

SEPT 28 - OCT 1, 2025



ECHO LOUISVILLE

EXHIBITOR GUIDE

ECHOFLIGHTCREW.ORG



ECHO LOUISVILLE

SEPT 28 - OCT 1, 2025

EXHIBITOR HALL HOURS

MONDAY, SEPT 29
12:00 PM - 5:30 PM

TUESDAY, SEPT 30
9:00 AM - 4:45 PM

WEDNESDAY, OCT 1
9:00 AM - 1:00 PM

*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 arranged in varying size with a maximum height of 14'. Creative exhibits are encouraged, but must not obstruct passageways or the view of neighboring exhibits.

Installation and Dismantling

Installation should occur on Sunday, September 28th, or Monday, September 29th, before the exhibit hall opening at 12:00 PM, and should remain intact until the exhibit hall closes on Wednesday at 1:00 PM. The exhibit hall will open on Sunday at 8:00 am for set-up. All items need to be removed from the vendor hall by 5:00 PM on Wednesday.

Load-In Measurements & Large Displays

All delivery trucks or large displays being sent directly to the hotel (and not handled through UPS) must contact Lauren O'Neil at least two weeks before the event.

Please email her at loneil@galthotel.com to coordinate delivery arrangements.

East Ballroom Cargo Elevator (2nd Floor)

Car Height 8' 11"

Car Width 9' 9"

Car Depth 12' 8"

Door Opening Width 10'

Door Opening Height 6' 11"

10,000 lb Capacity

Load-In Doors into Conference Center: 94" High, 72" Wide

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 it pertains to activities within their exhibitor space. Additionally, exhibitor may not injure or deface any surface in their space to include nails, hooks, tacks, screws, or otherwise.

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

Pre-Conference Delivery

Deliveries of any materials for vendors must be arranged with UPS store ahead of the conference, and vendors are solely responsible for any fees related to shipping and storage for all materials.

INBOUND SHIPPING INSTRUCTIONS

The Galt House Hotel partners with The UPS Store for exhibit package deliveries.

Please review the [UPS Shipping Document](#) for pricing and the delivery address information. **Do not ship any items to The Galt House Hotel address.**

OUTBOUND SHIPPING INSTRUCTIONS

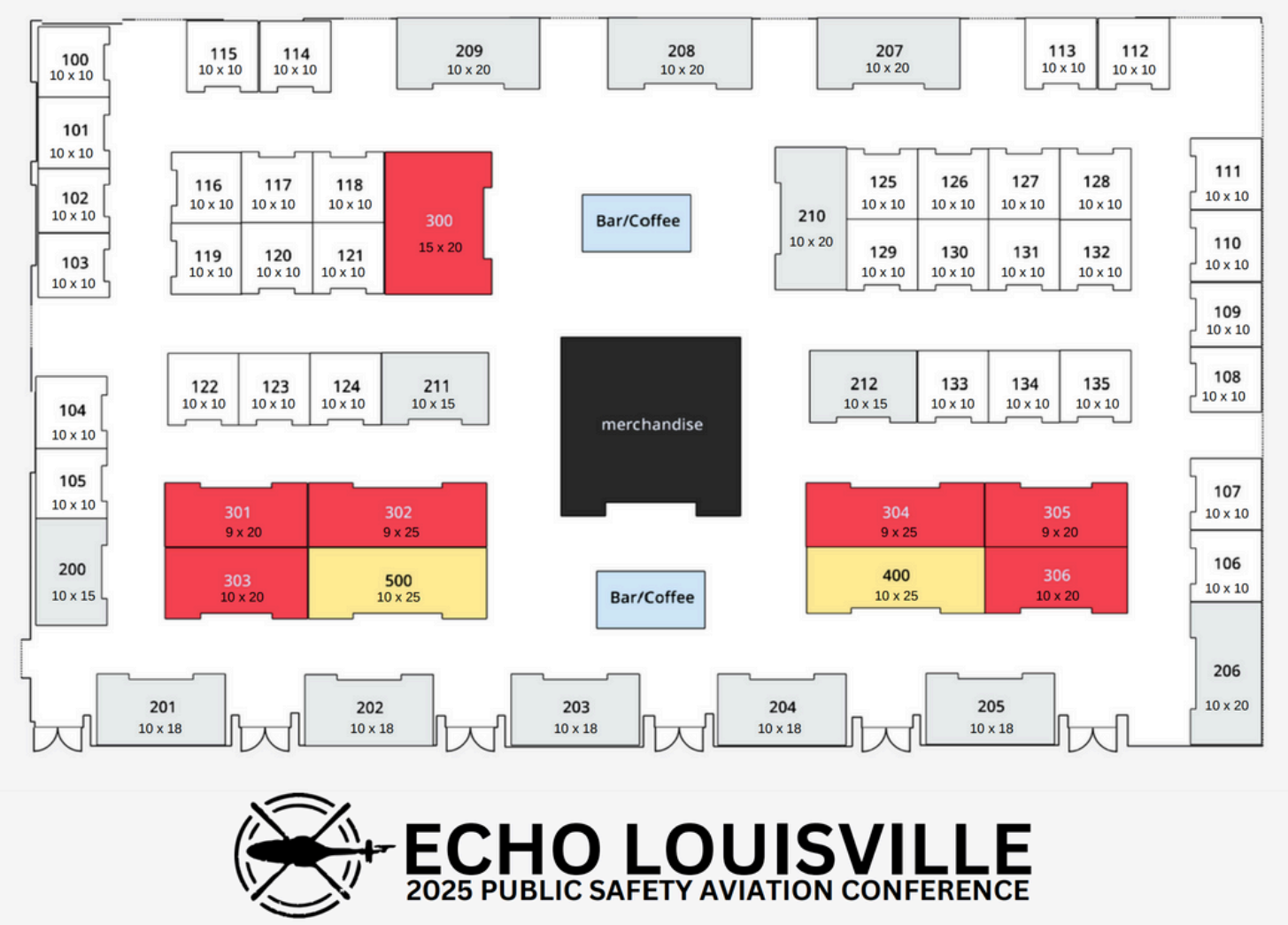
Please securely close all packages with tape and affix a completed carrier airbill in a waterproof sleeve to all packages before departing to expedite the shipping process. Boxes can be left at your exhibitor space on Wednesday, if being shipped by UPS, or be brought directly to the UPS store located on the East Tower Second Floor. Boxes without completed airbills will not be shipped out. It is mandatory to schedule pick-up times in advance if you are leaving a package at the booth. Please have a scheduled pickup for Thursday, October 2nd.



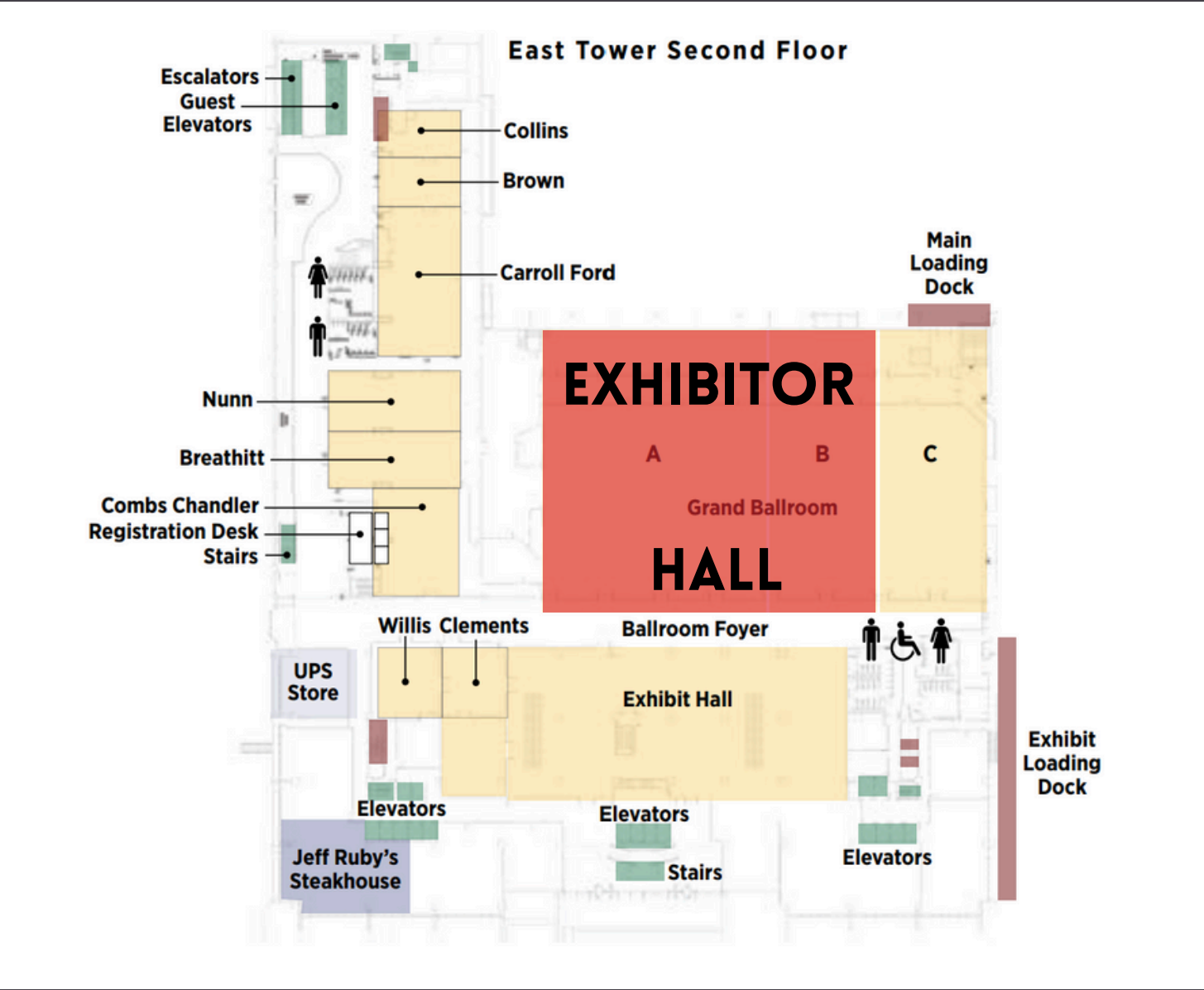
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EXHIBITOR SPACE



ECHO LOUISVILLE
2025 PUBLIC SAFETY AVIATION CONFERENCE





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INVOICES

Invoice must be paid in full by September 15th

Invoice paid between September 16th & September 28th will incur a 10% late fee

Exhibitor will forfeit their space and may not attend conference if invoice not paid by September 28

Payment can be made via check, EFT or credit card through website

[View 2025 Partnership Prospectus](#)

[View Media Kit](#)

Advertisement Opportunity for Registration

ECHO Partnerships paid by September 1st will be showcased on our event page. ECHO Premier & Platinum Partnership will get image advertisement space. ECHO Red, Black & White partnerships will have logo placement on registration website.

ECHO Louisville 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 Galt House Hotel page](#). The rate is \$189 per night, plus taxes and fees. All room reservations must be made by September 8th to receive the group rate.

Attendance Contact Information

ECHO Louisville 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**