6 Mbps	\$5,900	\$7,375	\$8,850	
Dedicated 10 Mbps	\$7,850	\$9,810	\$11,772	
Dedicated 15 Mbps	\$11,700	\$14,630	\$17,556	
Dedicated 20 Mbps	\$15,500	\$19,380	\$23,256	
Upgrade to 29 Public Static IP Addresses	\$995	\$1,194	\$1,433	
<i>Higher bandwidth services available for uhd streaming</i>				

### INTERNET EQUIPMENT & LABOR

QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Switch Rental – up to 24 ports	\$185	\$225	\$270	
Patch Cable (up to 100') – Cat5e	\$50	\$62	\$74	
Labor / Floor Work – four lines per hour	\$125	\$125	\$125	
Distance Fee for each Internet line delivered outside the facility	\$500	\$500	\$500	

### WIRELESS INTERNET, Full products catalog available online

### SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

SUBTOTAL	
ESTIMATED 10% TAX/FEEs	
GRAND TOTAL	

### ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

### PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

**Make checks payable to** SMART CITY NETWORKS  
Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110  
Las Vegas, NV 89118



You may reach us with questions at:  
Call (888) 446-6911 • Email: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com)  
Order online at: [orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
Or fax order to (702) 943-6001

**ORDER NOW** ➔

Customer Number: \_\_\_\_\_

**\*INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



# TELEPHONE SERVICE CONTRACT

## GEORGE R. BROWN CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:		Show End Date:
Billing Company Address:		<b>INCENTIVE ORDER DEADLINE:</b> <b>14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN</b>		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:		Contact Email:	Cell Number:

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VOICE SERVICES, PBX Service – Domestic Long Distance Included		QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Single Line	<input type="checkbox"/> Instrument <input type="checkbox"/> Non Dial 9 <input type="checkbox"/> International Long Distance		<b>\$275</b>	\$345	\$414	
Multi Line Phone with (1) main number and (1) rollover line			<b>\$415</b>	\$520	\$624	
Speaker Phone Line with Polycom Instrument			<b>\$465</b>	\$575	\$690	
Distance Fee for each Telephone line delivered outside the facility			<b>\$100</b>	\$100	\$100	

### SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

<b>SUBTOTAL</b>	
<b>ESTIMATED 30% TAX/FEES</b>	
<b>GRAND TOTAL</b>	

### ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

### PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

**Make checks payable to** SMART CITY NETWORKS  
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 Order online at: [orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
 Or fax order to (702) 943-6001

**ORDER NOW** ➔

Customer Number:



# ELECTRICAL SERVICE CONTRACT

## GEORGE R. BROWN CONVENTION CENTER



Exhibitor Company Name:		Booth / Room #:		Show Name:	
Billing Company Name:		Show Start Date:		Show End Date:	
Billing Company Address:		<b>INCENTIVE ORDER DEADLINE:</b> <b>14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN</b>			
City, State / Country, Zip:		Country:		On-site Authorized Contact:	
Contact:		Phone Number:		Contact Email:	
				On-site Cell Number:	
				Cell Number:	

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ELECTRICAL SERVICES					
Includes Labor and Material for Floor plan Location - up to 100 AMPS					
120V	QTY	AMPS	INCENTIVE*	STANDARD	TOTAL
		15	\$ 180	\$234	\$
		20	\$ 214	\$278	\$
208V 1PHASE	QTY	AMPS			TOTAL
		20	\$ 321	\$ 418	\$
		30	\$ 436	\$ 566	\$
		60	\$ 663	\$ 862	\$
		100	\$ 982	\$1,277	\$
		150	\$1,446	\$1,878	\$
		200	\$1,724	\$2,241	\$
208V 3PHASE	QTY	AMPS	INCENTIVE*	STANDARD	TOTAL
		20	\$ 435	\$ 565	\$
		30	\$ 574	\$ 748	\$
		60	\$ 982	\$1,277	\$
		100	\$1,496	\$1,946	\$
		150	\$2,093	\$2,721	\$
		200	\$2,778	\$3,612	\$
480V 3PHASE	QTY	AMPS	INCENTIVE*	STANDARD	TOTAL
		20	\$ 797	\$1,036	\$
		30	\$1,020	\$1,325	\$
		60	\$2,269	\$2,949	\$
		100	\$3,589	\$4,666	\$
		150	\$5,289	\$6,875	\$
		200	\$6,968	\$9,057	\$
TOTAL					
Power strips, extension cords & NEMA plugs available for an additional fee.					

DUPLEX OUTLETS (120 VOLTS UP TO 2000 WATTS)				
Includes Labor and Material for each service indicated on the Floor plan				
QTY	WATTS	INCENTIVE*	STANDARD	TOTAL
	500	\$127	\$ 166	\$
	1000	\$153	\$ 200	\$
	1500	\$167	\$ 216	\$
	2000	\$180	\$ 234	\$
<b>TOTAL</b>				

A separate outlet must be ordered for each location. Additional labor and material apply to connect and disconnect service to equipment.

FLOOD LIGHTS ON A 6FT OR 8FT POLE				
Includes Electrical Services and Labor				
QTY	WATTS	INCENTIVE*	STANDARD	TOTAL
	150 Watt - 1 light	\$ 68	\$ 92	\$
	150 Watt - 2 light	\$ 74	\$100	\$
	300 Watt - 1 light	\$ 84	\$ 113	\$
	200 Watt - 2 light	\$ 89	\$121	\$
<b>TOTAL</b>				

SUBTOTAL	\$
12% ESTIMATED TAX	\$
<b>GRAND TOTAL</b>	\$

**PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER BY SHOW MOVE-IN.**  
 IMPORTANT: Orders will be canceled if payment has not been received by the show move-in. All orders that have been canceled and then replaced will not receive discount pricing.

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

### ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **PAY VIA CREDIT CARD.**

**Make checks payable to SMART CITY ELECTRIC, INC.**  
 Send completed orders  
 with payment to: 5795 W. Badura Avenue, Suite 110  
 Las Vegas, NV 89118



You may reach us with questions at:  
 Call (888) 446-6911 • Email: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com)  
 Order online at: [orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
 Or fax order to (702) 943-6001

**ORDER NOW** ➔

Customer Number: \_\_\_\_\_



# AIR, WATER, DRAIN & GAS SERVICE CONTRACT

## GEORGE R. BROWN CONVENTION CENTER



Exhibitor Company Name:		Booth / Room #:		Show Name:	
Billing Company Name:		Show Start Date:		Show End Date:	
Billing Company Address:		<b>INCENTIVE ORDER DEADLINE:</b> <b>14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN</b>			
City, State / Country, Zip:		Country:		On-site Authorized Contact:	
Contact:		Phone Number:		Cell Number:	
		Contact Email:			

DESCRIPTION	INCENTIVE*	BASE	QTY	TOTAL
<b>COMPRESSED AIR, 90-100 lbs. P.S.I. (Service outlet, 1/4" Milton #715 Female Coupler)</b>				
First Connection	\$ 278	\$ 342		\$
Additional Connections	\$ 140	\$ 174		\$
Special Connection Size: _____ CFM: _____ PSI: _____ (Call)				\$
<b>WATER, (Service Outlet 3/4") (For equipment only)</b>				
First Connection	\$ 177	\$ 228		\$
Additional Connections	\$ 114	\$ 142		\$
Special Connection Size: _____ (Call)				\$
<b>NOTE:</b> No guarantee can be made of minimum pressures. If pressure is critical, customer should arrange to have a pressure regulator valve installed.				
<b>DRAINAGE, (3" drain line)(For equipment only) Direct Tie-in</b>				
First Connection	\$ 158	\$ 209		\$
Additional Connections	\$ 114	\$ 152		\$
Special Connection Size: _____ (Call)				\$
<b>FILL AND DRAIN, (One time only – Labor charge for additional fills)</b>				
1 - 15 Gallons	\$ 76	\$ 99		\$
16 - 70 Gallons	\$ 95	\$ 127		\$
71 - 100 Gallons	\$ 127	\$ 158		\$
101 - 200 Gallons	\$ 190	\$ 228		\$
201 - 300 Gallons	\$ 221	\$ 253		\$
301 - 400 Gallons	\$ 266	\$ 317		\$
401 - 500 Gallons	\$ 304	\$ 348		\$
501 - 1,000 Gallons	\$ 633	\$ 696		\$
Each additional 500 Gallons	\$ 120	\$ 133		\$
<b>NATURAL GAS, ( Service Outlet 3/4" )</b>				
Call for quote				\$
<b>LABOR, (Minimum 1/2 hour)</b>				
Monday – Friday (8:00am – 4:30pm)				\$
Monday – Friday (4:30pm – 8:00am) Weekends & Holidays				\$
<b>SPECIAL QUOTE</b>				
Attachment A or Statement of Work (if applicable)				\$

### PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER BY SHOW MOVE IN.

IMPORTANT: Orders will be canceled if payment has not been received by the show move-in. All orders that have been canceled and then replaced will not receive discount pricing.

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

SUBTOTAL	\$
12% ESTIMATED TAX	\$
<b>GRAND TOTAL</b>	<b>\$</b>

### ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **PAY VIA CREDIT CARD.**

**Make checks payable to**  
Send completed orders  
with payment to:

**SMART CITY ELECTRIC, INC.**  
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Order online at: [orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
Or fax order to (702) 943-6001

Customer Number:

**ORDER NOW** ➔

# "UTILITIES" FLOORPLAN WORKSHEET

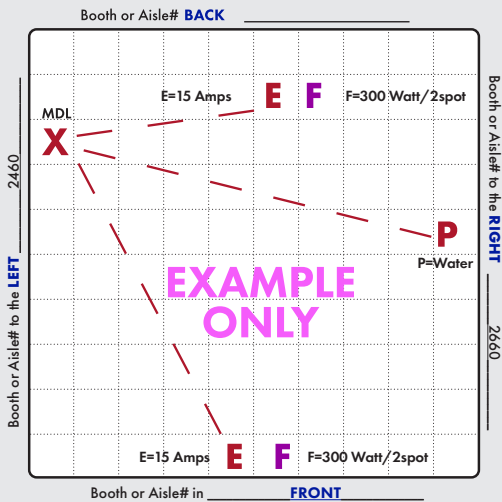
Company Name:

Show:

Booth/Room #:

Center: **George R. Brown Convention Center**

Customer / Ref #:



## SPECIFY YOUR DESIRED LOCATION OF SERVICES

### **X** = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

### **E** = ELECTRICAL POWER

Example: "E-10 Amps"

### **F** = FLOOD LIGHTS

Example: "F-300 Watt/2 Spot"

### **P** = PLUMBING

Example: "P-Water",  
"P-Compressed Air"

For Smart City to perform your floor work, you will need to indicate the location of each item you want installed. Make sure and order your floor work, flood lights and materials early and in advance of the show moving in.

**IMPORTANT! Prior to installation of service, a complete Floorplan is required.** Please utilize this grid should you not have your own Floorplan to send us. Submit a Floorplan for each service group (Electrical, Plumbing, etc) or combine all on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main drop "MDL", designated location of items within the booth, surrounding booths, scale-length and width). Smart City is the exclusive installer of Electrical, Plumbing, etc.

Rates include bringing services to the rear of standard booth or to the nearest floor port inside an island booth. Specific location requests and services greater than 100 Amps will incur additional charges. **All work performed within booth to place services in other locations will be charged on a time and material basis. A connect and disconnect fee will be incurred for all connected services, whether connected direct or otherwise.**

**Booth Orientation:** For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

**BOOTH SIZE** \_\_\_\_\_ ft x \_\_\_\_\_ ft **SCALE:** 1 BOX IS = TO \_\_\_\_\_ ft

**BOOTH TYPE** ☐ Island ☐ Inline **PLACEMENT** ☐ Standard ☐ Floorplan

Booth or Aisle# **BACK** \_\_\_\_\_

Booth or Aisle# to the **LEFT** \_\_\_\_\_

Booth or Aisle# to the **RIGHT** \_\_\_\_\_

Booth or Aisle# in **FRONT** \_\_\_\_\_



You may reach us with questions at:

Call (888) 446-6911 • Email: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com)

Order online at: [orders.smartcitynetworks.com](http://orders.smartcitynetworks.com)

Or fax order to (702) 943-6001



# "COMMUNICATIONS" FLOORPLAN WORKSHEET

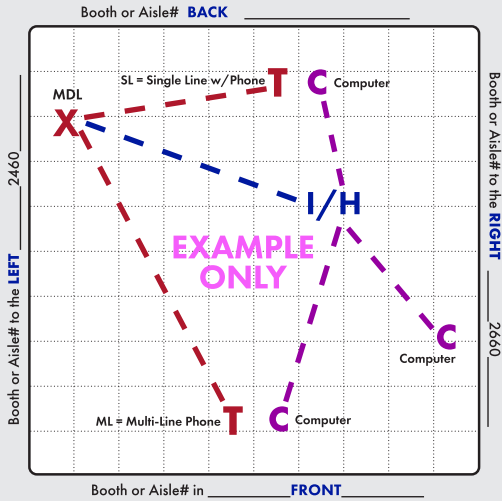
Company Name:

Show:

Booth/Room #:

Center: **George R. Brown Convention Center**

Customer / Ref #:



## SPECIFY YOUR DESIRED LOCATION OF SERVICES

### **X** = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

**T** = TELEPHONE/FAX

**I** = INTERNET SERVICE

**H** = HUBS

**PC** = PATCH CABLES

**C** = COMPUTERS

Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Voice and Data communications cabling.** Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

### **IMPORTANT! Prior to installation of service, a complete Floorplan is required.**

Please utilize this grid should you not have your own Floorplan to send us. You may use a different Floorplan for each service group (Telephone, Internet, etc.) or combine all services on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

**Booth Orientation:** For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

**BOOTH SIZE** \_\_\_\_\_ ft x \_\_\_\_\_ ft

**SCALE:** 1 BOX IS = TO \_\_\_\_\_ ft

**BOOTH TYPE** ☐ Island ☐ Inline

Booth or Aisle# **BACK** \_\_\_\_\_

Booth or Aisle# to the **LEFT** \_\_\_\_\_

Booth or Aisle# to the **RIGHT** \_\_\_\_\_

Booth or Aisle# in **FRONT** \_\_\_\_\_



You may reach us with questions at:

Call (888) 446-6911 • Email: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com)

Order online at: [orders.smartcitynetworks.com](http://orders.smartcitynetworks.com)

Or fax order to (702) 943-6001

# WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show:	Booth/Room #:
Center: <b>George R. Brown Convention Center</b>	Customer / Ref #:	

## OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

## CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

## INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

## CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

## **ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.**

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_



You may reach us with questions at:  
Call (888) 446-6911 • Email: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com)  
Order online at: [orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
Or fax order to (702) 943-6001

## ILTA 2026

### Equipment Information

\*All orders received within two weeks of exhibitor install will be subject to a 25% service charge on equipment.

#### Monitors

Type	Rate
24" HD Monitor	\$150
32" HD Monitor	\$180
43" HD Monitor	\$400
55" HD Monitor	\$575
65" HD Monitor	\$675
75" HD Monitor	\$800
90" HD Monitor	\$1,800

#### Touch Monitors

Type	Rate
24" HD Multi-Touch Monitor	\$500
30" HD Multi-Touch Monitor	\$600
40" HD Multi-Touch Monitor	\$700
55" HD Multi-Touch Monitor	\$1,000
65" HD Multi-Touch Monitor	\$1,250

#### Monitor Stands

Type	Rate
Monitor Stand	\$100

#### Touch Monitors

Type	Rate
Standard Laptop	\$200
MacBook Pro Laptop	\$250

[Click here to Order](#)

The equipment listed is most commonly requested, please contact your sales person for any specific requests. Early order rates end 14 days out before the first day of exhibitor move in.

Labor and Handling will be calculated upon receipt of equipment order and your Exhibitor Service representative will reach out to you with any questions.

 ILTA 2026

JUNE 15 - 17, 2026 | HOUSTON, TX

**RAINPROTECTION.INSURANCE®**

WHERE YOUR EVENT GETS INSURED

Rainprotection is an Authorized Official Insurance  
Supplier for International Liquid Terminals Association.

## Exhibitor Liability Insurance Program

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Insurance Coverage is not optional.

This insurance must be in force during the lease dates of the event, June 14-17, 2026, naming International Liquid Terminals Association (655 15th Street, Suite 230, Washington DC 20005) as the certificate holder. The following must be named as additional insured: International Liquid Terminals Association and the George R. Brown Convention Center.

## Rainprotection Insurance Program

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online.

### Benefits of using this program:

- No Deductible – unlike your corporate policy, Rainprotection's policy has no deductible. Should there be a claim, you will have no out of pocket costs and your future rates will not go up since you would not need to submit a claim on your policy.
- No Hassles – you will not need to go back and forth with your broker adding additional insureds and making your insurance compliant with show requirements.
- Coverage for exhibitors who do not have an existing policy.
- Coverage for international exhibitors whose insurance will not cover them in the U.S.A.
- Easy and Inexpensive to purchase instantly online.
- Already pre-filled with all the proper show information.
- Submitted to show management for you - Once purchased, they automatically receive a copy.

## Make This Process Simple - Purchase Your Insurance Now and Forget About It

Click the link below to purchase your Liability Insurance for \$99  
(Plus any applicable taxes)

*While completing the online application, DO NOT check any boxes unless it  
specifically relates to what you will be doing at your booth at the event*

[https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=uNJ8H3tmj%7CY\\$](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=uNJ8H3tmj%7CY$)

**After reading the above information,** if you still decide to use your own insurance,  
please make it compliant and submit a copy to: [Mdezemler@ilta.org](mailto:Mdezemler@ilta.org)