

General Information

LOCATION & DATES

Hilton New Orleans Riverside
Grand Ballroom
2 Poydras Street
New Orleans, LA 70130

Sunday, June 2 to Tuesday, June 4, 2024

EXHIBITOR MOVE-IN

Saturday, June 1	1:00 PM	-	5:00 PM
Sunday, June 2	8:00 AM	-	3:30 PM

NOTE: Overtime rates apply all day Saturday and Sunday.

SHOW HOURS

Sunday, June 2	5:00 PM	-	7:00 PM	Exhibit Hall Open
	5:30 PM	-	7:00 PM	Networking Reception in the Exhibit Hall
	5:45 PM	-	7:00 PM	Poster Viewing (Exhibit Hall Foyer)
Monday, June 3	10:00 AM	-	4:30 PM	Exhibits Open
Tuesday, June 4	10:00 AM	-	2:00 PM	Exhibits Open

EXHIBITOR MOVE-OUT

Tuesday, June 4	2:00 PM	-	6:00 PM
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NOTE: Overtime rates apply all day Saturday and Sunday.

Outside carriers must be checked in by **Tuesday, June 4 at 5:00 PM**. Please see the [Move-Out Information sheet](#) for more details.

STANDARD BOOTH EQUIPMENT

Each 10' x 10' booth includes the following standard equipment:

8' High Draped **Backwall** – Color(s): **White & Gold**

3' High Draped **Siderails** – Color: **Gold**

1 – 7" x 44" **Identification Sign** with Company Name & Booth Number

NOTE: All furnishings must be ordered through Hargrove. The space does not come with a table or chairs.

Venue carpet color: **Multi-colored**

General Information (cont.)

HARGROVE ADVANCE & ONLINE ORDER DEADLINES

Monday, April 29, 2024 RENTAL BOOTH & RENTAL BANNER ORDER DEADLINE

Monday, May 6, 2024 ADVANCE ORDER & RENTAL ART SUBMISSION DEADLINE

Hargrove's advance prices apply to orders received with payment by the deadline date.

Monday, May 20, 2024 CARPET & ONLINE ORDERING DEADLINE

Orders after this date must be placed via phone or email and are subject to availability.

NEED HELP? WE'RE HERE FOR YOU!



HARGROVE EXHIBITOR SERVICES // 301.306.4627 or exhibitorservices@hargroveinc.com



HARGROVE SHIPPING // [Request a Quote](#) // 301.306.4620 or shipping@hargroveinc.com

ADVANCE SHIPPING

Advance shipping begins **Monday, April 29** at **8:00 AM** and ends **Wednesday, May 29** at **1:00 PM**.

Advance shipping address:

(Your Company Name & Booth Number)
2024 NAEYC Professional Learning Institute
c/o Hargrove
c/o Exhibit Transfer
3761 Louisa St
New Orleans, LA 70126

Advance Warehouse Receiving Hours: Monday – Friday **8:00 AM** to **1:00 PM**

NOTE: Items will be moved to site on overtime.

DIRECT SHIPPING

There is NO DIRECT SHIPPING to this event.

All shipments must be consigned to Hargrove and shipped to the advance warehouse. If your materials cannot arrive at the advance warehouse on or before **Wednesday, May 29**, contact Hargrove Exhibitor Services at **301.306.4627** or exhibitorservices@hargroveinc.com. Shipments sent directly to the Hilton New Orleans Riverside may be refused and will be subject to material handling fees plus a 50% surcharge.