



WELCOME LETTER

Hilton Riverside Grand Salon A-D 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 EVENT 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 EVENT 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 Central Time or email us at customerservice@classicexpo.com. Also you can visit us at show site at the CLASSIC EVENT SERVICE DESK.

We look forward to serving you!

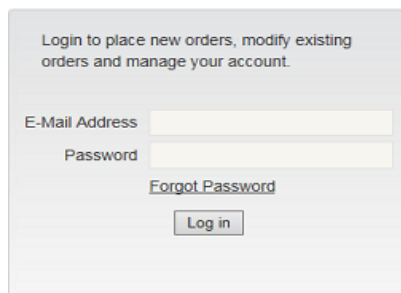
Sincerely,

CLASSIC EVENT SERVICES, INC.

ONLINE ORDERING INSTRUCTIONS

1. If you are the main contact provided to Classic by the 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.

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

After your order has been processed, you will have the 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 Grand Salon A-D
New Orleans, Louisiana

Booth Information

Booth Package Includes:

8' High Back Drape / Colors: Blue/Grey/White/Grey/Blue

3' High Side Drape / Colors: Blue

1 – 6' Draped Table / Colors: Blue

2 – Padded Side Chairs

1 – Wastebasket

ID Sign with Booth Name and Booth number

Exhibit Floor is carpeted. However, Booth carpet is available to rent.

Exhibit Hall Hours

Exhibitor Installation: Friday November 01, 2019 2:00pm - 6:00pm

Show Hours: Saturday November 02, 2019 9:30am - 5:00pm

Sunday November 03, 2019 9:30am - 5:00pm

Monday November 04, 2019 9:30am - 5:00pm

Exhibitors Dismantle: Monday November 04, 2019 5:00pm – 8:00pm

All carriers must check in no later than 6:00pm on Monday November 04, 2019 for freight pick up.

Shipping Information

Advance Warehouse:

All materials shipped in advance to the

Warehouse must arrive by 10/28/19

NOIC c/o Classic

3761 Louisa Street

New Orleans, Louisiana 70126

Direct to Show Site:

First day direct shipments will be accepted is 11/01/19

NOIC c/o Classic

New Orleans Hilton Riverside

2 Poydras Street

New Orleans, Louisiana 70130

Important Dates

First day advance freight accepted: 10/01/19

Discount Pricing Deadline: 10/25/19

Last day for advance freight accepted: 10/28/19

First day direct freight accepted: 11/01/19 @ 8:00am