



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.

September 23, 2024 / (page to reference for more info)

- **Company Profile for Program Book (p. 7)** Emailed to exhibit@jeffersoncompanies.com
(Limit 50 words or less)

October 21, 2024

- **All fees paid in full**
- **Exhibitor/Guest Names Due for Badges (p. 9)** Emailed to exhibit@jeffersoncompanies.com
- **Conference Prize Description, optional (p. 8)** Emailed to exhibit@jeffersoncompanies.com
- **“Digging for Gold” Q&A Game (p. 8)** Emailed to exhibit@jeffersoncompanies.com

October 23, 2024

- **Deadline for ordering furniture, labor, etc. for exhibit booth – Please consult your Decorator Service Kit from Freeman Expositions for additional information.**

October 25, 2024

- **Badge Scanner Information to ATS, Optional (p. 8)**

November 13, 2024

- **Advance freight deadline – Last day for advance warehouse shipping.**
* Please consult your Decorator Service Kit from Freeman for additional info *



GENERAL INFORMATION

Show Location: Hilton New Orleans Riverside
In-Person Exhibit Hall Location: Grand Salon, First Floor

Exhibitor Dates & Times*:

Wednesday, November 20, 2024	1:30 p.m. – 6:00 p.m.	Exhibitor Set Up
	7:15 p.m. – 8:15 p.m.	Welcome Reception in Exhibit Hall
Thursday, November 21, 2024	9:30 a.m. – 4:30 p.m.	Exhibit Hall Hours
Friday, November 22, 2024	9:30 a.m. – 4:45 p.m.	Exhibit Hall Hours
Saturday, November 23, 2024	9:30 a.m. – 12:30 p.m.	Exhibit Hall Hours
	12:30 p.m. – 3:30 p.m.	Exhibitor Tear Down
	7:45 p.m. – 9:15 p.m.	Closing Event in Grand Ballroom (Attendance Optional)

***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 online through your Decorator Service Kit or by calling Freeman Exhibitor Support 888-508-5054.

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

**** Advance Warehouse Freight Deadline: November 13, 2024**

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

Shipping address: **Name of Exhibiting Company & Booth Number**
 Freeman / New Orleans Investment Conference
 (Company Name and Booth Number)
 905 Sams Avenue
 New Orleans, LA 70123
 800-995-3579 (Phone: Freeman Transportation)
Exhibit.Transportation@freeman.com (Email: Freeman Transportation)



GENERAL INFORMATION — EXHIBIT HALL (PAGE 1)

Exhibitor Set-Up:

All exhibitors will have access to the Exhibit Hall to set up their booths on Wednesday, November 20, 2024 between the hours of 1:30 p.m. and 6:00 p.m. All booths must be set up by 6:00 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 6:00 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, November 23, 2024 between the hours of 12:30 p.m. and 3:30 p.m. **Exhibitors will not be allowed to dismantle their booths until the official breakdown of the Exhibit Hall at 12:30 p.m.** The Exhibit Hall will then be closed to attendees. You may get your shipping forms from the Freeman Expositions 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 Freeman Expositions 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.

Whova Mobile Event App:

The New Orleans Investment Conference has contracted with Whova to offer Conference attendees and exhibitors an easy-to-navigate, interactive digital mobile application to revolutionize your on-site experience. Exhibiting companies will be featured in the app and also in the interactive Exhibit Hall floor plan map. More information regarding this service will be forthcoming.



GENERAL INFORMATION — EXHIBIT HALL
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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, Freeman Expositions will have a service desk in the Exhibit Hall on the following dates and times:

- Wednesday, November 20, 2024: 2:00 p.m. – 7:00 p.m.
- Thursday, November 21, 2024: 9:00 a.m. – 12:30 p.m.
- Saturday, November 23, 2024: 10:00 a.m. – 3:30 p.m.



CONTACT LIST

<p>NEW ORLEANS INVESTMENT CONFERENCE OFFICE c/o Jefferson Financial, Inc. 713 Focis Street Metairie, LA 70005</p> <p>Contact Person: Adele Thomn, Exhibit Coordinator</p>	<p>(504) 832-3280 (Office) E-mail: exhibit@jeffersoncompanies.com</p>
<p>HILTON CATERING (SUNRISE SESSIONS) Hilton New Orleans Riverside</p> <p>Contact Person: Jessica Sigur, Senior Event Manager</p>	<p>(504) 556-3761 (Office) (504) 259-8547 (Mobile) E-mail: jessica.sigur@hilton.com</p>
<p>HILTON CATERING (CORPORATE LUNCHEONS) Hilton New Orleans Riverside</p> <p>Contact Person: Sydney Prochaska, Event Manager</p>	<p>(504) 556-3751 (Office) (504) 418-3240 (Mobile) E-mail: sydney.prochaska@hilton.com</p>
<p>EXPOSITION SERVICES [DECORATOR AND SHIPPING]</p> <p>Freeman Exposition Services, LLC 905 Sams Avenue New Orleans, LA 70123</p>	<p>Exhibitor Support: (888) 508-5054 exhibitorsupport@freemanco.com</p> <p>Transportation: (800) 995-3579 Email: exhibit.transportation@freemanco.com</p>
<p>BADGE SCANNING SERVICES American Tradeshow Services</p> <p>Contact Person: Amanda Tresch, Director of Exhibitor Sales</p>	<p>(985) 237-3635 (Office) Email: amanda.tresch@american-tradeshow.com</p>



CODE OF ETHICS

In order to maximize the educational benefits of the New Orleans Investment Conference, the following Code of Ethics has been established for all exhibitors and presenters:

GENERAL SESSION presentations are of an educational nature and may not promote a specific product or service.

WORKSHOPS provide specific market and investment information by Conference speakers and may not be of a commercial nature.

CORPORATE PREVIEWS are 2-minute presentations that are made from the General Session stage to preview and promote the company's upcoming Corporate Presentation.

CORPORATE PRESENTATIONS, LUNCHEONS, RECEPTIONS, PRESENTATION AREA DISCUSSIONS & SUNRISE SESSIONS are commercial programs given by exhibitors and may promote a particular product or service.

BULLET BRIEFINGS are 5-minute presentations conducted on stage in front of the General Session audience. This is an opportunity to speak about your company's industry as a whole and to distinguish yourself as an expert in the field. Bullet Briefings must be strictly educational in scope.

PLATINUM SPONSOR ADS are pre-recorded 30-second commercials and may promote a particular product or service.

RIGHT TO REVOKE

Jefferson Financial reserves the right, which right it shall not be obligated to exercise, without prior notice, at any time, whether prior to, during, or after the Conference, and without obligation to Exhibitor, to revoke the sublicense granted under paragraph 1 of the Exhibitors License Application, for violation of this Application, unlawful conduct by Exhibitor, or activity or presentation of products, services, or promotional materials by Exhibitor which in Jefferson Financial's sole opinion is not compatible with the character and objectives of the Conference. Complaints from attendees regarding any exhibitor will be taken into consideration for such review.



ADVERTISING

COMPANY DESCRIPTIONS: All exhibiting companies will have a 50-word or less company profile listed in the Conference Program Book. All Sponsors will have their logo and company description featured on the Conference website and will be promoted within the Conference Program. Sponsors will also have their logos displayed at the entrance to the Exhibit Hall and on miscellaneous signage.

Stated deadlines are not flexible due to printing requirements!
DEADLINE: September 23, 2024

Please email your company description to exhibit@jeffersoncompanies.com



ADDITIONAL EXHIBITOR PROMOTION

CONFERENCE PRIZES

Exhibiting companies are welcomed to offer giveaways and raffle prizes from their booth(s). The companies offering prizes will be responsible for transporting and securing the item(s). You will also be responsible for collecting names and contact information of entrants, as well as notifying prize winners once a winner has been chosen. Winners should claim all prizes at the booth of the donating exhibitor. If your prize has not been claimed by the end of the show, please ensure it is delivered promptly to the winning attendee. New Orleans Conference staff cannot be responsible for delivery and/or return of unclaimed items.

A list of door prizes will be announced in pre-Conference correspondence with attendees and in the official Conference Program Book. If you would like to offer a giveaway or raffle prize to New Orleans Conference attendees, please email exhibit@jeffersoncompanies.com with a title and description of your prize.

DEADLINE: October 21, 2024

“DIGGING FOR GOLD” QUESTION AND ANSWER GAME

This game is designed to encourage booth visitation during our conference. Each company must create a question and answer to provide to attendees so that they may enter into drawings for lucrative prizes.

Examples of questions could be:

- What product is our company actively marketing at this time?
- What is the location of our company's current main drilling project?
- Our company mainly explores for what key metals/minerals?

Please email your customized question and answer to exhibit@jeffersoncompanies.com to ensure that it will be included in the printed game sheets for attendees.

DEADLINE: October 21, 2024

LEAD RETRIEVAL / BADGE SCANNERS

The New Orleans Investment Conference has partnered with American Tradeshow Services to provide lead retrieval devices to exhibiting Sponsors. These devices instantly capture attendee contact information by scanning the QR Code found on each attendee's name badge. Scanners are provided on a complimentary basis per your designated sponsorship package (Platinum Sponsors: 2, Gold Sponsors: 1, and Silver Sponsors: 1). Additional scanners may be rented through ATS and are also available for rent by Standard Exhibitors.

Refer to the hyperlink to American Tradeshow Services information found in your service kit landing page or by [clicking here](#).

DEADLINE: October 25, 2024



EXHIBITOR AND GUEST BADGES

EXHIBITOR BADGES

Please provide the first names, last names and email addresses of all company representatives attending the Conference to exhibit@jeffersoncompanies.com. This ensures that your company representatives will be fully registered prior to the start of the New Orleans Investment Conference. Please make sure that the spelling is as you would like it printed on the badge.

Platinum Sponsors receive 10 exhibitor registrations; Gold Sponsors receive 5 exhibitor registrations; Silver Sponsors receive 3 exhibitor registrations and Standard Exhibitors receive 2 exhibitor registrations

NAME BADGES WILL NOT BE RELEASED AT THE EVENT WITHOUT PAYMENT.

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

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

GUEST ATTENDEE BADGES

If your sponsorship level allows for guest badges, please submit the first names, last names, email and mailing addresses of your guests to exhibit@jeffersoncompanies.com. Please make sure that the spelling is as you would like it printed on the badge.

Platinum Sponsors receive 15 guest attendee registrations; Gold Sponsors receive 10 guest attendee registrations; Silver Sponsors receive 5 guest attendee registrations.

If you would like additional badges, they are available for purchase at the rate of \$395 per badge. Contact exhibit@jeffersoncompanies.com to purchase additional badges.

*Note: Badges admit the wearer to all Conference attendee functions and must be worn at all times. Guest badges allow entry into the Exhibit Hall during open hours only and are intended for guests, not booth employees.

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

***Note:** Badge information must be submitted by the due date. If your information is not received on time, the processing of your company's and guest badges onsite may be delayed and/or forfeited.

DEADLINE: October 21, 2024