



WHERE PUBLIC FLEET PROFESSIONALS CONNECT

JUNE 17-20, 2019

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

www.GovFleetExpo.com

Print and Post Quick Reference Sheet

Exhibitor Move-In – Ernest N. Morial Convention Center

Monday, June 17	8:00am	-	5:00pm	All vehicles in this day
Tuesday, June 18	8:00am	-	10:00am	Show Ready Preparations

Exhibit Hours – Ernest N. Morial Convention Center

Monday, June 17	10:00am	-	12:30pm	GFX Block Party & Experience
Tuesday, June 18	11:00am	-	3:00pm	
Wednesday, June 19	11:00am	-	3:30pm	

Exhibitor Move-Out – Ernest N. Morial Convention Center

Wednesday, June 19	3:30pm	-	7:00pm	Early Dismantle Prohibited
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Important Deadline Snapshot Some deadlines are not included, please review the kit for additional deadlines.

Deadline	Form or Information	Contractor/Vendor
April 8, 2019	Vehicle Specifications	Show Management
May 16, 2019	Hotel Group Rate Deadline	-New Orleans Downtown Marriott at the Convention Center -Renaissance New Orleans Arts Warehouse District Hotel
May 17, 2019	Official Event Mobile App Listing, Emergency Contact Information & Proof of Insurance	Show Management
May 21, 2019	Exhibitor Appointed Contractor Notification First Day Items Can Arrive at the Warehouse	Shepard Exposition Services Shepard Exposition Services
May 28, 2019	Shepard Discount Services (Furniture, Accessories, Booth Cleaning, Installation & Dismantle Labor, Carpeting, Cartload Service)	Shepard Exposition Services
June 10, 2019	Last Day to Ship to Advanced Warehouse	Shepard Exposition Services
June 14, 2019	Staff Registration Badge Scanners	Custom Registration Custom Registration

Shipping Addresses

Advanced Shipments Address

Shipments accepted (without a surcharge) on and between
May 21 – June 10

[Exhibiting Co. Name & Booth Number]
Government Fleet Expo & Conference
UPSF / Shepard Exposition Services
3761 Louisa Street
New Orleans, LA 70126

***Please note: New Orleans Warehouse Hours are 7:00am-3:00pm**

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
Government Fleet Expo & Conference
Ernest N. Morial Convention Center
900 Convention Center Blvd – Hall H
New Orleans, LA 70130

***Onsite shipping cannot arrive earlier than Monday, June 17 at 8:00am**