



2026 ILTACON

**EVENT SPACE, SERVICE KIT
AND BOOTH ORDERS**

13 MAY 2026

AGENDA

- 1 **Important Dates**
- 2 **Housing and Space Request Reminders**
- 3 **COI Information**
- 4 **Badges**
- 5 **FAQ's**
- 6 **Service Kit and Booth Orders**
- 7 **Questions**

MEET THE BUSINESS PARTNER TEAM



Tyler Howes

VP of Business Partner Development
and Strategic Alliances



Ashley Kowitz

Manager, Partner Development &
Operations



Sharon Stewart

Manager, Partner Development &
Project Management



Courtney Oliver

Business Partner Service Manager



Jan Spetz

Business Partner Success Manager

MEET THE EVENT EXPERIENCE TEAM

Reach any of us at events@iltanet.org



DAWN HUDGINS

Chief Experience Officer



JESSICA LYKINS

Director of Event Experience



TYLER MINTON

Manager of Event
Engagement and
Experience



MELISSA COMISSO

Experience Operations
Manager



IMPORTANT DATES

ILTACON

May

4- Deadline for Space Request assignments based on booth lottery order

15 – GES Service Kit Available

June

5– Deadline to Reserve Allotted Rooms at Gaylord

July

10- Deadline to Submit Graphics for Sponsorships

17 – ILTACON Housing Block Closes**

29 – Webinar – What to Expect at ILTACON

August

23– REGISTRATION OPENS ON SITE!



SAVE THE DATES

All webinars will be recorded and posted for viewing at a later date.

iltacon.org/about/webinars



All about the Booth Lottery

Wed 25 March- 12pm-1pm
ET



2026 Booth Lottery

Thurs 2 April- 12pm-1pm
ET



All about Housing, Registration, and the ILTACON Portal

Mon 13 April- 1pm-2pm
ET



All about Hosting Events, Service Kit & Booth Orders

Wed 13 May- 12pm-1pm
ET



Startup Hub

Wed 10 June- 11am-12pm
ET



ILTACON 2026: What to Expect

Wed 29 July- 12pm-1pm
ET

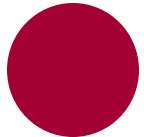


HOUSING

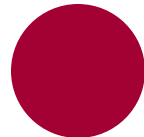
Smaller Footprint



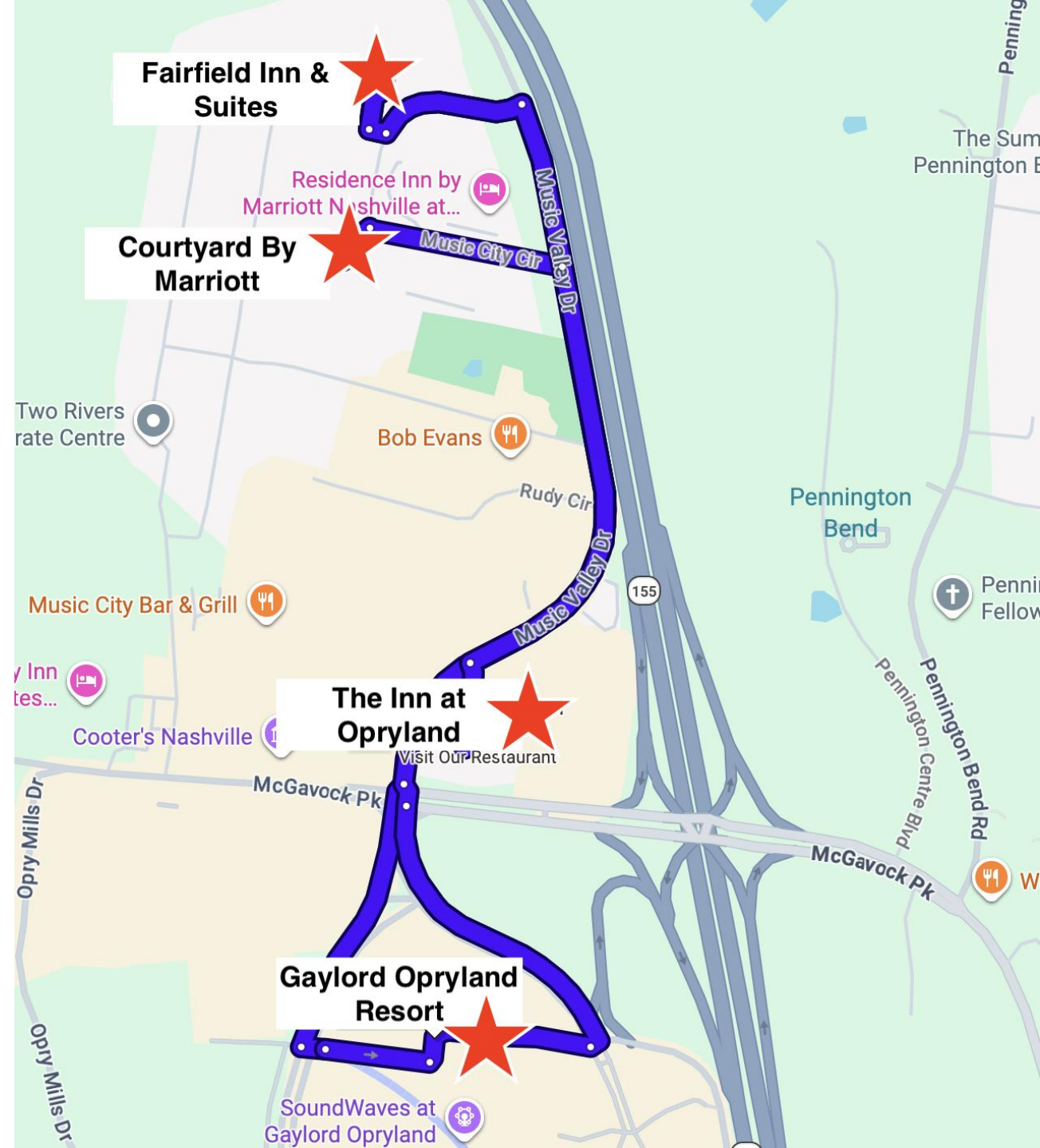
Transportation provided for all contracted properties each day.



Gaylord Opryland will host **2800 rooms**



Only **300 rooms** on peak have been secured at overflow properties, outside of the Gaylord



ILTACON 2026 Partner Hotels



Gaylord Opryland



The Inn at Opryland



Courtyard by Marriott



Fairfield Inn & Suites

ILTACON 2025

August 10, 2025 - August 14, 2025

Gaylord National Resort & Convention Center
201 Waterfront St
National Harbor, MD 20745, US

Check-in: Rooms: Guests per room:

Now accepting reservations!



Check-in: Rooms: Guests per room:

Hotels with availability

Hotels for ILTACON 2025

Name (A-Z) 7 hotels

<p>AC Hotel National Harbor Show on Map</p> <p>Rooms starting from 229.00 USD View Rates and Availability</p> <p><input type="button" value="View hotel details"/></p> <p><input type="button" value="Select"/></p>	<p>Gaylord National Resort & Convention Center HQ Hotel Show on Map</p> <p>Rooms starting from 244.00 USD View Rates and Availability</p> <p><input type="button" value="View hotel details"/></p> <p><input type="button" value="Select"/></p>	<p>Hampton Inn & Suites National Harbor 0.5 Block(s) to event Show on Map</p> <p>Rooms starting from 269.00 USD View Rates and Availability</p> <p><input type="button" value="View hotel details"/></p> <p><input type="button" value="Select"/></p>	<p>Harborside Hotel 2.5 Mile(s) to event Show on Map</p> <p>Rooms starting from 269.00 USD View Rates and Availability</p> <p><input type="button" value="View hotel details"/></p> <p><input type="button" value="Select"/></p>
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Lorem ipsum

Housing Management Platform



Seamless Booking Experience

Attendees can reserve rooms directly through our booking website, allowing for real-time reservations from any device.

Flexible Accommodation Options

The system offers extended stay options, enabling attendees to personalize their lodging to suit their preferences.

Housing opens 14 April and closes 17 July!
**housing link and access code will be shared in registration confirmation email.*



HOUSING POACHERS & ATTENDEE LIST SELLERS

16 emails in just the last 30 days

t Week			
Jessica... External	Get list of Lawful Professionals: Tracie Hi Tracie: Hope you have a wonderful day! I'm writing to check if you would be interested in acquiring Attorneys, Lawyers, Law Firms and General Counsel for	Fri 3/22/2024 1:00 PM	59 KB
Tina External	Educational List Hi Tracie, Hope you are doing well! I wanted to reach out to see if you would be interested in Prepackage List of Education Industry? Teachers & Trainers	Fri 3/22/2024 12:40 PM	71 KB
o Weeks Ago			
Natali... External	iltanet Dear Exhibitor, I am following up to confirm, if you are interested acquiring the Attendee List WHS Law Congress 2024	Mon 3/11/2024 12:37 A...	68 KB
ee Weeks Ago			
Murp... External	iltanet Dear Exhibitor I am following up to confirm, if you are interested acquiring the Attendee List WHS Law Congress 2024	Tue 3/5/2024 4:32 PM	67 KB
Rhett ... External	iltanet Dear Exhibitor, I am following up to confirm, if you are interested acquiring the Attendee List WHS Law Congress 2024	Mon 3/4/2024 4:32 PM	68 KB
Adaly... External	iltanet Dear Exhibitor, I am following up to confirm, if you are interested acquiring the Attendee List WHS Law Congress 2024	Mon 3/4/2024 1:22 AM	67 KB
t Month			
Sienna Hutton	iltanet Hi Iltanet, I am following up to confirm if you are interested in acquiring the Visitors/Attendees list. Texas Technology Summit 2024	Thu 2/29/2024 9:08 AM	68 KB
Sienna Hutton	iltanet Hi Iltanet, I am following up to confirm if you are interested in acquiring the Visitors/Attendees list. Texas Technology Summit 2024	Thu 2/29/2024 9:06 AM	68 KB
Sienn... External	iltanet Hi Iltanet, I am following up to confirm if you are interested in acquiring the Visitors/Attendees list. Texas Technology Summit 2024	Thu 2/29/2024 8:37 AM	66 KB
Aria H... External	Re: School Districts Contacts 2024 Hi there, We are excited to offer you a comprehensive email list of school districts that includes key contact information such as phone numbers, email address	Tue 2/27/2024 9:53 PM	75 KB
Kehlani Finley	Visitant list of Legalweek Hi, I'm following up to confirm if you are interested in acquiring the Registrants/Attendees/Members list.	Tue 2/27/2024 10:36 AM	60 KB
Kehlani Finley	Attendant list of Legalweek Hi, I'm following up to confirm if you are interested in acquiring the Registrants/Attendees/Members list.	Tue 2/27/2024 10:35 AM	60 KB
Kehla... External	Participator list of Legalweek Hi, I'm following up to confirm if you are interested in acquiring the Registrants/Attendees/Members list.	Tue 2/27/2024 10:21 AM	63 KB
Kehla... External	Attendant list of Legalweek Hi, I'm following up to confirm if you are interested in acquiring the Registrants/Attendees/Members list.	Tue 2/27/2024 8:31 AM	57 KB
Katie ... External	Tracie - International Legal Technology Association (ILTA) Hi Tracie, Would you be interested in purchasing a list of Attorneys/Legal Industry?	Mon 2/26/2024 10:46 A...	51 KB
Maurice Jones	iltanet	Mon 2/26/2024 8:47 AM	72 KB

You don't often get email from reservations@executive-housing.com. [Learn why this is important](#)

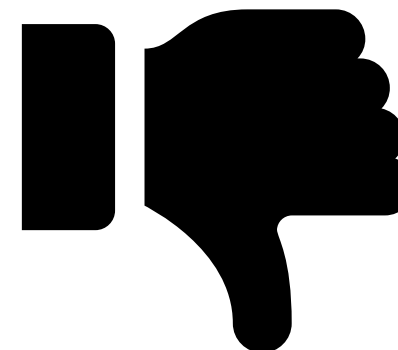
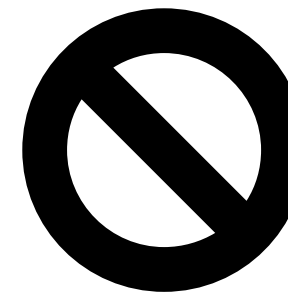
ILTACON 2024, August 11-15, 2024

Gaylord Opryland Resort and Convention Center ,
Nashville, TN, USA

Hotel block is now open.
Book your choice hotel at a discounted rate.
Promo Code: **ILTACON0322**
We have selected hotels conveniently located and priced to meet your budget and needs.

Special benefits just for you.

Holiday Inn Express Nashville Opryland \$269 0.6 miles ★★★★☆ Book Now	Club Wyndham Nashville \$269 0.6 miles ★★★★☆ Book Now	Hyatt Place Nashville Opryland \$229 0.7 miles ★★★★☆ Book Now
Residence Inn By Marriott Nashville \$349 0.8 miles ★★★★☆ Book Now	Country Inn By Radisson Nashville \$219 0.8 miles ★★★★☆ Book Now	Courtyard Nashville At Opryland \$299 1 miles ★★★★☆ Book Now



ILTAMAX 16 Rooms

Titanium 12 Rooms

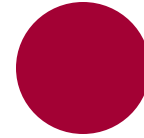
Platinum 8 Rooms

Gold 6 Rooms

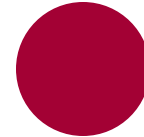
Silver 4 Rooms



Room Allocations at Gaylord National Harbor



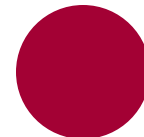
All Business Partners have a block of rooms being held for them at the Gaylord National Harbor



A unique code has been created for all blocks and will be sent to all Business Partners individually.



These blocks will be held until June 5th. After that day, unused inventory will be released back to ILTA members to be able to reserve.



There is no penalty for rooms left unused in your allocated block. However, any room that is reserved and confirmed is subject to a \$50 fee if cancelled at any time.



ILTACON 2026

8/23/2026 - 8/27/2026

2026 Additional Room Block Request

Deadline: 7/1/2026

How many rooms do you need for this event?

	Wed Aug 19	Thu Aug 20	Fri Aug 21	Sat Aug 22	Sun Aug 23	Mon Aug 24	Tue Aug 25	Wed Aug 26	Thu Aug 27
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals	0	0	0	0	0	0	0	0	0

Contact Information

* First Name

* Last Name

* Email

* Phone

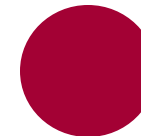
* Organization

Need More Rooms?

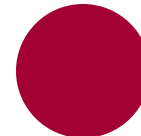


Submit a [Sub-Block request form](#) for additional rooms outside of your pre-allocated block

- A credit card MUST be provided to guarantee additional block requests
- Additional Badges must be purchased and paid for in order to secure additional rooms outside of your allocated Gaylord block.
- Additional blocks can be combined and accessed using your existing access code or an entirely new block can be created



Additional blocks will be open for 2 weeks from the date the block is confirmed by the ILTA Housing Team.



Requests for additional room blocks can be made until July 1st.



SPACE REQUEST

Meeting and Special Event Requests

> *This document outlines the process to host events OUTSIDE of Demo Rooms, Suites, Booths, Company Updates or Master Classes.*

Any meetings/events requests for the Gaylord Opryland Resort & Spa during conference dates, MUST submit this form for approval prior to securing space/planning the event.

- Applications for Space Requests will begin being processed on **April 6th**.
- Available space will be assigned to requests based on booth lottery order until **May 4th**. After May 4th, space will be assigned to requests based on first-come, first-served basis.
- Our ILTA Events team will start reaching out **May 4th** with space assignments.
- Hotel Partners will begin reaching out to begin planning **May 13th**.
- Deadline to complete: **June 26th**
- Submission of this form constitutes agreement to the attached **Event Hosting Guidelines**.

SUBMIT

Below is the schedule of official ILTACON 2026 events/activities – these are days/times when meetings/events may NOT be scheduled:

Sunday 23 August

Orientation/ Opening Reception
4:30 - 9:00 p.m.

Monday 24 August

Monday Keynote
8:30 - 11:00 am
Exhibit Hall Opening
6:30 - 9:00 p.m.

Wednesday 26 August

Wednesday Kenote and 9/11 Tribute
8:30 - 10:00 a.m.

Thursday 27 August

Thursday Keynote
8:30 - 11:00 a.m.
Annual Member Luncheon
12:00 - 2:00 p.m.



COIs and Graphics

ILTA COI

GAYLORD COI

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NAME: _____ CONTACT NAME: _____
 ADDRESS: _____ PHONE (A/C, No. Ext): _____ PHONE #: _____ FAX (A/C, No.): _____
 E-MAIL ADDRESS: _____ EMAIL: _____

INSURER(S) AFFORDING COVERAGE: _____ NAIC #: _____
 INSURER A: NAME: _____ #_____
 INSURER B: _____
 INSURER C: _____
 INSURER D: _____
 INSURER E: _____
 INSURER F: _____

COVERAGES CERTIFICATE NUMBER: ##### REVISION NUMBER: See below

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liability		POLICY #	4/1/2025	3/31/2026	EACH OCCURRENCE \$ 3,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 3,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000 OTHER \$
A	<input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY		POLICY #	4/1/2025	3/31/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N N/A	POLICY #	4/1/2025	3/31/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	DESCRIPTION OF OPERATIONS below		POLICY #	4/1/2025	3/31/2026	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is included as Additional Insured on the General Liability. Waiver of Subrogation is granted as it relates to Workers' Comp regarding work performed by the Named Insured. The above general liability coverage is primary and non-contributory. 30 days notice of cancellation (except 10 days for non-payment) is granted to certificate holder.

CERTIFICATE HOLDER International Legal Technology Association
159 N. Sangamon St.
STE. 200
Chicago, IL 60607

CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE: _____ SIGNATURE HERE

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 INSURER A: NAME: _____ #_____
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 INSURER C: _____
 INSURER D: _____
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CERTIFICATE HOLDER Gaylord Opryland Resort and Convention Center
2800 Opryland Drive
Nashville, TN 37214

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AUTHORIZED REPRESENTATIVE: _____ SIGNATURE HERE

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Additional Insured

Certificate Holder

Graphics for Clings and Banners

- All artwork must be received by **July 10th**
- Send to courtney@iltanet.org
- ILTA will send artwork to FedEx and send back proofs to you for approval prior to printing.





Badge Types

BADGE TYPES



Additional Badges

Does your ILTACON strategy require more staff than your corporate sponsorship allows? Additional badges are available for purchase.

Additional Badge

\$1,400

The Additional Badge provides full conference access to include educational sessions, exhibit hall, receptions, luncheons, and breaks. The badge provides identical access as the badges in your corporate sponsorship allocation.

Tuesday Through Thursday

\$900

This three-day pass provides full conference access for Tuesday through Thursday to include educational sessions, exhibit hall, receptions, luncheon, and breaks.

Day Pass (limited to one per person)

\$350 per day

The Day Pass provides full conference access for the single day purchased to include educational sessions, exhibit hall, reception, luncheon, and breaks. Only one single day pass can be purchased per attendee. Multiple day passes cannot be purchased for a single individual.

Demo Room / Hospitality Suite Only

\$500

This special access pass allows your staff to access the ILTACON Demo Rooms and ILTACON Hospitality Suites, but it does not allow any access into the Exhibit Hall.



FAQS

FAQs

- When is the last day that I can decide to purchase ILTACON sponsorships? (Based upon availability)
 - June 26th
- How do I order food and beverages for my demo room/suite/added meeting space?
 - Order forms for these requests will be sent over by the hotel with their introduction.
- How do I order items for my booth?
 - For Booth Furnishings, [visit the GES Service Kit](#)
 - For Booth Electrical and Internet [Login to Gaylord Opryland](#)
- Do I need to purchase internet?
 - ILTA will provide basic wifi for all attendees and business partners. This will be enough to support emails, lead retrieval, and the mobile app. This will not support demos. Any needs above this requires additional bandwidth to be purchased through the Gaylord through the form in the portal.
- When is the deadline for housing?
 - For pre-allocated blocks at the Gaylord, we are asking you reserve these rooms by June 5th.
 - All housing closes July 17th

FAQs

- Will Transportation be provided to and from overflow hotels?
 - Yes, shuttles will be provided for all partner hotels during all conference hours.
- Are there special shipping labels for items I am sending?
 - Yes, if you need a special label (bag stuffing, demo rooms, booth banners) ILTA will send it to you directly. All other shipping should be done through GES
 - **BOOTH FREIGHT**
All labels should be created through the [GES Service Kit](#)
- When can I start working with the hotel on my various orders/needs
 - The hotel will reach out to all booth reps, demo room/hospitality suite/added meeting space contacts starting **May 14th**.
 - *Please reach out to your BP rep if you haven't heard from the hotel by May 22nd.*



SERVICE KIT AND BOOTH ORDERS

GES SERVICE KIT IS LIVE ON YOUR ILTACON PORTAL!

[GES Service Kit](#)

GES Log In Create Account Search Shows Get Help

ILTACON

Gaylord Opryland Resort

Sunday, August 23 - Thursday, August 27, 2026

Order GES Services by Monday, August 3 for Best Pricing

[Show Home](#) Search for Items, forms and more...

- Show Information**
Information for this show, including deadlines and regulations.
- Order for My Booth**
See what is included in your booth and order furnishings, labor and more.
- Ship Exhibit Freight**
Everything you need to ship freight.
- Exhibitor Resources**
Essential resources for a successful exhibiting experience.

SAVE OVER 25% **DON'T MISS THE DISCOUNT DEADLINE.** FURNITURE, CARPET/PADDING, ACCESSORIES & LABOR

- Show Information
- Booth Furnishings Rental
- Shipping, Drayage and Material Handling
- Labor and Equipment
- Additional Show Services
- Exhibitor Appointed Contractors

SAVE MORE
GES PLUS SERIES

Bundle GES Exhibit Flooring+ with GES Exhibit Furnishings+ or GES Exhibit Systems+ and save an additional **5%**

Bundle GES Exhibit Flooring+ with GES Exhibit Furnishings+ and GES Exhibit Systems+ to save an additional **10%**

+ Save Time and Effort with



QUESTIONS



Thank You!

SEE YOU IN NASHVILLE!