



October 2-5, 2023
 Hilton New Orleans Riverside Hotel
 New Orleans, LA

DATES AND HOURS

Move-In	Monday, October 2, 2023	8:00 am – 4:00 am	Move-In
Reception	Monday, October 2, 2023	5:00 pm – 7:00 pm	Welcome Reception & Expo in Exhibit Hall
Show Dates	Tuesday, October 3, 2023	8:00 am – 9:00 am	Breakfast & Expo in Expo Hall
	Tuesday, October 3, 2023	10:50 am – 11:20 am	Networking Break & Expo in Expo Hall
	Tuesday, October 3, 2023	12:55 pm – 2:55 pm	Lunch & Expo in Exhibit Hall
	Tuesday, October 3, 2023	5:00 pm – 7:00 pm	Reception & Expo in Exhibit Hall
	Wednesday, October 4, 2023	8:00 am – 9:00 am	Breakfast & Expo in Expo Hall
	Wednesday, October 4, 2023	10:50 am – 11:20 am	Networking Break & Expo in Expo Hall
	Wednesday, October 4, 2023	12:55 pm – 2:55 pm	Lunch & Expo in Exhibit Hall
	Wednesday, October 4, 2023	5:00 pm – 7:00 pm	Reception & Expo in Exhibit Hall
Move- Out Expo Hall	Wednesday, October 4, 2023	7:00 pm – 10:00 pm	Move-Out Exhibit Hall – Must Clear Floor by 10:00pm

Please note Shepard will be closed on Monday September 4 in observance of the Holiday. No shipments will be accepted.

SHOW MANAGEMENT CONTACTS

Michelle Mendez, CMP Event Manager & Sponsor Fulfillment 949-400-4950 (PST) mmendez@mgigmedia.com	Kate Spatafora Education & Registration Manager 631-561-7586 (EST) kspatafora@mgigmedia.com	David Gesualdo Sponsorship & Exhibit Sales 727-947-4027 (EST) dgesualdo@mgigusa.com
Eric Gesualdo Sales 727-612-8826 (EST) egesualdo@mgigusa.com	Sherry DelVecchio E-Promos 623-229-0730 (MST) Sherry.delvecchio@bobit.com	Heidi Dimaya Show Guide Ads 310-533-2542 (PST) heidi.dimaya@bobit.com

Deadline	Form or Information	Contractor/Vendor
Deadlines Vary	E-Promos	Industry Summit Sherry DelVecchio 623-229-0730 (MST) Sherry.delvecchio@bobit.com
ASAP	Company & Sponsor Logo in both EPS and JPG format <ul style="list-style-type: none"> • Website • Mobile App • Onsite Signage 	Industry Summit Kata Spatafora 631-561-7586 Kspatafora@mgigmedia.com
ASAP	Mobile App <ul style="list-style-type: none"> • Company Description 	Industry Summit Kata Spatafora 631-561-7586 Kspatafora@mgigmedia.com
August 25, 2023	Sponsor Graphics for Branded Deliverables <ul style="list-style-type: none"> • Badge Lanyard • Columns Wraps • Meter Panels • Podium Signs • Tote Bags • Etc. 	Industry Summit Michelle Mendez 949-400-4950 Mmendez@mgigmedia.com
August 31, 2023	Show Guide Ad <ul style="list-style-type: none"> • Upload via Ad Portal 	Industry Summit Heidi Dimaya 310-533-2542 Heidi.dimaya@bobit.com
September 1, 2023	First Day for Shipments to Arrive at Advance Warehouse	Shepard Exposition Services 404-720-8600 EVENT CODE: T117781023 Email: orders@shepardes.com
September 1, 2023	Custom Shepard Discount Services <ul style="list-style-type: none"> • Booth Rentals • Rental Accessories • Specialty Furniture • Specialty Non-Hanging • Signs/Graphics 	Shepard Exposition Services 404-720-8600 EVENT CODE: T117781023 Email: orders@shepardes.com

September 1, 2023	Encore Discount Services <ul style="list-style-type: none"> • Electrical • Internet • Audiovisual 	Encore Skip Sutton 504-300-8184 skip.suttonjr@encoreglobal.com
September 1, 2023	Catering <ul style="list-style-type: none"> • Booth Orders • VIP Meeting Room 	Hilton Riverside New Orleans Lisa Pedone 504-556-3768 lisa.pedone@hilton.com
September 1, 2023	Floral <ul style="list-style-type: none"> • Booth Orders • VIP Meeting Rooms 	Convention Plant Creations Linda Wineski 504-524-6066 linda@conventionplant.com
September 1, 2023	Freight <ul style="list-style-type: none"> • Shipping Booth to and from the Event 	ELITeXPO 800-543-5484 sales@elitexpo.com
September 1, 2023	Security <ul style="list-style-type: none"> • In Booth Orders 	Alamo Services, LLC 504-416-3655 info@alamoservices.com
September 1, 2023	Booth Display Diagram <ul style="list-style-type: none"> • Complete Online Form 	Industry Summit Michelle Mendez 949-400-4950 Mmendez@mgigmedia.com
September 1, 2023	Emergency Contact Form <ul style="list-style-type: none"> • Complete Online Form 	Industry Summit Michelle Mendez 949-400-4950 Mmendez@mgigmedia.com
September 11, 2023	Standard Shepard Discount Services <ul style="list-style-type: none"> • Booth Cleaning • Carpet, Furniture • Installation & Dismantle Labor 	Shepard Exposition Services 404-720-8600 EVENT CODE: T117781023 Email: orders@shepardes.com
September 1, 2023	Bag Stuffers <ul style="list-style-type: none"> • Complete Online Form 	Industry Summit Michelle Mendez 949-400-4950 Mmendez@mgigmedia.com
September 12, 2023	Hotel Room Discount Deadline <ul style="list-style-type: none"> • Book Online 	Hilton New Orleans Riverside \$239 per night Click Here Hotel Reservations



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Hilton New Orleans Riverside Hotel
New Orleans, LA

September 25, 2023	Last Day for Shipments to Arrive at Advance Warehouse without surcharges	Shepard Exposition Services 404-720-8600 EVENT CODE: T117781023 Email: orders@shepardes.com
September 29, 2023	Last Day for Shipments to Arrive at Advance Warehouse with surcharges <i>*date indicated is the last day freight can arrive to advance warehouse with guarantee of delivery to booth for exhibitor move-in</i>	Shepard Exposition Services 404-720-8600 EVENT CODE: T117781023 Email: orders@shepardes.com