

## General Information & FAQs

### SCHEDULE & IMPORTANT DATES/TIMES

#### Move-In at the Hyatt Regency New Orleans:

Saturday August 12 12:00 p.m. – 5:00 p.m. (Targeted Move-in Only)\*

\*By permission only – please contact [SHAREShowMgmt@share.org](mailto:SHAREShowMgmt@share.org) if you require early move-in.

Sunday August 13 8:00 a.m. – 4:00 p.m.\*

\*All exhibits must be complete by 4:00 p.m. on Sunday, August 13.

#### STE Show Hours:

Sunday	August 13	5:00 p.m. – 7:00 p.m.	SHARE Welcome Reception in the Expo
Monday	August 14	5:00 p.m. – 7:00 p.m.	SHARE Technology Expo Hours
Tuesday	August 15	5:00 p.m. – 7:00 p.m.	SHARE Technology Expo Hours

All exhibits must be opened and staffed during the show hours. Exhibitors will be required to exit the Exhibit Hall as soon as the show closes each day.

#### Move Out:

Wednesday August 16 8:00 a.m. – 1:00 p.m.

Exhibitors may not begin to pack equipment, supplies and literature until move-out on Wednesday at 8:00 a.m. All exhibits must be completely out of the hall on Wednesday by 1:00 p.m. unless arrangements have been made for pick-up with the Shepard Service Desk.

NOTE: Shepard Shipping Services and the [Hyatt Regency New Orleans FedEx Office](#) location will both be closed when the hall closes on Tuesday evening at 7:00 p.m. Both shipping services will be available Wednesday morning during move-out hours.

[Click here](#) to view the full schedule-at-a-glance for SHARE New Orleans.

### LOCATION

All SHARE New Orleans exhibits, educational/technical sessions, and registration will be held at the **Hyatt Regency New Orleans**. SHARE’s reserved room blocks will also be held at the Hyatt Regency New Orleans.

The SHARE Technology Expo (STE) will be held in **Elite Hall** on **Level One**.

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## BOOTH PACKAGE

Each 10'x10' booth will receive the below items provided in your booth, per exhibitor:

- 8' High Backwall Drape with 3' High Sidewall Drape - White
- 6' x 30" Skirted Table - White
- 2 Side Chairs
- 1 Wastebasket
- (1) 500-watt Electrical Outlet
- 7" x 44" Cardstock Identification Sign

## OFFICIAL SERVICE & MATERIAL HANDLING CONTRACTOR

As in years past, [Shepard](#) is the official decorator of this event. Other official show contractors are listed in the "**Exhibitor Services Directory**" section provided in the Service Manual.

Onsite, Shepard will maintain an Exhibitor Service Center located inside of the STE on-site in New Orleans.

All exhibitors using Exhibitor Appointed Contractors (EACs) are requested to copy and send all necessary forms from this service kit to their respective EACs and also to Shepard.

## SHIPPING

Refer to the section marked "Shipping" for shipping instructions and rates within the Shepard Service Manual. We also encourage exhibitors to purchase insurance coverage for their booth, in the event your display is damaged or lost in transit. Please note that the instructions for shipping in advance differ from those for shipping to show site.

**The Advanced Warehouse will be open from July 14 – August 7 for deliveries without a surcharge.** The Advanced Warehouse address is:

Exhibiting Co. Name & Booth Number  
SHARE New Orleans  
TForce Freight c/o Exhibit Transfer c/o Shepard  
3761 Louisa Street  
New Orleans, LA 70126

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**Direct to show site (Hyatt Regency New Orleans) shipments will be able to be received beginning on Sunday, August 13.** The address for direct shipments is:

c/o Shepard Exposition Services  
Exhibiting Co. Name & Booth Number  
SHARE New Orleans  
Hyatt Regency-New Orleans  
Elite Hall A - 1st Level  
601 Loyola Ave  
New Orleans, LA 70113-1805

## EXHIBITOR LIST & FLOOR PLAN

[Click here](#) to access the most up to date floor plan and exhibitor list.

## EXHIBITOR REGULATIONS

Please refer to the 2019 IAEE Rules and Regulations for additional information about your booth space. For applicable booth spaces, the allowable height is a maximum of 10 ft, including signage.

## HOTEL RESERVATIONS

[Click here](#) for more information about booking your hotel reservation at The Hyatt Regency New Orleans at the discounted rate. SHARE has secured a greatly discounted room rate for SHARE New Orleans attendees of \$189 + tax per night. *The hotel cut-off date for reservations is **Friday, July 14, 2023**, or whenever rooms sell out (whichever occurs first).* After this date, the negotiated room rate may no longer be available and rates may reflect the then prevailing rates.

- ***IMPORTANT:*** Please be aware of companies that call and email to assist with hotel reservations. They are claiming they can get better rates, that rooms are limited, or are using other sales pitch methods. **They are NOT affiliated with SHARE in any way nor are they a partner with SHARE.** If you receive a call or email from a company trying to make your hotel reservation, please be aware that this is not sanctioned and DO NOT MAKE THE RESERVATION. Contact SHARE Headquarters at [SHAREShowMgmt@share.org](mailto:SHAREShowMgmt@share.org) with any questions or concerns.

## ONLINE EXHIBITOR REGISTRATION

[Click here](#) to register for SHARE New Orleans! As a reminder, please see below for allotment details:

**Exhibit Booth Staff Only:** As a partner, companies receive (3) complimentary partner badges per 10'x10' booth space. *Attendees with Exhibit Booth Staff Only badges will not be able to attend Technical Sessions.* This registration type is only applicable to registered partners.

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**Additional Booth Staff Passes:** Additional booth staff only passes can be purchased for \$499 each. *Attendees with Exhibit Booth Staff Only badges will not be able to attend Technical Sessions.* This registration type is only applicable to registered partners.

**Partner – Full Conference Upgrade:** As a partner, companies receive (1) upgrade to a full a conference badge at a discounted rate of \$1,695 per 10' x 10' booth space. This registration type is only applicable to registered partners. Additional Full Conference passes can be purchased at the standard attendee rate.

## HOSTED PARTNER EVENT FORM

The Partner Hosted Event form will be included in the Exhibitor Services Manual. This form must be submitted to [SHARE Show Management](#) if you plan on having any off-site or on-site after-hours events in relation to SHARE New Orleans, hosting any SHARE attendees. Events **may NOT** conflict with SHARE related and/or hosted events. Available non-conflicting dates and times for Partner hosted events will be included on the form. No events may take place without prior written approval by SHARE.

## ONLINE LEAD RETRIEVAL FORM

Would you like to obtain attendee's contact information after the event? Consider purchasing a lead retrieval device to capture leads while onsite at the conference, and receive their phone number and email address after the show (dependent upon individual attendee granting permission).

[Click here](#) to access to order lead retrieval services. For inquiries, please call 312-321-6812 or email [itevents@smithbucklin.com](mailto:itevents@smithbucklin.com). **The Early Bird Deadline to order Lead Retrieval is Monday, July 31.**

## MOBILE APP

SHARE New Orleans will be using a mobile app in lieu of a printed program guide. Reviewing the mobile app will help you identify the key topics that will be addressed at the event, as well as other ancillary events that take place during the week. More information regarding the mobile app will be forthcoming prior to the event.

## SECURITY & WELLBEING

Realizing the value and importance of your equipment and exhibit material, security guards will be located around the perimeter of the hall from the beginning of move-in to the end of move-out. It should be made clear, however, that although Show Management is providing this service, Show Management is not responsible for any loss or damage of material.

*SHARE is continuing to make preparations to hold SHARE New Orleans in accordance with all national and local government authorities to ensure the highest standards of safety, hygiene, cleanliness and operational effectiveness related to the COVID-19 Pandemic. Visit SHARE's [website](#) for more information and up to date information related to health & safety.*

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## RAFFLES ON-SITE

Additionally, please note that the SHARE Rules and Regulations stipulate that “raffles and drawings may be conducted within the confines of the exhibitor’s own booth, SHARE exhibit management will **not** be responsible for any promotion of such raffles and drawings and winners will not be announced.” Please make sure that the proper steps are taken to distribute your prizes on-site to the winners. SHARE will NOT accept your prizes at the close of the show and be responsible for distributing them to the winners.

Contact SHARE Sales Manager, [Kevin McDonnell](#), for more information about participating in SHARE’s Passport to Prizes raffle game on-site! This interactive game will help drive traffic to your booth during the STE hours.

The Passport to Prizes Raffle Drawing will take place on Tuesday evening, August 15 at 6:40 p.m.

## INVOICE & PAYMENT

An invoice was sent from SHARE Payments Coordinator, **Yesy Garcia**. Please pay close attention to remittance instructions and respond directly to Yesy ([YGarcia@share.org](mailto:YGarcia@share.org)) if you have any questions or concerns about your invoice or payment.

*Please ensure to submit payment as soon as possible.*

## EXHIBITOR MARKETING KIT

More information about pre-event marketing can be found on the SHARE Exhibitor Portal website. This information will be available later in June 2023.

## AMERICANS WITH DISABILITIES ACT CONFORMANCE

Each exhibitor shall be responsible for compliance with all applicable provisions of the Americans with Disabilities Act within its booth and assigned exhibit space, including, but not limited to, wheelchair access provisions. For more information on the Americans with Disabilities Act and how to make your exhibit accessible to persons with disabilities, please contact ADA, Civil Rights Division, Department of Justice: <http://www.justice.gov/crt/about/drs/>.

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