

# QUICK FACTS



## EVENT & VENUE

### IBDEA 2023 Conference

February 23 - 27, 2023  
Hilton New Orleans Riverside  
Churchill CD (2nd floor)  
New Orleans, LA



## IMPORTANT DATES

Wednesday, January 25, 2023

### ADVANCE SHIPMENT RECEIVING

First day warehouse will begin receiving advance shipments without surcharges.

Friday, January 27, 2023

### ADVANCE ORDER DISCOUNT DEADLINE

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

Friday, February 3, 2023

### ADVANCE ORDER DEADLINE - CUSTOM GRAPHICS & CUSTOM TABLE THROWS

All orders must be received with payment in full by this date to guarantee production of the order for the show. These items will not be available to order after the deadline date.

Friday, February 17, 2023

### ADVANCE SHIPMENT DEADLINE

Last day for advance shipments to arrive at warehouse without surcharges.



## SCHEDULE

Friday, February 24, 2023

1:00pm - 4:00pm

EXHIBITOR MOVE-IN

Saturday, February 25, 2023

8:30am - 11:30am

Saturday, February 25, 2023

1:00pm - 6:00pm

SHOW HOURS

Sunday, February 26, 2023

1:00pm - 4:00pm

EXHIBITOR MOVE-OUT

Sunday, February 26, 2023

4:00pm

### OUTBOUND SHIPPING AGREEMENT DEADLINE

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

Sunday, February 26, 2023

3:00pm

### CARRIER CHECK-IN DEADLINE

Sunday, February 26, 2023

4:00pm

### 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 8'X10' BOOTH PACKAGE WILL INCLUDE THE FOLLOWING ITEMS.

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

## CARPET

The Exhibit Hall is carpeted.



## MATERIAL HANDLING

It is recommended to ship all exhibit materials to the advanced warehouse. Shipping to the warehouse will ensure that materials are in the booth space for exhibitor set up. The warehouse deadline date has been extended for receiving to **Friday, February 17, 2023**. The standard warehouse material handling charge will be honored for all shipments received by this date. Any shipments sent directly to the facility will be required to be handled by Alliance Nationwide Exposition Company. The prevailing warehouse material handling rate plus a 20% minimum surcharge will be added to all direct shipments.

## ADVANCE SHIPMENTS

Exhibiting Company Name/Booth #  
IBDEA 2023 Conference  
c/o Alliance Exposition / Freight Force / All Star Freight  
940 Industry Rd, Bldg B  
New Orleans, LA 70062

## OUTBOUND PICK UP ADDRESS

Exhibiting Company Name/Booth #  
IBDEA 2023 Conference  
c/o Alliance Exposition  
Hilton New Orleans Riverside  
Churchill CD (2nd floor)  
Two Poydras St  
New Orleans, LA 70130

Outbound shipments not consigned to Alliance Transportation and Logistics, the Official Show Carrier, require a pick-up to be scheduled in advance by the exhibiting company with its designated carrier of choice.

For outbound carrier pick up, please schedule your carrier to pick up from the above Outbound Pick Up address between the hours of **1:00pm and 4:00pm** on **Sunday, February 26, 2023** only. Carrier check-in deadline is **3:00pm** on **Sunday, February 26, 2023**.

All exhibit materials must be removed from the exhibit hall by **4:00pm** on **Sunday, February 26, 2023**.

**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.**