



# Exhibitor Bulletin

Independent Liquid Terminals Association  
29<sup>th</sup> Annual International Operating Conference & Trade Show

June 8-10, 2009

Hilton Americas-Houston and the George R. Brown Convention Center

Houston, Texas

## June 2009 ILTA Exhibitor Bulletin #6

**THE 2009 SHOW IS DAYS AWAY!** Keep a watch for Bulletins like this one – they will be our main route of communication with you and contain important information for exhibitors.

### EXHIBITOR SERVICES MANUAL

**AVAILABLE ONLINE:** This information is very important and should not be overlooked. Order forms for carpet, furniture, and lead retrieval, as well as information on shipping and exhibitor registration can be found in the manual.

Please note that your booth floor must be covered by 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.

### UPCOMING DEADLINES:

Exhibitor Press Release – 6/1  
Heavy Equipment for Show Site Delivery – 6/7  
Rebooking for 2010 trade show – 6/10

### EXHIBITOR MOVE OUT/TEAR DOWN

**POLICY:** Please read over this policy located in the show rules and regulations. No exhibit may be taken down prior to 2:00 pm on Wednesday, June 10. Failure to comply with this policy **will** result in a fine and will also result in loss of booking priority ranking as an exhibitor. Your booth space for the 2010 trade show will be reviewed and possibly modified by ILTA show management.

**CERTIFICATE OF INSURANCE:** The George R. Brown Convention Center requires a **Certificate of Insurance (COI)** showing evidence of general liability and workers' compensation coverage for ALL companies exhibiting at the 2009 ILTA trade show. If you have not submitted a copy of the insurance certificate to ILTA, contact your company's insurance department/or insurance carrier **today**. You will not be permitted to setup if we do not have this certificate on file. Please make certain that the COI submitted: (s) lists the dates June 7-

11, 2009, (b) names ILTA as an **Additional Insured** on the company's liability policies, and (c) issues a **Waiver of Subrogation/endorsement** in favor of ILTA for liability and workers' compensation policies.

### NEW ONLINE EXHIBITOR PRESS

**RELEASE:** Let us know about your new product or new technology before the show opens. Exhibitors can post a news release on our ILTA Web site, [www.ilta.org](http://www.ilta.org). The deadline to post a press release is Monday, June 1. Releases submitted after this date may not be posted.

**NO SOLICITATION:** Please note that while all attendees are invited to the trade show, any non-exhibitor who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of the ILTA Solicitation Policy (show rules & regulations) will be asked to leave the show floor. Please report any violations you may observe to show management.

**2010 REBOOKING INFORMATION:** We recently sent rebooking information for the 2010 ILTA trade show. Rebooking will be held on Wednesday, June 11 for all 2009 exhibitors. If you have not received your rebooking time, please contact Renita Gross at [rgross@ilta.org](mailto:rgross@ilta.org).

**SAVE THIS DATE:** Mark your calendars. We have dates set for our future ILTA conference and trade show:

**May 24-26, 2010**

The event will be held in downtown Houston at the Hilton Americas-Houston and the George R. Brown Convention Center. We hope you plan to participate.

If you have any questions, please feel free to contact Renita Gross at **(202) 842-9200 ext. 13** or e-mail [rgross@ilta.org](mailto:rgross@ilta.org).