



**WHERE PUBLIC FLEET
PROFESSIONALS CONNECT**

JUNE 17-20, 2019

New Orleans Ernest N. Morial Convention Center, New Orleans, LA

www.GovFleetExpo.com

IMPORTANT DISPLAY RULES & REGULATIONS (PLEASE READ!)

BOOTH INCLUSIONS: Each booth comes with 8' backdrop, 3' side rail (in-line booths only) and a 7"x44" company ID sign (in-line booths only). For booth furnishings, please refer to the Shepard forms in this kit.

SHOW COLORS & CARPET: The show colors for GFX 2019 will be **Black, White & Gold**. Standard booths will have 8' high Black, White & Gold back-drape and 3' high Black side-drape. The exhibit hall is not carpeted, but carpet is mandatory. Each exhibitor must order carpeting directly through Shepard Exposition Services unless they are bringing their own. Carpet is forced on 6/18/19 at 10:00am at the exhibitors expense.

SECURITY: To ensure the security of your booth all leads and valuables should be removed from the show floor, locked up and secured. Security will be posted overnight in the exhibit hall, but it is the responsibility of individual companies to secure their valuable data.

BACK WALLS: Exhibitors displaying in a standard 10x10 booth configuration have a maximum height restriction of 8' high for the back wall, and a maximum height of 4' high in the front exhibit space area. Items displayed which are taller than 4' must be placed in the back 5' of the exhibit area (which is towards the back wall). These height restrictions are designed to avoid blocking and or obstructing the sightline of your neighbor.

PERIMETER BOOTH: Exhibitors located in booths located on the perimeter of the exhibit hall, are permitted to a back wall with a maximum height of 12' since another exhibitor is not located directly behind them. Items displayed which are taller than 4' must be placed in the back 5' of the exhibit area (which is towards the back wall). These height restrictions are designed to avoid blocking and or obstructing the sightline of your neighbor.

BALLOONS ETC: Show Management must approve the use of balloons. Please submit requests in writing to brooke.putich@bobit.com.

OUTSIDE FOOD: Is not permitted in the exhibit hall. If you wish to give away branded food or beverage items, you must first contact show management for approval. Distribution charges from New Orleans Ernest N. Morial Convention Center will apply.

BANNER HANGING: Is allowed exclusively for island booths or areas specifically pre-approved by show management. Ernest N. Morial Convention Center exclusively provides all rigging in the convention area ceilings and hangs all signage that is attached to any part of the building including walls or ceilings. Order forms are included in their kit.

STORAGE: Empty containers and storage items will be handled through Shepard Exposition Services. Please do not store containers, boxes and crates behind booth walls. It is a violation of fire codes and creates an unsightly and unprofessional image for the show and your company.

SHIPPING AND RECEIVING: To ensure your exhibit shipments arrive on time, use our official freight carrier, ELITeXPO. ELITeXPO can pick up and deliver your freight to the show at designated times and will work with you to meet your needs. Please arrange to receive and store your exhibits at the Shepard Warehouse for delivery to the New Orleans Ernest N. Morial Convention Center on move-in day. Detailed information and shipping labels are included in the online service kit.

Do not ship your exhibit to the hotel. Ship small packages only and make sure all shipments the hotel are clearly marked "HOLD FOR GUEST NAME, CHECK IN DATE. The Hotel and Business Center reserve the right to consign shipments received for a trade show to the decorator/drayage company handling the show. Please refer to the Shepard Exhibitor kit instructions for detailed material handling and shipping instructions.

EXHIBITOR MOVE OUT: Exhibitors move-out is scheduled for Wednesday, June 19 from 3:30pm-7:00pm. Early dismantle is prohibited.