

BOOTH PACKAGE

Items provided in your 8' inline exhibit booth:

(1) 6' x 30" skirted table

(2) banquet chairs

Access to basic power with advance request by Friday, May 10th. Please send request to Meghan Gemmell,

meghan.gemmell@informa.com.

EVENT SCHEDULE

Date	Move-in/out Hours	Exhibit Hours	Registration Hours
Monday, May 20th	4:00pm - 6:00pm		4:00pm - 6:00pm (Exhibitor Setup Only)
Tuesday, May 21st		8:00am - 5:45pm Reception 4:45pm - 5:45pm	8:00am - 5:45pm
Wednesday, May 22nd		7:45am - 5:15pm	7:45am - 5:15pm
Thursday, May 23rd	1:45pm - Breakdown	8:00am - 1:45pm	8:00am - 1:45pm

Please see our website to view the latest agenda with up to date times for networking breaks, luncheons and receptions when you can expect to see the most booth traffic. All networking breaks and receptions will take place in the exhibit hall.

MEETING ROOM DETAILS

Registration	The District Foyer
Exhibits/Breaks	St. James Ballroom
General Session	St. Charles Ballroom
Breakouts	Jefferson Ballroom, Jackson, Camp, Royal

SHIPPING INFORMATION

Please note the below handling fees. These handling fees are in addition to standard shipping charges for all inbound packages.

- \$5.00 per box loaded in (1lb & under)
- \$15.00 per box loaded in (1.1 - 10 lbs)
- \$20 per box loaded in (10.1 - 20 lbs)
- \$30 per box loaded in (20.1 - 30 lbs)
- \$40 per box loaded in (30.1 - 40 lbs)
- \$50 per box loaded in (40.1 - 60 lbs)
- \$70 per box loaded in (60.1 - 150 lbs)
- \$150 per pallet loaded in

Should you have any questions, the in-house shipping and receiving manager at FedEx is Katherine Dieudonne – katherine.dieudonne@fedex.com.

Track all packages. A tracking sheet is attached for your convenience. Please return to Meghan Gemmell by May 16th

Please note, without tracking number information – it is very difficult to track items onsite.

Inbound Packages

Please make sure all boxes display the name/logo of your company for easy identification. **Please note:** Boxes may not arrive earlier than: Thursday, May 16th. Please see below for the shipping label.

C/O FedEx Office at Hilton Riverside New Orleans

Informa Pricing & Contracting / COMPANY NAME & CONTACT Box ___ of ___

2 Poydras Street

New Orleans, LA 70130

Outbound Packages

Common carrier packages must have pre-paid labels attached and should be left at your booth for the hotel to move to the dock.

FedEx and UPS pickup at the hotel daily, so no need to request a pickup unless you are using another carrier.

TRACKING SHEET

EXHIBITING COMPANY NAME:

Box #	Carrier	Tracking #	Name Addressed To
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Please add rows as necessary for your shipment.

Please submit this tracking sheet by Thursday, May 16th to meghan.gemmell@informa.com for Informa to provide to the hotel to expedite setup. The hotel will make every effort to have boxes delivered to your exhibit table by the setup time.