

# QUICK FACTS



## EVENT & VENUE

### NOLA Coffee Festival

September 15 - 16, 2023

New Orleans Ernest N Morial Convention Center

Hall B-1

New Orleans, LA



## IMPORTANT DATES

Tuesday, August 15, 2023

### ADVANCE SHIPMENT RECEIVING

Warehouse will begin receiving advance shipments.

Thursday, August 17, 2023

### ADVANCE ORDER DISCOUNT DEADLINE

All orders must be received with payment in full by this date to receive discounted pricing.

Thursday, August 24, 2023

### ADVANCE ORDER DEADLINE - RENTAL EXHIBITS AND CUSTOM TABLE THROWS

All orders must be received with payment in full by this date. These items will not be available after the deadline date.

Thursday, September 7, 2023

### ADVANCE SHIPMENT DEADLINE

Last day for Advance Shipments to arrive at Warehouse without surcharges.



## SCHEDULE

Thursday, September 14, 2023

1:00pm - 5:00pm

EXHIBITOR MOVE-IN

Friday, September 15, 2023

9:00am - 4:00pm

SHOW HOURS

Saturday, September 16, 2023

9:00am - 4:00pm

Saturday, September 16, 2023

5:00pm - 10:00pm

EXHIBITOR MOVE-OUT

Saturday, September 16, 2023

10:00pm

### OUTBOUND SHIPPING AGREEMENT DEADLINE

All exhibitors must submit an outbound Material Handling Agreement to the Exhibitor Service Desk.

Saturday, September 16, 2023

9:00pm

### CARRIER CHECK-IN DEADLINE

Saturday, September 16, 2023

10:00pm

### RE-ROUTE DEADLINE

Shipments not picked up by the exhibitor's carrier and/or remaining on the exhibit floor will be re-routed at this time.



## BOOTH EQUIPMENT

EACH 10'X10' BOOTH PACKAGE WILL INCLUDE THE FOLLOWING ITEMS.

8'H Burgundy Backwall Drape  
3'H Burgundy Siderail Drape  
1 - 6' Burgundy Skirted Table  
2 - Side Chairs  
1 - Wastebasket  
Standard Booth Identification Sign

## CARPET

The Exhibit Hall is not carpeted. Booth carpet is not required, but recommended.



## MATERIAL HANDLING

### ADVANCE SHIPMENTS

Exhibiting Company Name/Booth #  
NOLA Coffee Festival  
c/o Alliance Exposition / Freight Force / All Star  
Freight  
940 Industry Rd  
Bldg B  
Kenner, LA 70062

Advance shipments should arrive between **Tuesday, August 15, 2023** and **Thursday, September 7, 2023**.

All shipments received outside these dates will be subject to a late fee.

Shipments that arrive at the warehouse after **Thursday, September 7, 2023** cannot be guaranteed to arrive before show opening. Additional handling charges will be added for expedited trucking and freight.

Please view rates and **pre-order Material Handling service prior to shipping**.

Print **Advance Warehouse Shipping Labels** by clicking on the **Shipping** link in the left hand menu.

### DIRECT TO SHOWSITE SHIPMENTS

Exhibiting Company Name/Booth #  
NOLA Coffee Festival  
c/o Alliance Exposition  
New Orleans Ernest N Morial Convention Center  
Hall B-1  
900 Convention Center Blvd  
New Orleans, LA 70130

Direct shipments will be accepted on **Thursday, September 14, 2023**. Receiving will take place during exhibitor move-in hours.

Please view rates and **pre-order Material Handling service prior to shipping**.

Print **Direct to Showsite Shipping Labels** by clicking on the **Shipping** link in the left hand menu.

For assistance, please contact **Exhibitor Services** at **888.528.2011** or [ExhibitorAssistance@alliance-exposition.com](mailto:ExhibitorAssistance@alliance-exposition.com).

**As of September 2022, an 8.3% Fuel and Labor Surcharge will be added to all orders placed with Alliance Nationwide Exposition.**