



## **2018 ISA Fugitive Emissions-LDAR Exhibitor Instructions**

Thank you for your participation as an exhibitor at ISA's 2018 Leak Detection & Repair – Fugitive Emissions Symposium, scheduled for 6-7 March, at the Tremont House in Galveston, TX.

If you have not made your hotel reservation yet, please do so by 9 February 2018 to receive the ISA LDAR group rate of \$169.00 / night. [Click here](#) to make a reservation today!

Should you require additional assistance or information, please contact Kim Belinsky at [kbelinsky@isa.org](mailto:kbelinsky@isa.org) or Chesley Grove at [cgrove@isa.org](mailto:cgrove@isa.org).

- Please remember to ship your exhibit materials to the address shown below to reach the hotel on/or after Thursday, **1 March 2018**.
- Shipping & Hotel Information:           The Tremont House  
  2300 Ship's Mechanic Row  
  Galveston, TX 77550  
  Hold For: ISA / Davidson South  
  **Company name & Booth number**  
  **HOLD FOR ARRIVAL: XX/XX/18**
- Exhibit set up will take place in the Davidson Ballroom from 1:00 p.m. to 6:00 p.m. on Monday, 5 March.
- **Please note this is a table top exhibit only (there is no defined pipe and drape 10'x10' booth).** Please keep this in mind as you ship exhibit materials and collateral. You will be provided with a 6' table, two chairs, a duplex electrical outlet, and a wastebasket.
- You may only showcase products, services, commercial materials, etc. in your designated spaces, unless you have a pre-arranged agreement with ISA.
- All food functions will take place in the exhibit area. You should plan to have staff in your booth for all breakfast, networking break, lunch, and reception activities.
- You receive one conference registration and one exhibitor registration with your booth, unless you have purchased extra full conference registrations from ISA or have upgraded to sponsorship level.
- Extra booth staff not attending the conference sessions are required to pay **\$300.00** to cover food and beverage costs. If you need assistance registering additional staff, please contact [info@isa.org](mailto:info@isa.org).
- No other exhibit activities may take place during ISA Training, Conference Sessions or other group events during the Symposium
- Everyone must have a badge to enter the conference, exhibit or food function areas. Badges will be available for pick up on site.
- Exhibit tear down is on 7 March from 4:00 p.m. to 7:00 p.m.

We look forward to having you with us for this annual industry event!