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Welcome to the SATELLITE x GovMilSpace 2027 Exhibitor Services Manual.

This manual is intended to guide you through the planning process for exhibiting at SATELLITE x GovMilSpace 2027. It includes important schedules, deadlines, helpful links to additional resources, online ordering portals, and downloadable order forms for your convenience.

The Main Menu allows you to easily navigate the manual by clicking on any topic to jump directly to that section. Each page also features linked tabs at the top, enabling you to return to the Main Menu or access other sections with ease.

Please take the time to carefully review this document, with particular attention to the sections relevant to you and your booth. If you have any questions or need clarification, don't hesitate to reach out—we're here to help.



GENERAL INFORMATION

LOCATION

Walter E Washington Convention Center
801 Allen Y. Lew Place NW
Washington, DC 20001
(Note: this is not a shipping address. Please review shipping information included in this manual)

DATES & TIMES

Move-In

Thursday, March 4	1:00 pm – 5:00 pm (600 sq ft and larger only)
Friday, March 5	8:00 am – 5:00 pm
Saturday, March 6	8:00 am – 5:00 pm
Sunday, March 7	8:00 am – 5:00 pm
Monday, March 8	8:00 am – 5:00 pm

- Exhibitors arriving after the posted move-in hours will not be allowed into the exhibit hall and must return the next morning.
- Exhibitors are permitted to work until 6:00 pm Thursday 3/4 – Sunday 3/7, and 7:00 pm on Monday 3/8, with no in/out privileges after 5:00 pm.
- All booths must be completely set by Tuesday 9:00 am.

Show Dates

Tuesday, March 9	10:00 am – 5:45 pm
Wednesday, March 10	9:00 am – 6:00 pm
Thursday, March 11	9:00 am – 1:00 pm

- Exhibitors will be permitted access at 7:00 am on show days (Tuesday – Thursday).
- All booths must remain set until 1:00 pm Thursday, March 11. Early breakdown is not allowed.

Move-Out

Thursday, March 11	1:00 pm – 9:00 pm
Friday, March 12	8:00 am – 5:00 pm

- Outbound carriers must arrive and check-in with Shepard by 3:00 pm on Friday 3/12.
- Bills of lading must be turned in/submitted to Shepard by 5:00 pm on Friday 3/12.
- All exhibitor material must be completely removed by 5:00 pm on Friday 3/12. In the event your selected carrier fails to show on final move-out day, Shepard reserves the right to re-route your freight onto another carrier.

VENDORS



SHEPARD

Carpet, Furniture, Accessories, Booth Packages, Labor, Freight, Shipping, Graphics

Order Online
orders@shepardes.com
Call (US/Canada): (866) 366-7428
Call (International): (702) 507-5278



AUDIO VISUAL
SHEPARD AV

Order Online
orders@shepardes.com
Call (US/Canada): (866) 366-7428
Call (International): (702) 507-5278



BOOTH SECURITY

CES SECURITY

Email
Call: (443) 471-7000



CATERING

ARAMARK

Ordering Info
Email
Call: (202) 249-3000



CLEANING

ARAMARK ENVIRONMENTAL

Order Online
Email
Call: (202) 249-3980



ELECTRICAL

HI-TECH

Ordering Info
Order Online
Email
Call: (202) 249-3600



HOTEL RESERVATIONS

CONNECTIONS HOUSING

Online Reservations
Email
Call: (702) 625-5496



INSURANCE

RAIN PROTECTION

Info
Order Online
Email
Call: (800) 528-7975



INTERNATIONAL SHIPPING

AIRWAYS FREIGHT

Info
Email
Call (US/Canada): (800) 643-3525
Call (International): (479) 442-6301



INTERNET & TELEPHONE

SMART CITY

Ordering Info
Order Online
Email
Call: (888) 446-6911



LEAD RETRIEVAL

EVENT CITADEL

Ordering Info
Order Online
Email
Call: (708) 786-5565



RIGGING

SHEPARD for under 200 lbs. and does not require electrical or chain motors.

HI-TECH for over 200 lbs. or requires power, motors, truss.

SHOW MANAGEMENT – ACCESS INTELLIGENCE

Anne McConahey, Senior Operations Director | amcconahey@accessintel.com
Tess Zientek, Operations Manager | tzientek@accessintel.com

IMPORTANT DEADLINES

Deadline	Key Action Item	Vendor
ASAP	Book Your Hotel Reservations	Connections Housing
December 31	Order Lead Retrieval (Discount Deadline)	Compusystems (CSI)
February 5	Advance Warehouse Freight Receiving Begins	Shepard
February 8	Order Booth Catering	Aramark
February 8	Submit Exhibitor Certificate of Insurance	Rain Protection
February 8	Purchase Insurance (if needed)	Rain Protection
February 10	***Shepard Advance Order Deadline (Carpet, Furniture, Accessories, etc.)***	Shepard
February 10	Order Hanging Sign/Rigging Labor-Under 200 lbs. (Discount Deadline)	Shepard
February 15	Order Internet & Telephone Services (Discount Deadline)	Smart City
February 15	Order Booth Cleaning Services	Aramark Environmental
February 15	Order Audio Visual Equipment	Shepard
February 15	Submit Exhibitor Appointed Contractor Authorization	Show Management
February 15	Order Electrical Outlets (Discount Deadline)	Hi-Tech
February 15	Order Hanging Sign/Rigging Labor-Over 200 lbs. (Discount Deadline)	Hi-Tech
February 22	Order Booth Security	CES
February 25	Advance Warehouse Deadline (without surcharge)	Shepard
March 4	First Day to Ship Direct to Show Site	Shepard

ONCE YOU ARRIVE

- PICK UP BADGE FROM REGISTRATION
- CONFIRM FREIGHT DELIVERY
- CONFIRM ADVANCE ORDERS
- PLACE ONSITE ORDERS AS NECESSARY

INSURANCE

As an Exhibitor at SATELLITE x GovMilSpace you are required to have insurance coverage for the duration of the show. Please refer to clause 21 in the exhibitor contract.

In most cases a rider can be added to your present policy for a nominal cost. You are required to submit your COI to our insurance partner, Rain Protection. If your existing coverage meets the requirements and you would like to use your existing coverage, please email your COI to Rain Protection at portal@rainprotection.net by February 8, 2027.

Download Sample COI here

Coverage Dates: Thursday, March 4, 2027 through Friday, March 12, 2027

Coverage Requirements: $1,000,000 General Liability Policy

Certificate Holder: Access Intelligence
9211 Corporate Blvd.
Rockville, MD 20850

Additional Insured: Access Intelligence, LLC, Walter E. Washington Convention Center and Shepard Companies

Send COIs to portal@rainprotection.net **Deadline to Submit: February 8, 2027**

NEED GENERAL LIABILITY INSURANCE? Rain Protection offers General Liability Insurance for $109 (plus any applicable taxes).
Click here to order online

REPORTING
In the event of damage or loss of property, or an accident or injury, it is your responsibility to contact your insurance broker or carrier immediately.

21. LIABILITY AND INSURANCE: a) All property of Exhibitor remains under its custody and control in transit to and from the Exhibit Hall, during installation and removal, and while it is within the confines of the Exhibit Hall. Neither Show Management, the service contractors, the management of the Exhibit Hall nor any of the officers, staff members, or directors of any of the same are responsible for the safety of the property of Exhibitor from theft, damage by fire, accident, vandalism or other causes, and Exhibitor expressly waives and releases any claim or demand it may have against any of them by reason of any damage to or loss of any property of Exhibitor, except where the damage or loss is due to the gross negligence or willful misconduct of the persons mentioned above. b) Exhibitor understands that Show Management does not carry business interruption and property damage insurance coverage for loss or damage of Exhibitor's property. Exhibitor agrees to obtain adequate insurance during the dates of the Show including move-in and move-out days, in commercially reasonable amounts and with commercially reasonable deductibles, and shall provide certificates of insurance to Show Management prior to move-in, showing Show Management and Venue as additional insureds, and evidencing the following coverages: (1) Commercial general liability insurance coverage (minimum of $1,000,000 USD), including protective and contractual liability coverage for bodily injury and property damage, (2) employers liability insurance; (3) worker's compensation/occupational disease coverage in full compliance with federal and state laws, (4) comprehensive general liability automobile insurance covering owned, non-owned, and hired vehicles, including loading and unloading hazards. (c) Show Management and Exhibitor agree to waive the right of subrogation by their insurance carriers to recover loss sustained under the respective insurance contracts for real and personal property.

BOOTH REGULATIONS

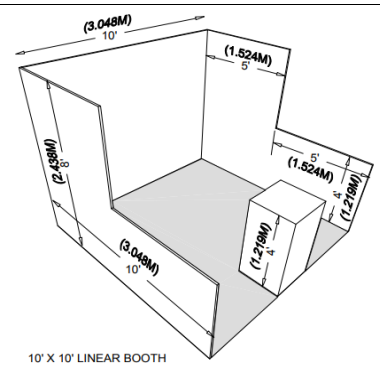
CONSTRUCTION/DESIGN

Linear / Inline Booth Guidelines

Linear Booth

Linear booths, also called "inline" booths, have only one side exposed to an aisle and are generally arranged in a series along a straight line. They have a back wall height limitation of eight feet (8'). Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.

Maximum Height Limit: 8'
Hanging Signs Allowed: No

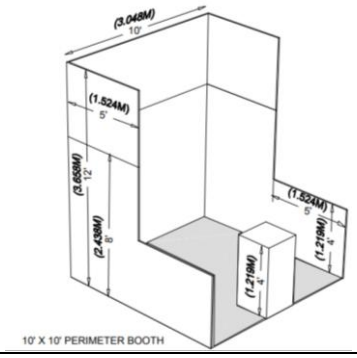


10' X 10' LINEAR BOOTH

Perimeter Booth

A Perimeter Booth is simply a Linear Booth that backs to a wall of the exhibit facility rather than to another exhibit. All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12 ft. No hanging signs are allowed.

Maximum Height Limit: 12'
Hanging Signs Allowed: No



10' X 10' PERIMETER BOOTH

What's Included

- 8' high pipe and blue drape back wall, 3' high pipe and blue drape side rails
- Booths 300 sq. ft or less receive an identification sign with company name and booth number

All other equipment and services are the responsibility of the exhibitor.

Booth Carpeting

The exhibit hall Is not carpeted and exhibitors are required to provide floor covering.

Use of Space and Arrangement of Exhibits

Exhibits shall be so arranged as not to obstruct the general view nor hide the exhibits of others. Plans for specially built displays not in accordance with these rules and the regulations set forth in the Exhibitor Service Kit must be submitted to Show Management before construction is ordered and/or begun. With or without prior inspection, Exhibitor understands that by signing the Exhibit Space Agreement form, Exhibitor agrees to be bound by the Exhibitor Services Manual, which shall form part of the Agreement.

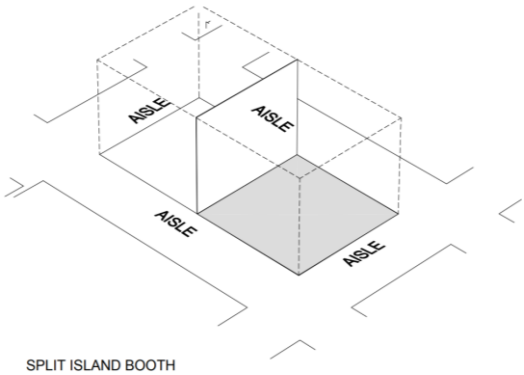
- All exposed exhibit components extending above the provided pipe and drape must be completely finished, painted, and with no exposed wires or framing visible. Any unsightly booth areas must be masked off by Exhibitor.
- Regular and specially built backwalls including signs may not exceed an overall height of eight (8) feet for inline/linear booths or twelve (12) feet for perimeter booths. If a high divider between booths is desired, it cannot exceed eight (8) feet in height nor extend from the backwall more than one-half of the depth of the space to avoid blocking adjacent exhibits.
- All exhibit materials (including chairs) must be kept out of the aisles.
- Booth materials must be flame-retardant to the satisfaction of the Fire Marshal by a flame-retardant certification or ability to pass on-site flame test.
- Interviews, demonstrations, and distribution of literature must be made inside Exhibitor's booth.
- Nothing shall be posted, tacked, nailed, taped, screwed or otherwise attached to the columns, walls, floors or other parts of the building or furniture.
- Signs, rails and etc. are not permitted to intrude into or over aisles.
- No graphics, logos, or print facing into another booth is allowed.
- Product Height Exception: if your ***product*** itself is taller than the standard height limit, it may be permitted, at Show Management's discretion, provided it is displayed in its standard, as-sold configuration, and any names and logos etc. on the product are as it is sold. This does ***not*** apply to booth components/displays/signage, only company product.

Split Island / Island Booth Guidelines

Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. To be considered a split island, both booths must be at a minimum 20' x 20'. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back ten feet (10') from adjacent booths.

Maximum Height Limit: 25'
Hanging Signs Allowed: Yes

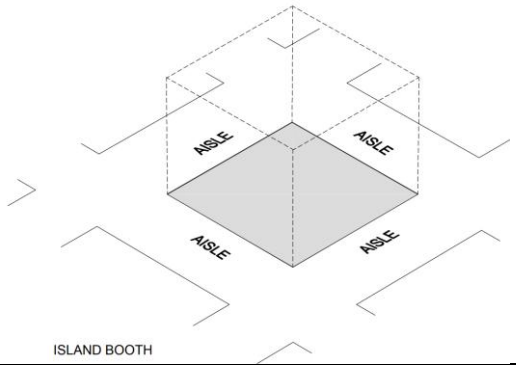


SPLIT ISLAND BOOTH

Island Booth

An Island Booth is any size booth exposed to aisles on all sides. The dimensions of an island booth is typically 20' x 20' or larger, although it may be configured differently. The entire cubic content of the space may be used up to the maximum allowable height, which is twenty five feet (25'), including signage.

Maximum Height Limit: 25'
Hanging Signs Allowed: Yes



ISLAND BOOTH

What's Included

- Split Island: 8' high pipe and blue drape back wall
- Island: None

All other equipment and services are the responsibility of the exhibitor.

Booth Carpeting

The exhibit hall Is not carpeted and exhibitors are required to provide floor covering.

Use of Space and Arrangement of Exhibits

Exhibits shall be so arranged as not to obstruct the general view nor hide the exhibits of others. Plans for specially built displays not in accordance with the rules and the regulations set forth in the Exhibitor Services Manual must be submitted to Show Management before construction is ordered and/or begun. With or without prior inspection, Exhibitor understands that by signing the Exhibit Space Agreement form, Exhibitor agrees to be bound by the Exhibitor Services Manual, which shall form part of the Agreement.

- All exposed exhibit components extending above the provided pipe and drape must be completely finished, painted, and with no exposed wires or framing visible.
- Any unsightly booth areas must be masked off by Exhibitor.
- All exhibit materials (including chairs) must be kept out of the aisles. Booth materials must be flame-retardant to the satisfaction of the Fire Marshal by a flame-retardant certification or ability to pass on-site flame test.
- Interviews, demonstrations, and distribution of literature must be made inside Exhibitor's booth.
- Nothing shall be posted, tacked, nailed, taped, screwed or otherwise attached to the columns, walls, floors or other parts of the building or furniture.
- Signs, rails and etc. are not permitted to intrude into or over aisles.
- No graphics, logos, or print facing into another booth is allowed.
- Exhibit booths that are multi-story or contain covered exhibit areas must be approved in advance. Contact amcconahey@accessintel.com for more information.

Hanging Signs & Airborne Objects

Hanging Banners, Signs & Overhead Structures

Hanging signs and graphics are permitted in all standard split island and island booths 20'x20' or larger to a maximum height of 25 feet from the floor to the top of the sign. Whether suspended from above, or supported from below, signs should comply with all ordinary use-of-space requirements.

Shepard can hang signs ***under*** 200 lbs. as long as no electrical or chain motors are needed. Ordering information is available in the Services -> Labor section of the Shepard online ordering site. Signs and structures 200 pounds or ***over*** and those that need electrical, motors or truss must be installed by Hi-Tech/GLP Rigging. View Hi-Tech/GLP ordering information.

Balloons

Helium balloons used to decorate a booth must be pre-approved, tethered and securely fastened to an object in a booth, on stage, etc. Additional fees apply for the retrieval of unsecured balloons. Helium tanks are not allowed inside the Convention Center.

Lighting/Truss

No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space.

Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles. Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved by Show Management. Lighting that spins, rotates or pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition. Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or attendees.

Some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with Show Management for current rules specific to the event facility.

Use of halogen rules vary by facility and should be verified prior to booth construction.

FREIGHT AND DELIVERIES

Freight & Material Handling

Material Handling is the process of receiving a shipment from your carrier and managing on-site handling of the shipment through the event cycle. It is a standard event procedure with associated costs typically based on shipment weight. Charges for material handling will be based on the inbound weight only, whether the above services are used completely or in part. Weight is rounded up to the next hundred pounds. Shipments received without weight tickets that are weighed by Shepard and may be charged special handling. Any materials received by Shepard are subject to material handling charges and are the responsibility of the exhibitor. This also applies to items not ordered through the Official Show Vendors. Visit the Services -> Material Handling section of Shepard ordering site for rates and more information.

Advance Warehouse Shipping Address

Exhibiting Company Name / Booth #
Satellite x GovMilSpace - 2027
C/O Shepard Exposition Services
7079 Oakland Mills Rd.
Columbia, MD 21046

Shepard will accept crated, boxed, or skidded materials at their warehouse **beginning** February 10, 2027 at the above address. Material arriving after March 1, 2027 will be received at the warehouse with an additional after deadline charge.

Please note that the Shepard warehouse does not accept uncrated freight (loose, pad-wrapped material, and/or unskidded machinery), COD shipments, machines, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing over 5,000 pounds, or a single piece of freight beyond the dimensions of 180 inches high x 93 inches wide x 97 inches long.

Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 9:00 a.m. and 3:00 p.m.

Certified weight tickets must accompany all shipments.

Direct to Show Site Address

C/O Shepard Exposition Services
Exhibiting Company Name / Booth #
Satellite x GovMilSpace - 2027
Walter E Washington Convention Center
801 Allen Y Lew Pl NW
Washington, DC 20001

Shepard will receive shipments at the exhibit facility **beginning March 4, 2027.** Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility or for multiple delivery attempts will be the responsibility of the exhibitor.

This event will be marshalled. *Map and directions will be available on the Shepard ordering site.* Show site deliveries do not have a guaranteed time and are handled on an "as checked in and received" basis.

Certified weight tickets must accompany all shipments.

Marshalling Yard

All delivering carriers must check in at the marshalling Yard prior to delivering to the Walter E Washington Convention Center. The marshalling yard is located at Lot 8 at RFK Stadium: 2500 Independence Ave SE, Washington, DC 20003. *Map and directions will be available on the Shepard ordering site.*

Download the Satellite x GovMilSpace 2027 Shipping Labels

Cart Service and Hand Carry

Cart Service and POVs: Shepard offers cart service for exhibitors transporting materials in a privately owned vehicle. Visit the Services -> Material Handling section of Shepard ordering site for Cart Service rates and information. Privately owned vehicles are defined as vehicles intended for the transport of passengers.

Hand Carry: 9th St and Mt. Vernon Place is the designated entrance for exhibitors who wish to hand-carry materials to their booth. Exhibitors may use this entrance for materials they can carry in one (1) trip to their booths. Acceptable hand-carry materials include boxes, suitcases or fiberboard shipping cartons, portable displays on light-weight wheels and small luggage racks.

Outbound Shipping

Every outbound shipment will require a material handling agreement and shipping labels. Shepard offers complimentary pre-printing of these items.

INSTALL/DISMANTLE & LABOR REGULATIONS

Late Set-Up

Exhibitors arriving after the posted move-in hours will not be allowed into the exhibit hall and must return the next morning. No re-entry will be allowed after official posted times. Contact Show Management if you need to work in the booth longer than the posted hours.

Early Breakdown

All booths must remain set until 1:00 pm on Thursday, March 9. If you have to leave the show early then arrangements will need to be made to have your booth remain up until the close of the show. If alternative arrangements aren't made, Shepard will dismantle the booth and ship it back to you at your own expense. Please make sure all booth personnel are aware of this rule. Hall security has been informed not to allow any freight to be removed from the show floor during show hours.

Labor/Union Laws

Washington, DC Area Union Regulations: To assist you in your planning efforts for the upcoming exposition, please be aware that labor may be required for certain aspects of your exhibit handling. To help you understand the various union jurisdictions, please review the following:

- Carpenters Union
  - Local 491 claims all work relating to uncrating, re-crating, installation, maintenance and dismantle of exhibitors within its jurisdictional boundaries.
  - Exceptions:
    - Two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move-in) and one (1) hour on the dismantle (move-out) without union labor on booths that are larger than 10' x 20'
    - Exhibitors may work in booths 10' x 20' or smaller without the use of union labor
  - Exhibitors are not permitted to use power tools (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within size and time limitations. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility and/or Shepard.
- Teamsters Union
  - Local 639 claims work relating to delivery of freight, loading and unloading of freight, movement to and from storage areas and the operations of all mobile equipment (forklifts, tow motors, electrical jacks, cranes, etc.) at the site of the exhibition within its jurisdictional boundaries. Exhibitor use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, is not permitted.

    - Exception:
        - One individual from each exhibiting company is permitted one trip to hand-carry items into the exhibit facility. When an exhibitor chooses to hand carry, they will not be permitted access to the loading dock area.
- Shepard
    - Shepard is the sole authority on all matters in the dock area. This includes but is not limited to such items as assignment of dock space and loading or unloading of all materials and equipment. Any conflicts or disagreements regarding the union jurisdictions or interpretations thereof should be resolved with representatives of Shepard and Show Management.

Building Rules and Guidelines

For a list of the Walter E. Washington Convention Center Event Regulations, follow this link.

Safety

Fire Marshal Requirements & Permitting

The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. In addition, please review the Walter E. Washington Convention Center Fire and Safety Guidelines here.

OSHA Regulations

All exhibitors and hired third-party contractors must comply with environmental laws and OSHA regulations.

Cleaning

Clean Floor Policy

Empty crates, skids, cartons and cases must be removed from your booth by 5:00 pm Monday, March 8. This will allow Shepard sufficient time to complete the laying of the aisle carpet and the overall cleaning of the exhibit hall, as well as provide exhibitors the space to complete their booth set up by keeping the aisles clear. Cartons may NOT be stored behind curtains or in your booth. The Shepard Service Center can provide "empty" stickers to affix to boxes, cases and crates. Shepard will store and return them to your booth at show closing. Crates without empty or access storage stickers will be tagged by the area floor managers or Shepard and removed from the exhibit hall – whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor's expense. Depending on where the crates are located, it may not be possible to access the crates prior to move-out.

Excessive/Bulk Trash

Any bulk trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a dumpster fee and a disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for an outbound shipment or donation will be considered abandoned and deemed as bulk trash. Bulk trash is defined as any waste larger than 3' x 3' x 3'. The exhibitor will be charged for the removal and disposal of these items.

Booth & Material Abandonment

Exhibiting companies are required to make cleaning and labor arrangements for both material dismantle and/or removal. It is expected and required that all the exhibiting material be removed at the end of the show. It is not appropriate for bulk material to be left in the aisles during move-in or left behind during move-out. This includes, but is not limited to: flooring, large boxes and crates, racks, exhibit displays, literature, etc. If the exhibiting company does not want any or part of their exhibit material, arrangements for cleaning labor and dumpster/disposal need to be made in advance through Shepard. Exhibitors that do not comply with this policy and leave excessive literature and/or display materials in their booth during move-in or move-out will be deemed guilty of "material abandonment" and will be charged for the removal of these items.

Care of the Facility

It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises. No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas. No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers. Decals or other adhesive materials shall not be applied or affixed to the walls, columns, or floor of the exhibit areas. All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.

Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agent's contractors or representatives.

EXHIBITOR APPOINTED CONTRACTOR GUIDELINES

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EACs are most often independent installation & dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who aren't the official of the show but provide a necessary service at show site for the Exhibitor.

SATELLITE x GovMilSpace recognizes that exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice as long as the EAC complies with all event guidelines including:

1. Any exhibitor utilizing the services of an EAC must notify Show Management by February 15, 2027. Click here to complete the Exhibitor Appointed Contractor Authorization Form.

2. An EAC shall have the right to provide services (except those services that are exclusive) and to utilize qualified employees on the exhibit floor at the request of an exhibitor. Exhibitors must submit the Exhibitor Appointed Contractor Authorization Form to Show Management by Friday, February 15, 2027.

   a. The EAC must keep in effect an insurance policy covering the duration of March 4 through March 12 that is in agreement with the Insurance Requirements set forth by AI. An original Certificate of Insurance must be submitted to Show Management by Friday, February 15, 2027.
   b. Insurance must include worker's compensation/employer's liability in the amount of $1,000,000; and comprehensive general liability in the amount of $1,000,000; and must meet the requirements established by the District of Columbia, Washington DC and name Access Intelligence as the Certificate Holder with Shepard and the Walter E. Washington Convention Center listed under Additional Insured.

3. The EAC must abide by existing labor regulations and/or contracts and rules and regulations established by the Walter E. Washington Convention Center and Show Management.

4. The EAC must have all licenses, permits or bondings required by federal, state, county or municipal governments and Walter E. Washington Convention Center prior to commencing work. The EAC must be able to provide Show Management with evidence of compliance on request.

5. The exhibit floor, aisles, loading docks, service and storage areas will be under control of Shepard. The EAC must coordinate all activities with them and must fully cooperate and not interfere with the efficient utilization of labor.

7. The EAC should perform all services in a professional manner and not engage in solicitation of current or future business on the exhibit floor at all times. Exhibitors are responsible for the conduct of the contractors they appoint.

8. Wristbands and Badges

   During move-in and move-out, all EACs must obtain a SATELLITE x GovMilSpace wristband prior to entry to the exhibit floor. All EAC personnel must check in at EAC Registration prior to entry to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D.
   On show open days, any EAC wishing to access the exhibit hall will need to be registered as booth personnel under the exhibitor's allotment and will need to be badged.

9. The EAC must confine operations within the exhibit area of the exhibitor. Aisles and vacant areas may not be used as work, storage or dispatch areas.

10. The EAC will share with the official service contractor all reasonable costs related to its operation, including overtime pay to union stewards, restoration of exhibit space to its initial condition, etc. It is the responsibility of the EAC to properly remove all installed tape from the floor and any bulk trash from exhibit hall (such as skids or crates). The official service contractor will bill the EAC accordingly for any labor necessarily provided to complete such tasks.

UTILITIES

Booth Cleaning

Aramark Environmental is the exclusive booth cleaning contractor for this show. To order cleaning, please refer to the Aramark Environmental / Booth Cleaning ordering site. Please note: your booth will ***not*** be automatically vacuumed the night before the show open unless you order this service.

Electrical

All electrical must be ordered through Hi-Tech Electrical. Booths may have outlets pre-dropped in the booths. Please be advised that if you plug into these electrical outlets without having placed an order, you will be charged for your power usage at a higher rate than if you had ordered it in advance. For your safety and the safety of other show participants, all electrical work including floor distribution must be performed by Hi-Tech Electrical. For more information follow this link.

Internet Services

Smart City is the exclusive provider of wired and wireless internet, telephone and cable services at the Walter E. Washington Convention Center and provides complimentary WiFi throughout the building. The complimentary WiFi supports basic web browsing and email checking only. Bandwidth speeds can vary and are not guaranteed. If you require reliable internet connectivity in your booth, follow this link for ordering information.

ONSITE REGULATIONS

DISPLAY

Animals

The use of any animals must be approved by Show Management then by the facility. Under the Americans with Disabilities Act (ADA), people with disabilities are allowed to bring their service animals into all areas of the facility where exhibitors and attendees are normally allowed to go. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting persons having seizures, or performing other special tasks.

Booth Appearance

All open or unfinished sides of the exhibit which may appear unsightly must be covered or Show Management will have them covered at the Exhibitor's expense. Any portion of the exhibit bordering another Exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering, or graphics that would detract from the adjoining exhibit.

Display of Product

Aisles must not be obstructed at any time. No portion of an exhibitor's display, product, or demonstration may extend into any aisle, including an audience. Space within the booth must be designated for any group of attendees viewing or participating in a presentation or demonstration within the booth.

No exhibit will be permitted which interferes with the use of other exhibits or impedes access to the aisles.

Items located in the exhibit space must be in good taste or will be removed at the discretion of Show Management.

Storage

Storing of any crates, cartons, boxes or other show materials within or behind your booth is strictly prohibited. Violators of fire codes are subject to fines and confiscation of materials. Cartons may not be stored behind curtains or in your booth.

Empty crates, cartons and boxes must be removed from the exhibitor's booth. Empty containers will be picked up by Shepard. Shepard will return all "empties" at the conclusion of the Show.

Exhibitors may obtain labels marked "EMPTY STORAGE" at the Shepard Services Desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.

Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.

Vehicles on Display

Vehicles may be used as a display and require advance approval from Show Management. Please email amcconahey@accessintel.com for more information.

DEMONSTRATIONS

Aisle Space

Exhibitors shall not solicit business and distribute literature in aisles or engage in any activity that leads to congestion in the aisles. Aisle logos, such as gels, footprints, floor stickers, etc., are not allowed unless they are purchased as an official sponsorship. If your company is interested in sponsorship opportunities, please contact your sales representative.

Exhibitor Conduct /Good Neighbor Policy

Activities may not disturb neighboring booths. Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits.

Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.

Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed.

Food & Beverage

Aramark, the facility's exclusive food and beverage vendor, has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served in compliance with local, city, state and federal sanitary and safety regulations.

Alcohol must be purchased and dispensed by Aramark. No outside alcohol may be brought into the facility, including owned and donated product.

No other food and beverage items may be brought into the facility.

Moving Pictures, Sound Devices, Music

If moving pictures are used, the exhibitor agrees to comply with union requirements for the operation of the equipment. Sound movies will be permitted if tuned to conversational level and if not objectionable to neighboring exhibitors.

If speakers or sound devices are used, they should be tuned to conversational level and if not objectionable to neighboring exhibitors.

It shall be the responsibility of any exhibitor wishing to play music in their booth to secure any necessary music licensing agreements and fee payments with the appropriate agencies. Access Intelligence bears no responsibility for any legal action, fines, litigation, etc., incurred by exhibitors who have not obtained said agreements and/or made said fee payments.

ADDITIONAL INFORMATION

Americans with Disabilities Act (ADA)

All exhibiting companies are required to comply with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Click here for more information on the Americans with Disabilities Act (ADA).

Delivery and Removal During Show

Under no circumstances will the delivery or removal of any portion of an exhibit be permitted during the show hours without permission first being secured in writing from Show Management.

Distribution of Promotional Items

Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only inside the Exhibitor's display. Distribution from booth to booth or canvassing on any part of the facility property is forbidden. Exhibitors must confine their exhibit activities to the space for which they have contracted.

No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, without prior written approval of Show Management.

Endorsement

Any oral or written communication indicating or suggesting that SATELLITE endorses or approves of the exhibitors' products or services is prohibited.

Exhibitor Personnel

Booths must be manned by technical specialists, qualified to discuss engineering details of their products. Show Management reserves the right to prohibit an exhibit or part of an exhibit which in Show Management's sole discretion may detract from the character or nature of the Exhibition.

- All exhibitor personnel and their contractors must wear appropriate apparel at all times. Business or business casual attire is recommended. Exhibitors who are uncertain with regard to compliance with the appropriate apparel and entertainment regulations are encouraged to consult with Show Management.
- All booth personnel will be required to wear the official conference badge issued at registration
- Attendants, models, and other employees must confine their activities to the contracted exhibit space.
- Exhibitor personnel and representatives may not enter the exhibit space or loiter in the area of another Exhibitor without permission from that Exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the Show and Exhibitor is subject to a loss of priority points.
- Exhibitors shall not photograph or video an exhibit or product of another Exhibitor.
- Exhibitor may not harass or antagonize another party, remove anything from any Exhibitor's booth, register or give a badge to anyone not qualified to be in the Show or photograph or video another Exhibitor's booth or products.
- Booths must be staffed during all show hours. Booths not staffed could be subject to loss of seniority, loss of credentials for future shows and loss of other show privileges as determined by SATELLITE. No area of the Facility shall be used for any improper, immoral, illegal or objectionable purpose.

Food & Beverage

No food, drink or alcohol beverages are allowed to be brought into the facility. The concession operator and/or approved caterer must provide all food, drink, and alcohol for consumption.

Liability

Neither Show Management nor its agents or representatives will be responsible for any injury, loss, or damage that may occur to Exhibitor or to Exhibitor's employees, invitees, licenses, or guests, or Exhibitor's property from any cause whatsoever. Under no circumstances shall Show Management or its agents or representatives be liable for (i) any special, indirect, incidental, or consequential loss or damage whatsoever, or (ii) any loss of profit, loss of use, loss of opportunity, or any cost or damage resulting from any such loss. Exhibitor acknowledges that the risk allocations of this Section are reasonable based on the understanding that Exhibitor shall obtain, at its own expense, adequate insurance against any such injury, loss or damage. Show Management shall not be liable for failure to perform its obligations under the Agreement as a result of strikes, riots, acts of God, or any other cause beyond its control. Anyone visiting, viewing, or otherwise participating in Exhibitor's booth or exhibit is deemed to be the invitee, license, or guest of Exhibitor, and not the invitee, licensee, or guest of Show Management. Exhibitor assumes full responsibility and liability for the actions of its agents, employees, independent contractors, or representatives, whether acting within or without the scope of their authority, and agrees to defend, indemnify, and hold Access Intelligence, the exhibit hall, and their respective privies, harmless from and against claims resulting directly or indirectly from the actions or omissions of Exhibitor and/or Exhibitor's agents, employees, independent contractors, or representatives whether within or without the scope of authority. There is no other agreement or warranty between Exhibitor and Show Management except as set forth in this document. This agreement represents the entire agreement between the

parties into which all prior understandings are merged. The rights of Show Management under the Agreement shall not be deemed waived except through a writing signed by an authorized officer of Access Intelligence.

Outside Activities

Exhibitor shall not conduct outside activities that are to take attendees away from the conference sessions and/or exhibit functions.

Photography

Exhibitors may photograph or record their own exhibits ONLY.

Selling at Booth

The booth is for display purposes only. Any selling of products is strictly prohibited unless arrangements have been made with Show Management 60 days in advance of the move-in.

Sharing of Exhibit Space

No two exhibitors of different ownership may share a single booth space. The exhibitor may not divide or sublet the whole or any portion of their rented space.

An exhibitor may not bridge an aisle, whether by a physical structure, carpeting, banners, etc., in order to connect their exhibit space with one across the aisle without permission from Show Management. Sponsorship fee may apply.

Strolling Entertainment & Suitcasing

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by Show Management or in ways that violate the rules of the event. Any attendee 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 this policy, is subject to removal without refund and additional penalties.

The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by Show Management.

Unoccupied Space

Any Exhibitor space that remains unoccupied by 5pm on Monday, March 23 shall be deemed to be abandoned space. Thereafter, Show Management shall have the right to rent such space to any other exhibitor, or use such space in another manner as Show Management deems necessary, in its sole discretion, without any obligation to Exhibitor. This Section shall not be construed as affecting the obligation of Exhibitor to pay the full amount specified in the Agreement for space rental.

SECURITY INFORMATION

Show Management will provide exhibit hall perimeter guard service during move-in hours, show days hours, and move-out hours. While Show Management will implement security measures to safeguard the exhibit hall, neither Show Management, the Convention Center, agents nor employees assumes any responsibility for Exhibitor property, loss, or theft.

Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.

Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended. In cases where valuable equipment may not be removed to storage daily, the services of a private booth guard are available.

When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers, monitors, tablets, or other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.

At the close of the show, when your materials have been packed and bills of lading prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

Tips To Help Protect Your Product

- Monitor your booth when your product is being delivered.
- Hire a security guard to watch your booth overnight.
- Perform an inventory after your product has been delivered and note any damages or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- After show hours cover your displays with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed, or your booth is unattended.
- Always staff your booth during show hours (required).
- Staff your booth until your product and/or the floor is cleared during move-out. Once the show has closed, pack as quickly as possible and do not leave your display unattended.

REGISTRATION

EXHIBITOR PERSONNEL BADGES

Exhibitor personnel may be registered online in the Exhibitor Resource Center by clicking here.

Exhibitors* are entitled to an allotment of: four booth personnel badges per 100 sq. ft of exhibit space, one Exhibitor Conference pass per 100 sq. ft. of exhibit space, and a discount on conferences passes outside of your allotment. ***Note: Startup Pavilion exhibitors receive three (3) booth personnel badges only*.

Badges will not be mailed. Register online and you will receive a confirmation email. Print and bring the confirmation to show site, or you may scan the confirmation from your Smartphone. Your badge will then be printed and handed to you onsite.

Each registrant must pick up their own badge and provide a valid photo ID. Group badge pick-up is not available.

Badges must be worn at all times while at the event and at all official event activities.

Badges are the property of SATELLITE x GovMilSpace and are non-transferable and may be revoked at any time. There is a charge of 30% of the pass value for badge reprints onsite, with a minimum charge of $50 for any badge reprinted after the initial print.

For registration assistance please contact register@SATShow.com or call (888) 340-5472.

AGE POLICY

No one under the age of 18 is permitted at SATELLITE x GovMilSpace.

GETTING THERE

HOTEL

Hotel reservations can be made through Connections Housing, the *only* official housing provider for SATELLITE x GovMilSpace. Visit our housing site to view the complete list of available hotels and to make your reservation.

****BEWARE OF MISLEADING OFFERS THAT CLAIM TO PROVIDE ACCESS TO THE SATELLITE x GovMilSpace HOTEL BLOCK****
We have been made aware that certain companies are contacting exhibitors and attendees to secure rooms at the official hotels through them. Please note that these groups are in no way affiliated with SATELLITE x GovMilSpace and beware of their false claims of having access to hotel rooms in the official room block. You will receive information directly from SATELLITE x GovMilSpace and Connections Housing regarding any legitimate housing updates.

TRAVEL

Visit the SATSHOW website for information on travel, parking, public transit and more: https://www.satshow.com/hotel-travel/

CITY RESOURCES

Click here to see all that Downtown DC has to offer!

SPONSORSHIP AND PROMOTIONAL OPPORTUNITIES

Log in to your SATELLITE x GovMilSpace Exhibitor Resource Center to enter or update your company profile.

Explore opportunities to maximize your exposure and brand presence at SATELLITE x GovMilSpace:

- SATELLITE Sponsorship & Advertising
- GovMilSpace Sponsorship & Advertising
- Exhibitor Resource Center for access to complimentary promo tools and additional branding, speaking and lead-gen opportunities.