



EXHIBITORS - PLEASE READ

Important information is below to help you prepare for your exhibit space during the 2024 NAEYC Professional Learning Institute. Please share this information with all attending the meeting from your organization.

LOCATION

Hilton New Orleans Riverside
New Orleans, LA, USA

EXHIBITOR MOVE IN

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

EXHIBIT HALL SCHEDULE

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 DISMANTLE

Tuesday, June 4 2:00 PM – 6:00 PM

[Click here for the Professional Learning Institute Rules and Regulations.](#)

GENERAL SERVICE CONTRACTOR

Hargrove is the General Service Contractor. They will have a desk located in the Exhibit Hall. All questions regarding the enclosed service forms should be directed to:

Hargrove
Phone: +1 301.306.4627
Email: exhibitorservices@hargroveinc.com

EXHIBIT ASSIGNMENT AND FURNISHINGS

[Click here](#) to view the current floorplan and current list of exhibitors.

Aisle Carpet: The ballroom is Carpeted.

Booth Drape Colors: Back Wall - Gold/White; Side Rails - Gold

Each 10 x 10 space Includes:

- 8' high draped back drop
- 3' high draped side walls
- Two (2) Full Conference Registrations
- Company name, booth number, product category(ies) and URL listing in the event program and in the digital version (when booth is confirmed by April 10)

All other furnishings must be purchased through Hargrove, including carpeting which is required for every booth. The exhibit hall is carpeted.

Please reference the Exhibitor Service Kit for more information on ordering booth furnishings, electrical, internet, shipping, and other important information. **Advanced pricing ends on Monday, May 6, 2024.**

SHIPPING INFORMATION

Shipping information is included in the service kit for the Advanced Warehouse.

ON-SITE SHIPPING INFORMATION

If you need to ship directly to the Hotel, there is a FedEx Business Center on-site.

FedEx Office Print & Ship Center
2 Poydras Street
New Orleans, LA 70130
504-581-5892

REGISTRATION

An email from NAEYC's registration vendor, Convention Management Resources (CMR), will be sent to your company's booth contact with log-in credentials to register your booth personnel starting in early March and no later than May 15. If you have not received the log-in credentials or have any questions, please call contact naeycplisupport@cmrus.com.

The sharing of exhibit staff badges will not be permitted.

Exhibitor Registration hours:

Saturday, June 1	1:00 PM – 5:00 PM
Sunday, June 2	7:00 AM – 6:00 PM

HOUSING INFORMATION

Hotel information will be available by March 1, 2024.

National Association for the Education of Young Children www.naeyc.org
1401 H Street NW, Suite 600, Washington DC 20005

LEAD RETRIEVAL

Lead retrieval units can be ordered from CMR through the exhibitor registration portal or this link. [Click Here](#) for the form.

EVENT PROGRAM ADVERTISING

The print event program advertising form can be found in the service kit. Contact advertising@NAEYC.org for information on advertising your booth location and activities to event attendees.

SECURITY

Precautions will be taken to ensure the safety of the exhibit materials. The exhibit area will be locked, and peripheral guard service will be provided when the exhibit hall is not open. Only exhibitor badges will have access to the exhibit space during move-in and dismantle periods through one entrance and exit to be staffed by event staff. NAEYC and any of its directors, officers, employees, agents, vendors, or subcontractors, any NAEYC Conference venue are not responsible for the protection of exhibitors' materials and displays nor any loss or damage to such materials and displays, and Exhibitor will hold harmless NAEYC and any of its directors, officers, employees, agents, vendors, or subcontractors, any NAEYC Conference venue for any such loss or damage.

EXHIBITOR APPOINTED CONTRACTOR (EAC)

If you are using a third party to set-up your booth, [CLICK HERE](#) to complete the information on your EAC. An email will be sent that you need to forward to your EAC to submit their Certificate of Insurance. See below for limitations for the liability insurance.

CERTIFICATE OF INSURANCE

It is the responsibility of each exhibiting company to carry the appropriate liability insurance with the following limits:

Comprehensive General Liability	\$1,000,000 per occurrence
Workers' Compensation Insurance	\$2,000,000 aggregate statutory minimums

***If using an Exhibitor-Appointed Contractor, they must submit a Certificate of Insurance via the EAC process.**

[Click Here](#) for a sample of the Certificate of Insurance.

We look forward to working with you! Please call or email should you have any questions.

[Debi Maines](#)
Senior Manager, Logistics
856-302-0890

[Susan Waters](#)
Business Development
856-344-3615

[Merle Zappan](#)
Business Development
856-302-0884

A. Fassano & Co. represents NAEYC for exhibit sales under the NAEYC Conferences and Market Solutions Department, for more information contact [NAEYC Senior](#) Director, Nicole Zuchetto at nzuchetto@NAEYC.org.

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