



New Orleans Investment Conference  
October 26 – 29, 2016

**WELCOME LETTER**

**Hilton Riverside  
New Orleans, Louisiana**

DEAR EXHIBITOR,

We are pleased to have been selected by Show Management as your Official Service Contractor to assist you in making sure your show participation is successful.

We utilize an online service kit. It is similar to most other online shopping experiences. To access online ordering go to: <https://classicexpo.boomerecommerce.com>

The exhibitor kit contains IMPORTANT information and order forms on the wide variety of services we offer, please review this kit carefully.

DISCOUNTS on many decorating items and services can be realized if your orders are placed by the discount deadline dates. Please see "Important Dates" for applicable deadline dates.

CLASSIC EXPOSITION SERVICES requires payment in full at the time services are ordered. We accept Visa, MasterCard, and American Express. You can place a credit card on file in the "My Account" section or you will be prompted during the checkout process. All materials are on a rental basis and remain the property of CLASSIC EXPOSITION SERVICES.

We realize that exhibiting in a convention can be a complicated and sometimes daunting task. It is our mission to provide you with a seamless planning process, a supporting infrastructure and be a solid information resource that will result in a successful execution of your event. Our customer service department is available to assist you with your needs prior to the event by calling 504-729-4900 8am – 5pm Monday – Friday or email us at [info@classicexpo.com](mailto:info@classicexpo.com). Also you can visit us at show site at the CLASSIC EXPOSITION SERVICE DESK.

We look forward to serving you!

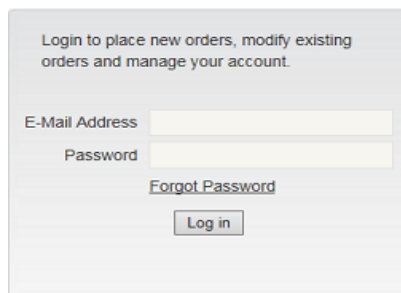
Sincerely,

CLASSIC EXPOSITION SERVICES, INC.

**ONLINE ORDERING INSTRUCTIONS**

1. If you are the main contact provided to Classic Exposition by show management team, check your email, including junk folder, for a direct link to <http://classicexpo.boomerecommerce.com> , our online ordering system. The Exhibitor Services email will provide the necessary login information needed to get started.

Enter your email address and password here:



Login to place new orders, modify existing orders and manage your account.

E-Mail Address

Password

[Forgot Password](#)

Copying and pasting the password is suggested to eliminate errors.

2. Once you have logged in, click on  in the “My Events” column next to the event you would like to place an order for.

Your Shopping cart can be viewed by clicking  in the upper right hand side of the of the screen, at any time during the ordering process.

**Helpful Hints:**

If you would like to remove an item from your shopping cart click on the **X** .

Special instructions can be added to clarify your order by clicking **Add Instructions** under any item ordered.

Change color of carpet, drape, or skirt or any required selections during ordering, click on **Edit Attributes** and proceed with changes.

After your order has been processed, you will have ability to attach any floor plans, set up instructions, or notes you feel necessary under **Available Option for your order#**

**CRITICAL SHOW INFORMATION**

**Hilton Riverside  
New Orleans, Louisiana**

**Booth Information**

Booth Package Includes:

8' High Back Drape

3' High Side Drape

1 – 6' Draped Table

2 – Padded Side Chairs

1 – Wastebasket

ID Sign with Company Name and Booth number

Exhibit Floor is carpeted

**Exhibit Hall Hours**

Exhibitor Installation:                      Wednesday October 26, 2016                      12pm – 4:00pm

Show Hours:                                      Wednesday October 26, 2016                      5:10pm – 6:10pm  
    Thursday October 27, 2016                      9:30am – 5:00pm  
    Friday October 28, 2016                      9:30am – 5:00pm  
    Saturday October 29, 2016                      9:45am – 5:00pm

Exhibitors Dismantle:                      Saturday October 29, 2016                      5:00pm – 8:00pm

**All carriers must check in no later than 6:00pm on Saturday October 29, 2016 for freight pick up**

**Shipping Information**

**Advance Warehouse:**

**All materials shipped in advance to the  
Warehouse must arrive by 10/24/16**

**NOIC c/o Classic Expo**

**5600 Jefferson Hwy. W2/278**

**New Orleans, Louisiana 70123**

**Direct to Show Site:**

**First day direct shipments will be accepted  
is 10/26/16**

**NOIC c/o Classic Expo**

**New Orleans Riverside Hilton**

**2 Poydras Street**

**New Orleans, Louisiana 70123**

**Important Dates**

First day advance freight accepted:                      9/26/16  
Discount Pricing Deadline:                      10/14/16  
Last day for advance freight accepted:                      10/24/16  
First day direct freight accepted:                      10/26/16 @ 8:00am



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