General Information & Facility Specifications

LOCATION: Galveston Island Convention Center
5600 Seawall Blvd.
Galveston, TX 77551

EXPOSITION DATES AND TIMES:
Exhibitor Move-In
Monday, April 6, 2026.....1:00 p.m. – 5:00 p.m.
Tuesday, April 7, 2026.....8:00 a.m. – 12:00 p.m.

Exhibit Hours
Tuesday, April 7, 2026.....12:30 p.m. – 6:00 p.m.
Wednesday, April 8, 2026.....12:15 a.m. – 5:00 p.m.
Thursday, April 9, 2026.....11:00 a.m. – 2:00 p.m.

Exhibitor Move Out
Thursday, April 9, 2026.....2:00 p.m. – 7:00 p.m.

All booths MUST be set by 12:00 p.m. on Tuesday, April 7, 2026. Should a booth not be set by this time, Show Manager reserves the right to have the booth set at the exhibitor's expense.

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 at Registration before 4:00 p.m. on Monday, May 19, 2025. Late work may incur additional charges for workers and security.

EXPOSITION OPERATIONS:
Christi Jones, CEM
3341 Regent Blvd., Suite 130-325
Irving, TX 75063
Christi@entelec.org | (469) 351-7004

REGISTRATION AND BADGES:
Registration Hours
Monday, April 6, 2026..... 12:00 p.m. – 5:00 p.m.
Tuesday, April 7, 2026..... 7:00 a.m. – 6:30 p.m.
Wednesday, April 8, 2026..... 7:00 a.m. – 5:30 p.m.
Thursday, April 9, 2026..... 7:30 a.m. – 2:00 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 at the **Hilton Galveston Island Resort**. The conference rate is 189^{++}. And the **Holiday Inn Resort**. The conference rate is $178. Please book online.

AVAILABLE UTILITIES:
- Electricity
- Telephone
- Internet

See "Additional Services" section of the ESK for more information.

BOOTH FURNISHINGS:
The official General Service Contractor, Freeman, 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
- 42" high side drape
- 7" x 44" booth identification sign
- (5) Exhibitor Registrations per 10x10 booth
- Listing in the Onsite Show Program

BOOTH/SIGNAGE HEIGHT RESTRICTIONS:
- 8' In-Line
- 14' Perimeter
- 18' Island

BOOTH CLEANING:
Cleaning services are available through GRB.

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 15, 2026**. Send Exhibitor Appointed Contractor Authorization Form, located in the "Show Rules & Regulations" section to:
Christi Jones, CEM |Christi@entelec.org

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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:
The San Louis Resort 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 them. No outside food or drink may be served without purchasing it through them.

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 days, 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.