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# EXHIBITOR KIT

## Kenner, LA

Pontchartrain Center - 2024

*Exhibitor Kit & Decorator Forms* available at:  
[sewingexpo.com/Exhibit](https://sewingexpo.com/Exhibit)

**Move-In:**

Wednesday, May 1

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 6pm.

**Exhibit Hall:** Thursday, May 2

10am – 5:30pm

Friday, May 3

10am – 5:30pm

Saturday, May 4

10am – 5pm

### Your Booth Package Includes:

- 8' high black draped back walls
- 3' high divider drape (unless you upsized to 8' side walls for a fee)
- 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 available online at [sewingexpo.com/Exhibit](http://sewingexpo.com/Exhibit)

#### Evolving Productions

PO Box 24687 | New Orleans, LA 70184

Phone: 504-576-1444

Fax: 504-576-1564

Email: [info@evolvingpro.com](mailto:info@evolvingpro.com)

**Furnishing Discounts:** April 15 is the final day for order discounts from Evolving Productions.

### Electrical, Telephone and Internet:

Electric, phone and wired internet services are available through Original Sewing & Quilt Expo. Order by **April 22** on the form linked at: [sewingexpo.com/Exhibit/New-Orleans-LA](http://sewingexpo.com/Exhibit/New-Orleans-LA) (Note: There is free public WiFi in the building. See Vendor Check-in for login credentials.)

### If you are shipping to the EXPO:

Merchandise must arrive at Evolving Productions **April 1-29**. 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 1, 2024**

**8:00am – 5:00pm**

*All services end at 5pm. All vehicles must be unloaded by 5pm, but you may continue to work in your booth until approximately 6pm.*

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, 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 Exhibitor Check-In at the Registration Desk.

- Receive your Shopping Bag, Expo Guide, Vehicle ID sign and Name Badge.
- New name badges will be issued for each event, and must be worn in the hall at all times on Thursday – Saturday.

**Email names for your badges to Heather by April 22 at [hshaw@hoffmanmedia.com](mailto:hshaw@hoffmanmedia.com)**

If you miss the deadline, please request them on Wednesday at Exhibitor Check-in.

### Exhibit Hall Hours

Thursday, Friday • 10am – 5:30pm

Saturday • 10am – 5pm

Exhibitors may enter the Hall at 7:45am on Thursday and 8am on Friday and Saturday to refresh displays and visit.

## Unloading a Vehicle:

Vehicles can unload at the rear of the building using a ramp or loading dock. Or unload at the front through the main entrances. Your Vehicle ID (received at Vendor check-in desk in lobby) must be displayed in the vehicle window while parked in the loading zones. Please move your vehicle after unloading so others may have an opportunity.

Remember to bring a rolling cart if needed (2-wheel carts and 4-wheel carts are permitted). If you require a loading dock, you may be asked to move your truck if you are not actively loading/unloading.

**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 attendees. 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 via email 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%**  
(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](http://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 confines of the booth space, not in aisles or adjacent booths.
- Exhibitor may display 8' high  $\frac{1}{2}$  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, etc.
- 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 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.

**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

## Kenner, LA

### April 1, 2024

- Advance shipments may begin to arrive to decorator

### April 15, 2024

- Last day for discounted rate on furnishings from decorator.

### April 22, 2024

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

### April 22, 2024

- Name Badge info to Heather:  
hshaw@hoffmanmedia.com

### April 29, 2024

- Last day for advance shipments to decorator

## Questions?

hshaw@hoffmanmedia.com  
440-899-4730

## 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. Vendor Parking is located at the far west and south ends of the parking lot. Please save the close parking for attendees. 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/](http://pontchartraincenter.com/plan-your-visit/directions-parking/)

### Hotel Information

#### To make a reservation:

- **Via the reservation links found on our website:**  
[sewingexpo.com/Events/New-Orleans/Location-Hotels](http://sewingexpo.com/Events/New-Orleans/Location-Hotels)
- **Or call the hotel at the number listed below and ask for Original Sewing & Quilt Expo group rate**

#### Hilton Garden Inn Kenner New Orleans Airport

4535 Williams Blvd | Kenner, LA 70065  
Room Rate: \$132 King or Two Doubles  
Special Rate Expires 3-29-24  
Reservations: 504-305-5400  
Next to the Pontchartrain Center

#### DoubleTree Kenner New Orleans Airport

2150 Veterans Memorial Blvd. | Kenner, LA 70062  
Room Rate: \$179  
Special Rate Expires 4-1-24  
Reservations: 800-222-8733 or 504-467-3111  
2.5 miles from Pontchartrain Center

#### Comfort Suites Airport Kenner

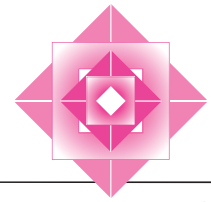
2710 Idaho Ave. | Kenner, LA 70062  
Room Rate: \$104 King | \$114 Two Queens  
Special Rate Expires 3-30-24  
Reservations: 504-636-8377  
2.5 miles from Pontchartrain Center

#### Holiday Inn New Orleans Airport North

1300 Veterans Blvd. | Kenner, LA 70062  
Room Rate: \$135 King or Two Queens  
Special Rate Expires 3-29-24  
Reservations: 888-465-4329 or 504-325-5720  
3 miles from the Pontchartrain Center

Participate in the daily

# Super Prize Drawing



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## 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!

