



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.

Classic will be sending you our Exhibitor Service Kit by email soon. 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. Please fill out the credit card authorization in the exhibitor to insure payment and processing of your order. 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.

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

*** Times are tentative and are subject to change**

Exhibitor Installation:	Tuesday	October 19, 2021	2:00pm - 6:00pm
Show Hours:	Wednesday	October 20, 2021	9:15am - 4:30pm
	Thursday	October 21, 2021	9:15am - 4:30pm
	Friday	October 22, 2021	10:00am - 5:00pm
Exhibitors Dismantle:	Friday	October 22, 2021	5:00pm – 8:00pm

All carriers must check in no later than 6:00pm on Friday October 22, 2021 for freight pick up.

Shipping Information

Advance Warehouse:

**All materials shipped in advance to the
Warehouse must arrive by 10/13/2021
NOIC c/o Classic
3761 Louisa Street
New Orleans, Louisiana 70126**

Direct to Show Site:

**First day direct shipments will be accepted
is 10/19/2021
NOIC c/o Classic
Hilton New Orleans Riverside
2 Poydras Street
New Orleans, Louisiana 70130**

Important Dates

First day advance freight accepted:	9/20/2021
Discount Pricing Deadline:	10/15/2021
Last day for advance freight accepted:	10/13/2021
First day direct freight accepted:	10/19/2021 @ 8:00am