

## EXHIBITOR RESOURCES CENTER

**The [Exhibitor Services Kit](#) is now available! Please note the advance order deadline of Monday, August 26.**

### GENERAL INFORMATION

<b>Event Website:</b>	<a href="http://www.ORManagerConference.com">www.ORManagerConference.com</a>		
<b>Show Dates:</b>	Wednesday, September 18 – Friday, September 20		
<b>Event Venue:</b>	Ernest N. Morial Convention Center, New Orleans		
<b>Hotel Reservations:</b> <i>The discount deadline for the Hilton Riverside is Friday, August 23 and the remaining hotels the deadline is Friday, August 16.</i>	<b>New Orleans Hilton Riverside: \$205; <a href="#">Book Online</a></b> or call (504) 584-3989 <b>Marriott Convention Center: \$210; <a href="#">Book Online</a></b> or call (504) 613-2888 <b>Renaissance New Orleans Arts: \$210; <a href="#">Book Online</a></b> or call (504) 613-2330 <b>Residence Inn New Orleans Downtown: \$189; <a href="#">Book Online</a></b> or call (504) 522-1300 <b>Courtyard New Orleans Convention Center: \$178; <a href="#">Book Online</a></b> or call (504) 598-9898 <b>SpringHill Suites Downtown: \$189; <a href="#">Book Online</a></b> or call (504) 522-3100		
<b>Move-In Hours:</b>	<b><u>Monday, 9/16:</u></b> 8 a.m. – 5 p.m. (Island Only)	<b><u>Tuesday, 9/17:</u></b> 8 a.m. – 5 p.m.	<b><u>Wednesday, 9/18:</u></b> 8 a.m. – 2 p.m.
<b>Exhibit Hall Hours:</b>	<b><u>Wednesday, 9/18:</u></b> 4 p.m. – 6:30 p.m. (Kick-Off Party, 5 p.m. – 6:30 p.m.)  <b><u>Thursday, 9/19:</u></b> 9 a.m. – 2 p.m.		
<b>Move-Out Hours:</b>	<b><u>Thursday, 9/19 :</u></b> 2 p.m. – 8:30 p.m.	<b><u>Friday, 9/20:</u></b> 8 a.m. – 12 p.m.	
<b>Official General Services Contractor:</b>	Freeman; Phone: (504) 731-6137; E-mail: <a href="mailto:FreemanNewOrleansES@freeman.com">FreemanNewOrleansES@freeman.com</a>		
<b>Freeman Advance Order Deadline:</b>	Monday, August 26, 2019		
<b>Shipping Information – Warehouse</b> <i>Accepting shipments beginning on Friday, August 16 through Monday, September 9. (The Freeman Warehouse will be closed on September 2 for Labor Day.)</i>	Exhibiting Company Name / Booth # OR Manager Conference 2019 c/o FREEMAN 905 Sams Ave. New Orleans, LA 70123		
<b>Shipping Information – Show Site</b> <i>Accepting shipments beginning on Monday, September 16. Anything sent earlier will be REFUSED by the venue.</i>	Exhibiting Company Name / Booth # OR Manager Conference 2019 c/o FREEMAN Ernest N. Morial Convention Center 900 Convention Center Blvd. New Orleans, LA 70130		
<b>Booth Carpeting:</b>	The exhibit hall is not carpeted and exhibitors are required to provide floor covering.		
<b>Maximum Height Allowance:</b>	Inline (Linear) Booths: 8' Perimeter Booths: 12' Island Booths (booths 400 sq. ft. or larger): 25'		

## EXHIBITOR DEADLINE CHECKLIST

VENDOR	ITEM	DEADLINE	COMPLETE
Show Management	<a href="#">Listing Due for the Program Guide</a>	August 2	
Show Management	<a href="#">EAC Forms Due</a>	August 9	
Freeman	<a href="#">First Day to Ship to Advance Warehouse</a>	August 16	
Hilton or Marriott	<a href="#">Hotel Reservation</a>	August 16 or 23	
ENMCC	<a href="#">Electric Order Form</a>	August 25	
ENMCC	<a href="#">Internet Order Form</a>	August 25	
Centerplate	<a href="#">Booth Catering Order Form</a>	August 26	
Convention Plant Creations	<a href="#">Floral Order Form</a>	August 26	
Freeman	<a href="#">Advance Order Deadline</a>	August 26	
Freeman	<a href="#">Booth Furnishings Order Form</a>	August 26	
Freeman	<a href="#">Carpet Order Form</a>	August 26	
Freeman	<a href="#">Booth Cleaning Order Form</a>	August 26	
Freeman	<a href="#">Signage Order Form</a>	August 26	
Freeman	<a href="#">Hanging/Rigging Order Form</a>	August 26	
PSAV	<a href="#">AV Order Form</a>	August 26	
Freeman	<a href="#">Last Day to Ship to Advance Warehouse (without additional surcharge)</a>	September 9	
CRI	<a href="#">Lead Retrieval Order Form</a>	September 12	
CRI	<a href="#">Exhibitor Staff Registration</a>	September 13	
Freeman	<a href="#">First Day to Ship Direct to Show Site</a>	September 16	
Freeman	<a href="#">Exhibitor Move-In Begins</a>	September 16	

## SHIPPING INFORMATION

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Exhibiting Company Name / Booth #  
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905 Sams Ave.  
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Exhibiting Company Name / Booth #  
OR Manager Conference 2019  
c/o FREEMAN  
Ernest N. Morial Convention Center  
900 Convention Center Blvd.  
New Orleans, LA 70130

## MARSHALLING YARD INFORMATION

Please note that all vehicles delivering materials to the Ernest N. Morial Convention Center must report to the marshalling area to obtain a dock pass. This includes privately owned vehicles (cars, trucks, vans, etc.) who choose to unload their own materials at the established unloading area. **No vehicle will be allowed to the dock area without a pass.**

Approach from the West

**From I-10 take Highway US-90 and exit on Tchoupitoulas St/South Peters. Continue on Calliope St and take right on Tchoupitoulas St. Lot I will be to your right.**

Please note that Google Maps often directs drivers to take the Annunciation St exit from US-90; this is a non-truck route and should not be taken.

Approach from the East

**From Highway US-90 take the Tchoupitoulas St. exit and turn slight right onto Tchoupitoulas St. Lot I will be to your right.**

## DISPLAY RULES AND REGULATIONS

**Linear or Inline Booth**

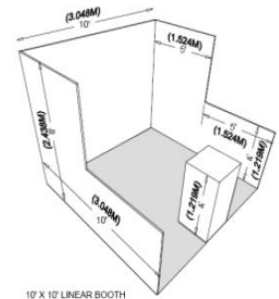
Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They have a back wall height limitation of eight feet (8'). Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.

**Maximum Height Limit:**

8 feet

**Hanging Signs Allowed:**

No



10' X 10' LINEAR BOOTH

**Perimeter Booth**

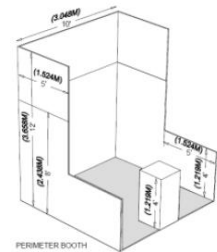
A Perimeter Booth is simply a Linear Booth that backs to a wall of the exhibit facility rather than to another exhibit. All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12 ft. No hanging signs are allowed.

**Maximum Height Limit:**

12 feet

**Hanging Signs Allowed:**

No



PERIMETER BOOTH

### **Island Booth**

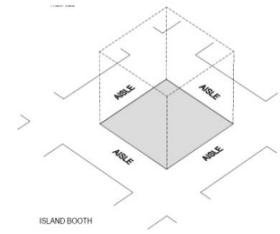
An Island Booth is any size booth exposed to aisles on all sides. The dimensions of an island booth is 20' x 20' or larger, although it may be configured differently. The entire cubic content of the space may be used up to the maximum allowable height, which is twenty five feet (25'), including signage.

### **Maximum Height Limit:**

25 feet

### **Hanging Signs Allowed:**

Yes



## HOTEL AND TRAVEL INFORMATION

### **Hotel Information:**

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**Marriott Convention Center: \$210;** [Book Online](#) or call (504) 613-2888

**Renaissance New Orleans Arts: \$210;** [Book Online](#) or call (504) 613-2330

**Residence Inn New Orleans Downtown: \$189;** [Book Online](#) or call (504) 522-1300

**Courtyard New Orleans Convention Center: \$178;** [Book Online](#) or call (504) 598-9898

**SpringHill Suites Downtown: \$189;** [Book Online](#) or call (504) 522-3100

### **\*\*BEWARE OF ADVERTISING OFFERS THAT CLAIM TO PROVIDE ACCESS TO THE OR MANAGER CONFERENCE HOTEL BLOCK\*\***

We have been made aware that certain companies are targeting our exhibitors offering them hotel rooms. These groups are in no way affiliated with ORMC and beware of their false claims of having access to hotel rooms in the official ORMC room block.

You will only receive information directly from OR Manager Conference regarding any legitimate housing updates.

### **Airport:**

The closest major airport to the Ernest N. Morial Convention Center is the [Louis Armstrong New Orleans International Airport \(MSY\)](#) which is approximately a 15 miles distance.

The Louis Armstrong New Orleans International Airport has ground transportation options for all visitors, no matter your needs, schedule, or destination. Visit the [transportation page](#) on their website for more information.

### **Airline Discounts:**

**Delta Airlines:** Reservations and ticketing is available via [www.delta.com](http://www.delta.com). When booking online, select Book a Trip, click on More Search Options and enter the meeting code, **NMSMC**, in the box provided on the Search Flight page. Reservations may also be made by calling Delta Meeting reservations at (800) 328-1111 Monday – Friday from 7 a.m. – 7 p.m. CDT. Additional fees may apply.

**United Airlines:** Save an additional 3% by booking your own airfare online at [www.united.com](http://www.united.com). Choose your flight times and access your discount by inserting **ZFXK882468** in the Offer Code box. Or call your travel professional or United Meetings at (800) 426-1122 for reservations. Refer to Z Code: **ZFXK** and Agreement Code: **882468**. (A \$25 service fee will be collected for all tickets issued through United Meetings Reservation Desk).

### **Parking:**

For customized driving directions to the Convention Center, [click here](#).

Ample parking is available at the Convention Center for a daily fee. Overnight parking is prohibited. [Click here](#) to view a map of available parking.

**Super Shuttle:**

Attendees will receive a 12% discount off the standard rate of shuttle service from the airport to the selected hotel. Reservations can be made [online](#) or by calling 1-800 BLUE VAN (800-258-3826) and reference booking code **D4PEN**. Phone reservations may incur a \$3 booking fee.