



## General Information / Schedule / Facility Specifics

**LOCATION:** George R. Brown Convention Center; Hall B3– Houston, Texas  
1001 Avenida de las Americas  
Houston, TX 77010

### EXPOSITION DATES AND TIMES\*:

Exhibitor Move-in:	Tuesday, April 13	8:00 a.m. – 6:00 p.m.
Open Hours:	Wednesday, April 14	10:00 a.m. – 5:00 p.m.
	Thursday, April 15	10:30 a.m. – 2:30 p.m.
Exhibitor Move Out:	Thursday, April 15	2:30 p.m. – 7:00 p.m.
	Friday, April 16	8:00 a.m. – 12:00 p.m.

All installations must be underway by 4:00 p.m. on Tuesday, April 13 and set-up must be complete by 6:00 p.m. Should a booth not be set by this time, Show Manager reserves the right to have the booth set at the exhibitor's expense.

**Please Note:** \*Dates and Hours are subject to change

### ADMITTANCE TO EXHIBIT HALL:

No one will be admitted into the exhibit hall prior to times listed above during move-in and move-out. Anyone wishing to work late must check in with Show Manager in the Exposition Office before 4:00 p.m. each day. Late work may incur additional charges for workers and security.

**EXPOSITION MANAGER:** ENTELEC  
5005 W. Royal Lane  
Suite 116  
Irving, TX 75063  
Amanda Prudden (972) 929-3169, ext. 202



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### REGISTRATION AND BADGES:

Registration Hours:      Tuesday, April 13                      12:00 p.m. – 5:00 p.m.  
   Wednesday, April 14                      7:00 a.m. – 5:00 p.m.  
   Thursday, April 15                      7:00 a.m. – 2:30 p.m.

Show Badges:                      All exhibitors must have an exhibitor badge or work pass to gain admittance to the exhibit hall during move-in, show day and move-out.

### HOTEL RESERVATIONS:

Discounted rates have been established for ENTELEC. Please visit [www.entelec.org](http://www.entelec.org) for details and to make reservations or call 800-HILTONS; code: 1EN

**AVAILABLE UTILITIES:**                      Electricity – Telephone – Internet

**See “Utilities/Additional Services” section for more information**

Order forms are located in the “Utilities/Additional Services” section of the Exhibitor Service Kit.

### BOOTH FURNISHINGS:

The official show decorator, The Freeman Companies, can provide you with special items that you might need for the appearance of your booth. The following items will be included in your exhibit space:

#### Standard Booth Package:

- 8' high back drape
- 3' high side drape
- 7" x 44" booth identification sign
- (1) Full Conference Registration
- (4) Exhibitor Only – Booth Personnel registration badges
- Listing in the Exhibitor section of the program

#### Booth Height Restrictions:

- 8' In-Line
- 14' Perimeter
- 18' Island

### BOOTH CLEANING:

Additional cleaning services are available through the Freeman Companies



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### **DAMAGE TO THE FACILITY:**

All exhibitors are responsible for returning the space they have leased from Show Manager to the facility in the same condition they received it. Damage to leased space or surroundings by an exhibitor during move-in, show days, or move-out is the responsibility of that exhibitor. Costs to repair damages will be billed to the exhibitor.

### **EXHIBITOR APPOINTED CONTRACTORS (EAC):**

Exhibitors using the services of an exhibitor appointed contractor (EAC) must notify Show Manager in writing by March 26, 2010. Send Exhibitor Appointed Contractor Authorization Form, located in the "Show Rules & Regulations" section to:

Tiffany Chase  
(972) 915-6040 FAX

### **FIRE REGULATIONS:**

A fire marshal will be making inspections throughout the show checking that exhibitors and Show Manager are in compliance with the state and local codes (enclosed).

Please make sure that you have not stored any loose trash, empty boxes, or literature behind your booth. Please do not clutter the aisles with similar materials. All materials within your booth must meet local, state and federal fire retardation levels. If a violation is found, Show Manager will inform the exhibitor and that violation must be removed immediately. If the exhibitor cannot be found, Show Manager will remove the violation at the exhibitor's expense.

### **FOOD SERVICE:**

Aramark is the exclusive provider of in-booth food & beverage services in the exhibition facility. Information on the services provided and can be obtained by contacting Lee Ward; 713-853-8166.

### **INSURANCE:**

Exhibitors are encouraged to obtain a rider on an existing policy protecting them against damage, loss or theft of their materials or displays during move-in, show day, and move-out.

The general service contractor is responsible for exhibitor's materials only while they are handling them. The contractor is not responsible for damage to uncrated material, improperly packed material or loss/theft after material has been delivered to the booth space or before material has been picked up at the end of the show.

### **SECURITY:**

Uniformed security guards will monitor the exhibit hall during the entire show period. While general perimeter security is provided the security of your booth or valuable items cannot be guaranteed. It is advisable to remove valuable items that are easily removed when you leave your booth. Report any missing items to Show Manager and to the security supervisor immediately.