



ORIGINAL
Sewing & Quilt
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EXHIBITOR KIT

NEW ORLEANS, LA (KENNER)

Pontchartrain Center – 2023

Exhibitor Kit & Decorator Forms available at:

sewingexpo.com/Exhibit

Move-In:

Wednesday, May 3 8:00am – 5:00pm

All services end at 5pm. All vehicles must be unloaded by 5pm.

You may continue to work in your booth until 6:00pm.

Exhibit Hall: Thursday, May 4 10am – 5:30pm
Friday, May 5 10am – 5:30pm
Saturday, May 6 10am – 5pm

QUESTIONS?

888-699-6309

info@sewingexpo.com

Your Booth Package Includes:

- 8' high black draped back walls
- 3' high black siderail drape
- 7" x 44" exhibitor ID sign
- exhibitor credentials
- complete Expo Guide listing

Additional Furnishings and services are available from the official Expo decorator, whose forms are now linked at sewingexpo.com/Exhibit

Evolving Productions

Phone: 504-576-1444

Furnishing Discounts: April 20 is discount deadline

Internet, Electric and Phone:

A free public WiFi network is available. To purchase electric, a dedicated hardline connection or phone, order through OSQE by **April 21** at the form linked at: sewingexpo.com/Exhibit/New-Orleans-LA

If you are shipping to the EXPO:

Merchandise must arrive at Evolving Productions **April 1 – May 1**. Use the shipping address on the shipping information/material handling sheet and your packages will be delivered directly to your booth. Please read all shipping information carefully to avoid additional charges or missing items.

Moving Into the Expo

Wednesday May 3, 2023

8:00am – 5:00pm

All services end at 5:00pm, but you may continue to work in your booth until approximately 6:00pm.

Please make all travel arrangements with these times – and move-out times – in mind. Due to increased security and insurance measures, there will be no late-night exceptions to these check-in times. If you have a specific situation or problem regarding the schedule (not including airline bookings), call us as soon as possible.

Questions on set-up day? Call 440-263-6869.

Don't forget to Check-In:

Upon arrival, check in with Expo staff at the Exhibitor Check-In Desk in the Registration area.

- Receive your Expo Guide, Vehicle ID sign and Name Badge .
- Complete any outstanding paperwork.
- New name badges will be issued for each event, and must be worn in the hall at all times on Thursday – Saturday. *If you miss the deadline of **April 18** for emailing names for Name Badges to Liz (liz.fredrick@hoffmanmedia.com), you may request them on Wednesday at Exhibitor Check-in on the clipboard provided.*

Exhibit Hall Hours

Thursday, Friday: 10am – 5:30pm

Saturday: 10am – 5pm

Exhibitors may enter the Hall at 8:00am on Thursday, Friday and Saturday to refresh displays.

Unloading a Vehicle:

Vehicles should drive to the rear of the building. You are requested to remove your vehicle immediately after unloading. Don't forget to bring a rolling cart. The loading docks are shared and if you are not actively loading or unloading, you may be asked to move your vehicle from the dock.

Parking:

Parking is free. Vendor Parking is located at the far west and south ends of the parking lot. Please save the close parking for guests. Vendors with trailers and long vehicles may be directed where to park during event days.

Booth Staffing:

Please be sure you have requested a name badge for everyone you plan to have working in your booth (VIPs, regular staff, spouses, etc.). Your booth must be staffed at all times, and you may want to take special note of the 11:30am – 1:00pm class break, when increased attendee traffic in the Exhibit Hall may boost your need for help.

Tax Information:

Sales Tax in Kenner is 9.2% (the combined State, Parish and City rates). Within ten days after the Expo, mail the R-1029SE Sales Tax Return form and payment to the address on the form. Vendors who are based in Louisiana can remit the sales tax using their usual method.

The form is linked on our website at:
sewingexpo.com/Exhibit/New-Orleans-LA

Booth Space Requirements:

Exhibitors should plan their displays with the following guidelines in mind:

- Objects should be placed within the confines of the booth space, not in the aisles or adjacent booths.
- Exhibitor may display 8' high ½ the distance to the front of the booth at any time. 8' high displays or walls that extend from the back drape to the aisle must be pre-approved by Show Management. If you have a corner booth, the aisle "wall" is yours to do with as you please up to the 8' height.
- If you plan to run perimeter pipe at the 8' height beyond limits as stated above, you must cover the pipe with fabric or some other display material. Please, *"no naked pipe."*
- Pinning or taping directly to drape or walls is expressly forbidden. You may use fishing line, chain, "s"-hooks, hangers, hula-hoops . . . these are all good ways to hang display items from the 8' pipe.
- All tables must be draped on three sides to the floor. The Fire Marshall requires flame-retardant materials for table drape, which you may order along with other furnishings from the official Expo Decorator. In any case, if you have questions about your booth design/décor, please do not hesitate to call us.

Moving Out: Saturday, May 6, 2023 • 5:01pm – 10:00pm

Move-out begins after 5:00pm. No exceptions! This means your booth should be open, fully decorated and ready to do business until 5:00pm. Expo staff will be on the floor to assure all booths are open until the end of the show as published in all consumer promotion.

Loading a Vehicle

You will be able to drive up to loading area with your vehicle once your booth is packed and ready to go. Your Vehicle ID card will be required when parked in the loading area. All move-in/move-out is through the loading area. No loading through the main or glass doors.

If You Need Outbound Shipping: the official Expo Decorator will be on-site to facilitate your outbound shipping needs. If you have questions about these services, please call them directly.

Deadlines

New Orleans, LA

April 1, 2023

- Advance shipments may begin to arrive to decorator

April 18, 2023

- Name Badge info due to Liz
liz.fredrick@hoffmanmedia.com

April 20, 2023

- Last day for discounted rate on furnishings

April 21, 2023

- Electric, hard wired internet and phone orders due to OSQE

May 1, 2023

- Last day for advance shipments to decorator

Questions?

888.699.6309

liz.fredrick@hoffmanmedia.com

Last Minute Questions?

Expo cell phone:

440-263-6869

Pontchartrain Convention & Civic Center

4545 Williams Blvd. | Kenner, LA 70065

pontchartraincenter.com | 504-465-9985

Travel Information

Air Travel – The Louis Armstrong New Orleans International Airport is five miles from the Pontchartrain Center.

Ground Travel – Parking is free at the Pontchartrain Center. Vendor Parking is located at the far west and south ends of the parking lot. Please save the close parking for guests. Vendors with trailers and long vehicles may be directed where to park during event days. For directions and parking information, go to: pontchartraincenter.com/plan-your-visit/directions-parking/

Hotel Information

Hilton Garden Inn Kenner New Orleans Airport

4535 Williams Blvd | Kenner, LA 70065

Room Rate: \$159

Reservations: Call 844-548-2560 or 504-712-0504 and ask for Original Sewing & Quilt Expo room block

Room Block expires: 4-1-23

DoubleTree Kenner New Orleans Airport

2150 Veterans Memorial Blvd. | Kenner, LA 70062

Room Rate: \$199

Reservations: Call 800-222-8733 and ask for Original Sewing & Quilt Expo room block

Room Block expires: 4-3-23

Home2Suites Kenner New Orleans Airport

1112 Veterans Memorial Blvd. | Kenner, LA 70062

Room Rate: \$209

Reservations: Call 504-800-4357 and ask for Original Sewing & Quilt Expo room block

Room Block expires: 4-3-23

For details and reservation links:

sewingexpo.com/Events/New-Orleans-LA/Location-Hotels

Participate in the daily

Super Prize Drawing



Another way to gain exposure at the Expo!

Your prizes will be displayed with your booth name and number near the entrance to the Expo. This is great visibility for your products!

Every attendee has a chance to win these fabulous prize packages worth hundreds of dollars! Sewing machines are the super grand prize for each day. The drawing is held at 5:15 Thursday and Friday, and 4:30 on Saturday. Watch for those late afternoon crowds.

Several prizes and sewing machines will be awarded at every Expo! Attendees don't miss this event – it's the climax of their day!



WHAT TO DO AS AN EXHIBITOR:

Bring up to three prize items (one for each day), which represents the style of your booth, along to the Expo. Just drop them off at Exhibitor check-in any time on set-up day, or with the Prize Patrol coming by your booth between 3:00 - 4:00 on set-up day. We can accept prizes any time at the Registration Desk in the lobby. Don't miss this unique opportunity, since a little goodwill goes a long way with customers. The prize table is the busiest kiosk at the entrance, and customers will look for your booth. It really works!

