



October 26-29, 2016

DEADLINE SHEET

Please note: The deadlines below are firm deadlines. We must receive your information by the following dates. If the requested information is not received by the deadline, we cannot guarantee your information will be in the official Conference Program Book.

August 26, 2016

- **Company Profile for Program Book** Emailed to exhibit@jeffersoncompanies.com
- **Door Prize Description** Emailed to exhibit@jeffersoncompanies.com

September 30, 2016

- **All fees paid in full**
- **Exhibitor and Guest Names for Badges** – Emailed to exhibit@jeffersoncompanies.com

October 24, 2016

- **Freight deadline** – 4:00 p.m. CST. Last day for advance warehouse shipping. Please consult your Decorator Service Kit for additional information.



October 26-29, 2016

GENERAL INFORMATION

Show Location: Hilton New Orleans Riverside

Exhibit Hall Location: Grand Salon, First Floor

Exhibitor Dates & Times*:

Wednesday, October 26, 2016	12:00 p.m. – 4:00 p.m.	Exhibitor Set Up
	5:10 p.m. – 6:10 p.m.	Welcome Reception
Thursday, October 27, 2016	9:30 a.m. – 5:00 p.m.	Exhibit Hall Hours
Friday, October 28, 2016	9:30 a.m. – 5:00 p.m.	Exhibit Hall Hours
Saturday, October 29, 2016	9:45 a.m. – 5:00 p.m.	Exhibit Hall Hours
	5:00 p.m. – 8:00 p.m.	Exhibitor Tear Down
	8:15 p.m. – 9:45 p.m.	Closing Reception

*Times are tentative and are subject to change.

Booth Equipment: Each 8’ deep x 10’ wide booth consists of:
 - 8’ high back drape
 - 3’ high side drape
 - 6’ skirted table
 - Two padded side chairs
 - One waste basket
 - One identification sign

Please remove all valuables each evening. The New Orleans Investment Conference is not responsible for items left in your booth.

Additional furnishings can be ordered through Classic Expo by calling 504-729-4900.

Drape Color: Blue, White & Silver
Carpet: The entire Exhibit Hall is carpeted

**** Advance Warehouse Freight Deadline: October 24, 2016 at 4:00 p.m.**

****Please refer to your Decorator Service Kit for additional questions concerning your booth and shipping.**

Shipping address: NOIC
Name of Exhibiting Company & Booth Number
 c/o Classic Expo
 5600 Jefferson Hwy
 Suite 278
 New Orleans, LA 70123
 504-729-4900 (Phone)



October 26-29, 2016

GENERAL INFORMATION

Exhibitor Set-Up:

All exhibitors will have access to the Exhibit Hall to set up their booths on Wednesday, October 26, 2016 between the hours of 12:00 p.m. and 4:00 p.m. All booths must be set up by 4:00 p.m. If you are unable to arrive in time to meet these deadlines, you may arrange with the show decorator to have your booth set up for you. If it is not set up by 4:00 p.m., it will be set up for you and billed to you at the prevailing labor rates.

Exhibitor Breakdown:

Exhibitors may begin to breakdown on Saturday, October 29, 2016 between the hours of 5:00 p.m. and 8:00 p.m. Exhibitors will not be allowed to dismantle their booths until the official breakdown of the Exhibit Hall at 5:00 p.m. The Exhibit Hall will then be closed to attendees. You may get your shipping forms from the Classic Expo service booth located on the Exhibit floor. If, due to travel arrangements, you are unable to tear down your exhibit booth during the allotted times, you may arrange with the show decorator to have this done for you at prevailing labor rates.

Exhibit Preparation:

Only exhibitor personnel wearing Conference badges will be allowed in the exhibit area 30 minutes prior to and after the scheduled exhibit floor hours.

Exhibit Personnel:

Exhibit booth personnel must, at all times, wear the admission badge provided for the Conference. Badges cannot be shared or transferred. A \$125 fee will be charged for all name changes and replacement badges on-site. Exhibit personnel are requested to remain in their own contracted exhibit space during set-up and tear down.

Exhibit Booth Identification Sign with Booth Numbers:

Important: Booth names must be visible at all times. After setting up, if your pop-up booth hides your identification sign hung on the backdrop drapery, please remove it and attach it to the front of your table. Attendees must be able to find you easily.

Security:

The Conference will provide security service whenever the exhibit hall is closed. We recommend that exhibitors take precautionary measures to secure small or easily portable articles of value. Please refer to your exhibit license application for additional information. (Provision of this security shall not be deemed to increase the liability of the Conference or Jefferson Financial.)

Sound Devices:

Sound presentations, slides and videos will be permitted in your booth if the volume is turned to a low conversational level and is not objectionable to exhibiting neighbors.

On-Site Problems:

If you have any questions or problems during set-up, show hours, or breakdown please go to the Exhibitor Registration Desk. Also, Classic Expo will have a service desk in the area of the Exhibit Hall throughout the Conference.



October 26-29, 2016

CONTACT LIST

NEW ORLEANS INVESTMENT CONFERENCE OFFICE

c/o Jefferson Financial, Inc.
111 Veterans Memorial Boulevard, Suite 1555
Metairie, LA 70005

Contact Person: (504) 832-3278
Emily Coia, Conference Director (504) 837-4885 (Fax)
E-mail: exhibit@jeffersoncompanies.com

HILTON CATERING

Hilton New Orleans Riverside
Two Poydras St.
New Orleans, LA 70140

Contact Person: (504) 556-3729
Anthony Dennis, Director of Events (504) 556-3788 (Fax)
E-mail: anthony.dennis@hilton.com

EXPOSITION SERVICES [DECORATOR AND SHIPPING]

Classic Expo
600 Jefferson Hwy
New Orleans, LA 70123

Decorator/Shipping Contact: (504) 729-4900
Summer Le Blanc (504) 729-5400 (Fax)
Email: summerl@classiexpo.com

AUDIO VISUAL COMPANY

Royal Productions
235 N. Causeway Blvd.
Metairie, LA 70001

Contact Person: (504) 831-9779
Craig Swiber (504) 831-9299 (Fax)
E-mail: craig@royalproductions.com



October 26-29, 2016

PROGRAM ADVERTISING

COMPANY DESCRIPTIONS: All exhibiting companies will have a 50-word or less company profile listed in the Conference Program Book.

DOOR PRIZES

A list of door prizes will be announced in pre-Conference correspondence with attendees, the official Conference Program Book, in the Exhibit Hall, and from the General Session stage. Announcements during General Sessions will be limited to one announcement per Sponsor only, as too many announcements tend to cause scheduling delays.

Please be sure to send your Door Prize description to exhibit@jeffersoncompanies.com by **September 2, 2016**. We will announce your prize winner from the main stage in a General Session. Announcing your winner from the General Session stage creates great exposure for your company as well as brings attention to your booth location within the Exhibit Hall.

Names will be drawn by Conference staff from our collection boxes in the Exhibit Hall. Let us know by **September 2, 2016** if you would like to contribute to this very popular Conference program.

Winners will be asked to claim all prizes at the booth of the donating exhibitor. If your door prize has not been claimed by the end of the show, please turn it into the Exhibits Coordinator so that we can make sure it is delivered promptly to the winning attendee.

* Please note that potential winners will only be chosen from the official Conference collection boxes by Conference staff. The location of collection boxes will be noted on the official Exhibit Hall floorplan. Names collected by booth personnel may not be submitted as prize winners.

DEADLINE: August 26, 2016



October 26-29, 2016

EXHIBITOR AND GUEST BADGES

EXHIBITOR BADGES

Please provide the first and last name of all company representatives attending the Conference to exhibit@jeffersoncompanies.com. This ensures that your company representatives will be fully registered upon their arrival at the New Orleans Investment Conference. Please make sure that the spelling is as you would like it printed on the badge.

BADGES WILL NOT BE RELEASED WITHOUT PAYMENT.

If you would like additional badges, they are available for purchase at the discounted rate of \$350 per badge. Contact exhibit@jeffersoncompanies.com to purchase additional badges.

*Note: Badges admit the wearer to all Conference functions and must be worn at all times.

A \$125.00 FEE WILL BE CHARGED FOR ALL ON-SITE NAME CHANGES AND REPLACEMENT BADGES.

DEADLINE: September 30, 2016