



# 2026 AOG Users Group Conference - Exhibitor Kit

Marriott Marquis Houston | 1777 Walker Street, Houston, TX 77010 | Vendor Fair: Wednesday, July 29, 2026

## Event schedule and booth basics

Item	Details
<b>Event</b>	2026 AOG Users Group Conference. Conference dates: July 28-30, 2026. Location: Marriott Marquis Houston, with TRS Services shop tour.
<b>Exhibit time</b>	Vendor Fair and Exhibition: Wednesday, July 29, 2026, 4:00-7:00 PM. Exhibitors should plan to have booths show-ready by 4:00 PM.
<b>Setup window</b>	Recommended tabletop booth setup: Wednesday, July 29, 2026, 12:00-4:00 PM, unless AOG/event management issues a different assigned time.
<b>Booth format</b>	Simple tabletop exhibit space. Table and chairs are included. Booth locations are assigned by the AOG steering committee.
<b>Included access</b>	Vendor Fair booth includes two company representatives and access to open-door sessions. Additional company representatives may be added at the published AOG rate.

## Shipping, receiving, and onsite handling

Recommended hotel-directed label format  
 ATTN: [Exhibitor / Client Name]  
 Hold for: 2026 AOG Users Group Conference  
 Vendor Fair / Arrival Date: JULY 29, 2026  
 Marriott Marquis Houston  
 1777 Walker Street  
 Houston, TX 77010  
 Box \_\_ of \_\_ | Include tracking/BOL records

### Important shipping rules

- Hotel storage is very limited. Early shipments may be refused, redirected, or assessed additional fees.
- Shipments to the hotel should arrive no earlier than three business days before the event. For the July 29 Vendor Fair, this means no earlier than Friday, July 24, 2026, unless official contractor instructions state otherwise.
- Deliveries must use the Rusk Street loading dock; do not deliver through the main lobby or guest entrance.
- Empty crates, skids, cartons, containers, or vehicles cannot be stored by the hotel.

## Required protocols and services

Topic	Exhibitor action
<b>Material handling</b>	All exhibit setup, decorating, and material handling must go through the official service contractor/event-approved process. Keep booth equipment and materials inside the assigned tabletop exhibit space.
<b>Power</b>	All power requirements are managed exclusively through Encore. Order power at least 14 days prior to arrival; installation/labor and equipment rental charges may apply. Equipment must be UL-listed. No outside power generators are permitted. <a href="https://eventnow.encoreglobal.com/landingpage/newexhibit/index/">https://eventnow.encoreglobal.com/landingpage/newexhibit/index/</a>
<b>Internet / Wi-Fi</b>	Event-provided exhibitor Wi-Fi is confirmed.
<b>Restrictions</b>	No nails, staples, bracing wires, painting, chemical mixing, explosives, open flames, drones, or unauthorized rigging. All special displays, signage, hazardous materials, AV, and structures over 10 ft require advance approval.

## Contacts and deadlines

AOG onsite coordination: Scott Schwieger, AOG Users Group - [scott@aogusers.com](mailto:scott@aogusers.com) | Power / AV / dedicated internet: Encore through Marriott Marquis Houston. Current Encore contact in venue playbook: Pete Hernandez, Director, Event Technology - [pete.hernandez@encoreglobal.com](mailto:pete.hernandez@encoreglobal.com), (702) 589-1746. If an updated order form/contact is issued, use the updated form. Minimum planning dates: Submit power/internet requests and any special materials at least 14 days prior to arrival. Submit major production/AV schedules, diagrams, or special display approvals earlier as required by Marriott/Encore.

**Exhibitor reminder: keep tracking numbers and Bills of Lading, number each box, bring only what can be set on/around a tabletop booth, and remove all display materials after the Vendor Fair unless directed otherwise by AOG or the official contractor.**