


LeadingAge **ANNUAL
MEETING & EXPO**

October 29 - November 1, 2017

Ernest N. Morial Convention Center | New Orleans, LA

EXHIBITOR QUICK GUIDE

In order to assist you here is the necessary information on:

- VENUE
 - EXPO SCHEDULE
 - REGISTRATION
 - HOTEL RESERVATIONS
 - EXHIBITOR SERVICE KITS
 - BOOTH SHIPMENTS
 - EXHIBIT TERMS AND CONDITIONS
 - FOOD AND BEVERAGE SERVICES
 - CARAVAN FORM
 - GUEST PASSES
- 

CONTACTS

LeadingAge Booth Sales and Promotional Opportunities

sales@LeadingAge.org

Exhibitor Customer Service

bhughes@LeadingAge.org | dgray@LeadingAge.org

Shipping, Labor and Décor

Freeman
(504) 731-6137
FreemanNewOrleansES@freeman.com

VENUE

LeadingAge ANNUAL
MEETING & EXPO

October 29 - November 1, 2017

Ernest N. Morial Convention Center

900 Convention Center Blvd, New Orleans, LA

EXPO SCHEDULE

Move-In	Sunday, October 29th	8:30 a.m. – 8:00 p.m.
EXPO Open	Monday, October 30th	12:00 p.m. – 3:30 p.m.
	Tuesday, October 31st	11:30 a.m. – 3:30 p.m.
	Wednesday, November 1st	9:30 a.m. – 11:30 a.m.
Exhibitor Networking Breakfast	Wednesday, November 1st	8:00 a.m. - 9:30 a.m.
Move-Out	Wednesday, November 1st	11:30 a.m. – 8:00 p.m.

REGISTRATION /EXHIBITOR BADGES

Registration for badges will open in late July.

All exhibitors will be notified by email when registration opens.

HOTEL RESERVATIONS







The LeadingAge room block will open in late July with registration.

You will be able to register for the conference as well as book hotel rooms on the same website.

EXHIBITOR SERVICE KITS

[CLICK HERE TO ACCESS THE EXHIBITOR SERVICE KIT.](#)

The following items and more will be available in this kit:

-  **Lead Retrieval Equipment**
-  **Audio Visual Rentals**
-  **Floral Services**
-  **Carpet and Furniture Rental** (exhibitors are required to rent/provide carpet at their expense)
-  **Electrical Services**
-  **Hard Wired Internet** (Wi-Fi is complimentary throughout the Convention Center)

Note: The booth space is not carpeted or furnished. Carpet, tables, chairs, wastebaskets, etc. are not included in the booth rental fee. You may rent carpet (required) and order furnishings from Freeman via the [Exhibitor Kit](#).

BOOTH SHIPMENTS

Shipments to the **Freeman Warehouse** will be accepted **Sept. 28 – Oct. 20** at:

LeadingAge
C/O Freeman
905 Sams Ave.
New Orleans, LA 70123

Shipments to **Show Site** will be accepted beginning **Oct. 21** at:

LeadingAge
C/O Freeman
Ernest N. Morial Convention Center
900 Convention Center Blvd.
New Orleans, LA 70130

EXHIBIT TERMS AND CONDITIONS

It is extremely important that all of your exhibit personnel review the Exhibit Rules and Regulations which includes important information on:

- Height Regulations and Hanging Banners – see important ceiling height info below
- Cancellation Policies
- Early Booth Tear-Down Rules and Penalties
- Construction, Installation and use of Exhibits and Exhibit Facility

Ceiling Height: The ceiling height in the front of the EXPO hall is lower than the rest of the hall and is solid. This means that you will need to reach out to Freeman to make arrangements for any rigging and/or hanging signage prior to arriving to the convention center. This only applies to companies in the booths on this list:

Company	Booth	Company	Booth
ABILITY Network	503	Keiser Corporation	2313
Aegis Therapies	1113	LCS	1105
Combined Worksite Solutions	1205	Netsmart	1711
Direct Supply, Inc.	1005	Select Rehabilitation, Inc.	1403
GlynnDevins Advertising & Marketing	811	STANLEY Healthcare	513
HUR USA	1511	Sunset Vans	113
		Yardi Systems, Inc.	711

Hanging Banners/Signs: You may not have a hanging banner/signage higher than 20 feet from the EXPO floor. There is a maximum of 20 feet from the floor to the TOP of your sign that must be adhered to. All booths and signage are subject to inspection prior to the start of the EXPO and unfortunately, no exceptions will be made.

FOOD AND BEVERAGE CATERING SERVICES

The menu and services offered can be found [here](#). You are not permitted to bring outside food or beverages to distribute from your booth.



CARAVAN FORM

FREEMAN EXHIBIT TRANSPORTATION CARAVAN



FROM:

AHCA / NCAL 68th ANNUAL CONVENTION & EXPO
 October 16-17, 2017
 Mandalay Bay Resort & Casino
 Las Vegas, NV

TO:

2017 LEADINGAGE ANNUAL MEETING & EXPO
 October 29 – November 1, 2017
 c/o Freeman Advance Warehouse
 905 Sams Ave
 New Orleans, LA 70123

To get your shipment on board the caravan, see your Freeman transportation representative at the AHCA/NCAL 68TH ANNUAL or call 1-800-995-3579 to schedule in advance.

- Save money through consolidation of your shipments with other exhibitor shipments on the same caravan
- Your entire shipment will arrive on time and secure
- Your shipment will deliver to the Freeman Advance Warehouse in New Orleans
- Full on-site supervision from move-in to move-out, constant monitoring of all shipments
- Take advantage of more marketing spend by signing up for this caravan
- Pre-printed shipping labels and Material Handling Agreement

Weight	Ground Rates
1 – 999 lbs	\$1.04 per lb
1000 – 1999 lbs	\$0.89 per lb
2000 – 2999 lbs	\$0.73 per lb
3000 lbs & Over	See Freeman Transportation Representative for Quote

***NOTE: Minimum charge: \$150.00; fuel surcharge to be applied at time of shipment.**

EMAIL: exhibit.transportation@freeman.com

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Get FREE Admission to the LeadingAge EXPO

Take this opportunity to view the products and services of more than 400 long-term care companies, talk directly with senior services suppliers to discuss your organization's needs and get a firsthand look at some of the most innovative products and services on the market today.
For free admittance to the exhibits (lunch not included), simply bring this pass to the LeadingAge Registration Desk to receive your complimentary badge. Please note: Guest Passes are for Providers only; all others will be charged a one-day registration fee.

Register for the Full Program!

We encourage you to register for the education program, featuring more than 200 sessions in the aging services field. You'll find complete session registration information and fees online at our conference Web site www.LeadinAge.org/annualmeeting

Guest of (company name): _____

EXPO Hours for Guests

Oct. 30
12:00 p.m. - 3:30 p.m.

Oct. 31
11:30 a.m. - 3:30 p.m.

Nov. 1
9:30 a.m. - 11:30 a.m.

Questions?

Call: (888) 508-9441
E-mail: meeting@LeadingAge.org

LEADINGAGE EXPO GUEST PASS
GOOD FOR ONE DAY ONLY

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**VISIT THE EXHIBITOR SERVICE CENTER
FOR UPDATED INFORMATION AT ANY TIME.**