

SEPT 20 - 23, 2026



ECHO

PHILADELPHIA

EXHIBITOR GUIDE

ECHOFLIGHTCREW.ORG



ECHO PHILADELPHIA

SEPT 20 - 23, 2026

EXHIBITOR HALL HOURS

MONDAY, SEPT 21
12:00 PM - 5:30 PM

TUESDAY, SEPT 22
9:30 AM - 4:15 PM

WEDNESDAY, SEPT 23
9:30 AM - 1:15 PM

The Vendor Hall will close at 1:15 p.m. on Wednesday, with a **Vendor Appreciation Lunch** immediately following.

*Lunch times vary daily



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REGULATIONS

Assigning Exhibitor Space

Exhibitor space is assigned by ECHO on a first-come, first-served basis once payment is processed.

Arrangement and Use of Space

Spaces are available in varying sizes, with a maximum exhibit height of 12 feet. The entire Vendor Hall is carpeted, and each standard exhibitor booth will include one 6-foot table and two chairs. Creative exhibits are encouraged but must not obstruct passageways or the view of neighboring exhibits.

Installation and Dismantling

Exhibitor installation and setup will take place during the following times:

Sunday, September 20: 12:00–4:00 p.m.

Monday, September 21: 8:00 a.m.–12:00 p.m.

Large displays requiring additional setup time may begin installation Sunday morning with prior approval from ECHO Marketing.

All exhibits must be fully installed and ready before the Vendor Hall opens to attendees at 12:00 p.m. on Monday and should remain intact until the Vendor Hall closes on Wednesday. All exhibit materials and equipment must be removed from the Vendor Hall by 4:00 p.m. on Wednesday.

Load-In Measurements & Large Displays

All freight deliveries, delivery trucks, or large displays being sent directly to the hotel and not shipped through a standard parcel carrier (UPS, FedEx, DHL, or USPS) must be coordinated in advance.

Please contact Annalisa McDuffie at annalisa.mcduffie@aimbridge.com at least two weeks prior to the event to coordinate delivery arrangements.

Please reference the [Loading Dock Information](#) section of the shipping document before arranging any freight or large-display deliveries. This section includes the loading dock location, maximum truck size, dock height, ramp access, and freight elevator dimensions/capacity to ensure your delivery can be accommodated.

Liability and Insurance

Exhibitors are responsible for making provisions to safeguard their materials, equipment, and displays for the entire duration of the event. ECHO is not responsible for any theft, loss, or damages or any fees incurred as a result.

Subletting of Space

Exhibitors may not assign, lease, or sublet their space to another vendor and may not advertise, sell, or distribute products other than their own within their space.



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Care of Space

Exhibitors agree to follow all local, state, and federal laws as they pertain to activities within their exhibitor space. Exhibitors may not damage or deface any surface within their space, including through the use of nails, hooks, tacks, screws, or similar materials.

Staffing

Exhibitors must open on time and staff their space during all show hours. Vendors must display proper identification provided to them upon registration.

SHIPPING INSTRUCTIONS

INBOUND SHIPPING INSTRUCTIONS

All exhibitor packages being shipped to the Sheraton Philadelphia Downtown should be properly labeled using the Incoming Packages Label provided in the shipping document. Packages should include the exhibitor/company name, ECHO Philadelphia conference information, show dates, and Liberty Ballroom as the delivery location. The hotel will make every effort to ensure packages are delivered on time but cannot be responsible for damaged or lost shipments.

Pre-Conference Delivery

Prior to shipping materials, exhibitors must complete the Incoming/Outgoing Shipment Form and submit it to the hotel as directed on the form. Handling, delivery, pickup, and storage fees apply based on the size and weight of the shipment and are the responsibility of the exhibitor.

Packages will be delivered to your booth on the day of setup. Please save your boxes and packing materials if you plan to use them for outbound shipping.

OUTBOUND SHIPPING INSTRUCTIONS

Exhibitors are responsible for arranging pickup of outbound packages with the carrier of their choice. Before leaving the exhibit hall, securely close all boxes and attach the appropriate shipping labels. Outgoing packages may then be left at your booth for collection by the hotel's shipping department. Please retain all tracking numbers, as neither ECHO nor the hotel is able to manage or track packages once they are in transit.

Please reference the ECHO Philadelphia Shipping Information document for complete shipping procedures, required forms, package labels, and applicable handling and storage fees.

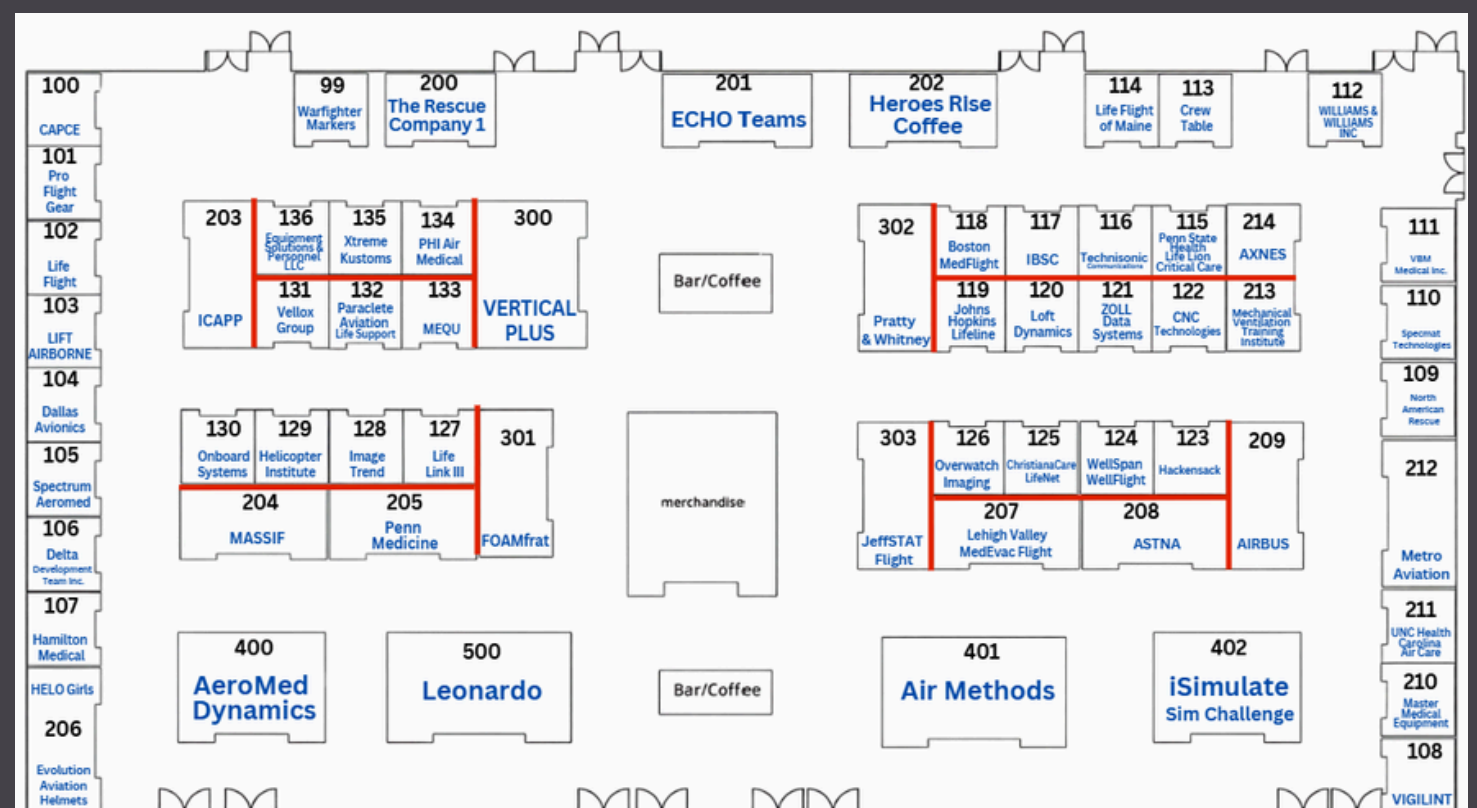
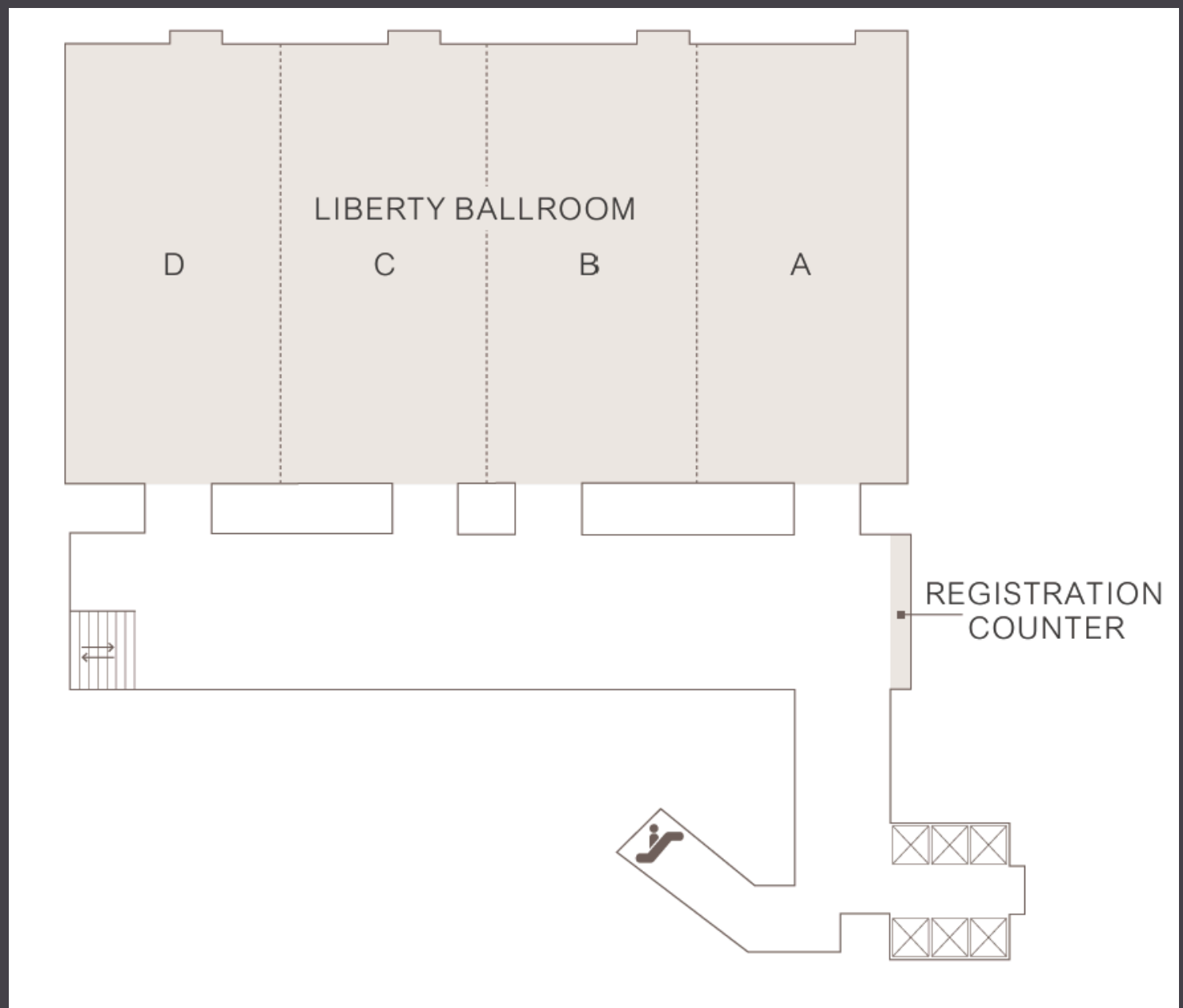


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EXHIBITOR SPACE



ECHO PHILADELPHIA

2026 PUBLIC SAFETY AVIATION CONFERENCE



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INVOICES

Invoices must be paid in full by September 1st

Invoices paid between September 2nd & September 19th will incur a 10% late fee

Exhibitors will forfeit their space and may not attend the conference if the invoice is not paid by September 20.

Payment can be made via check, EFT or credit card.

[View 2026 Partnership Prospectus](#)

Advertisement Opportunity for Registration

ECHO Partnerships paid by September 1st will be showcased on our event page & printed conference agenda. ECHO Premier & Platinum Partnerships will receive image advertisement space. ECHO Red, Black & White partnerships will have logo placement on ECHO Philadelphia conference website.

ECHO Philadelphia Registration

All exhibitors are required to register for the conference. Registration is provided at no cost, with the number of complimentary registrations determined by your sponsorship level. You will receive a unique registration code from our Marketing Director to complete your company's registration.

Hotel Registration

Hotel reservations can be made on the [ECHO Sheraton Philadelphia page](#). The rate is \$218 per night, plus taxes and fees. All room reservations must be made by August 28th to receive the group rate.

Attendance Contact Information

ECHO Philadelphia attendees during online registration will have the option to opt-in or opt-out of sharing their contact information with exhibitors. Information shared will be name, email, job title, and place of employment.

Questions

Please direct all questions to ECHO Marketing Director, Ashley Chitty, achitty@echoflightcrew.org

**THANK YOU FOR YOUR
ONGOING SUPPORT! -ECHO TEAM**