



29th Annual International Operating Conference & Trade Show
Show Rules & Regulations – Information for Exhibitors
George R. Brown Convention Center • Hilton Americas–Houston • June 8-10, 2009

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 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 bulk liquid 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.

Exhibit Operations & Activities

- Exhibit booths must be staffed by at least one responsible company representative at all times during show hours.
- Exhibit 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.
- Exhibits may not be taken down prior to the closing of trade show on Wednesday, June 10.
- 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.
- Exhibitors may not use amplifying equipment that is distracting to the atmosphere of the exhibition or annoying to neighboring exhibitors. No music of any kind is permitted in the exhibit areas.
- No food or beverage service other than that provided by the convention center/hotel 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.
- Exhibitors will abide by all laws, rules, regulations, and ordinances of any and 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 Displays

Advertising, logos, and displays are not to exceed 8 feet in height. Equipment and/or products that stand on the exhibit floor and exceed 8 feet are permissible provided that they clear the ceiling. 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.

Checking in with Show Management

All exhibitors must check in at the Registration Desk by 8:00 am on Tuesday, June 9, 2009. After that time, unclaimed booth space may 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. 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 Hilton Americas-Houston or the George R. Brown Convention Center from June 7 through June 10, 2009.
- 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 of the sponsoring company.
- Other than in-hotel hospitality suites, any exhibitor sponsoring a function to which 25 or more people are invited should 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

The George R. Brown Convention Center requires that **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 Monday, May 11, 2009, and must include the dates **June 7-11, 2009**.

- **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 \$500,000 per occurrence, and \$1,000,000 aggregate and such insurance shall include (a) advertising injury and (b) personal injury; and
- **Workers Compensation** (statutory amount).

ILTA 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.

Payment/Fees

1. The booth fee is \$23.75/square foot for ILTA supplier members and \$31.00/square foot for non-members.
2. Membership dues for 2009 must be paid in full by the booth payment deadline for the member fee to apply.
3. In addition to the actual exhibit space, the fee includes an 8' high back drape and 3' high side rails, one 20 amp 115V power outlet, a 7" x 44" company identification sign, aisle carpet throughout the exhibit hall, aisle signs identifying booth numbers, daily aisle cleaning and trash removal from public areas, general illumination, and general security during the official show hours (including set up and tear down).
4. Exhibitor agrees that a NON-REFUNDABLE deposit equal to 25% 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 27, 2009. Fees are not refundable after February 27, 2009. Make all checks payable to ILTA.
5. Companies applying for booth space after February 27, 2009, must pay the full booth fee within 30 days of application submission.

Exhibitor Move In/Set Up

- Sunday, June 7, 5:00 PM – 7:00 PM
- Monday, June 8, 7:30 AM – 7:00 PM
- Tuesday, June 9, 7:00 AM – 10:00 AM

All exhibits must be set up by 10:00 AM on Tuesday, June 9. 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 hotel 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).

Exhibitor Move Out/Tear Down

- Wednesday, June 10, 2:00 PM – 8:00 PM
- Thursday, June 11, 8:00 AM – 3:00 PM

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 of \$500.00 and loss of booking priority as an exhibitor. In addition, the 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 3 PM on Thursday, June 11 that is not packed, crated, or covered by a Bill of Lading for shipment will be packed, shipped, or stored at the discretion of FDC with all expenses billed to the exhibitor of record.

Exhibitor Services

Freeman Decorating Company (FDC) is the General Service Contractor.

Mailing Address:

13101 Alameda Road
Houston, TX 77045 USA
(713) 433-2400
Fax (713) 433-9441
Contact: Paula Harris or
Exhibitor Services Rep

Shipping Address:

Freeman Transportation
c/o Freeman Decorating
2000 Cavalcade Street
Houston, TX 77009 USA
(800) 995-3579

Freight

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.

Show Hours

Tuesday, June 9	12:00 pm – 1:30 pm (preview period)
Tuesday, June 9	1:30 pm – 6:00 pm
Wednesday, June 10	9:00 am – 2:00 pm

Priority System

Initial booking took place at the 2008 trade show and was open only to companies exhibiting in the 2008 trade show. Rebooking priority is determined by the number of years each exhibitor has exhibited in the ILTA Show, size of booth in 2008, and years that the company has been a supplier member of ILTA.

For applications received after the initial booking period but prior to the priority deadline (August 29, 2008), factors considered include the number of years the company has participated in the show, ILTA membership history, and the date of receipt of the application.

For applications received after the priority deadline, any available exhibit space will be awarded on a first-come first-serve basis.

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

Security guards will be furnished by ILTA throughout the show, beginning on Sunday, June 7 at 1:00 PM and ending on Thursday, June 11 at 3:00 PM. After show hours each day, exhibitors having portable merchandise of high value are cautioned against leaving such material exposed in the exhibit areas. After the show closes on Tuesday, June 9, only those exhibitors who are properly identified and obtain permission of ILTA may enter the exhibit areas. The show floor will re-open to exhibitors at 7:30 AM on Wednesday, June 10. Any exhibitor may furnish additional security at his/her discretion and expense. Please notify ILTA if you will be providing additional security.

Furnishing security guards does not imply any liability on the part of the facility or ILTA. Security is furnished to reduce the risk of unauthorized persons entering the premises.

Exhibitor agrees to hold harmless ILTA, the George R. Brown Convention Center, the Hilton Americas-Houston, and Freeman Decorating Company from and against any loss, liability, actions or causes of action, damages for injury to persons or property sustained by reason of occupation or occupational use of any portion of the facility or participation in the Show, acts done or performed by the Exhibitor, Exhibitor's agents, or Exhibitor's 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.

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.

Compliance with Laws

Exhibitors shall comply with all local, city, state and federal safety, fire and health laws, ordinances and regulations, including the Policies, 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 Exhibitor Kit and on the ILTA website.

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 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 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.