

## Orgill 2023 Spring Dealer Market

### Exhibitor Information:

**Ernest N. Morial Convention Center**  
**900 Convention Center Blvd.**  
**New Orleans, LA 70130**

#### **Dealer Market Set Up/Move In**

Monday	February 6	8:00 AM - 5:00 PM
<b>Pallet Area**</b>	<b>February 6</b>	<b>1:00 PM - 5:00 PM</b>
Tuesday	February 7	8:00 AM - 5:00 PM
Wednesday*	February 8	8:00 AM - 12:00 PM (Noon)

Children under 18 will not be admitted on the floor during vendor set-up and move-out.

*\*Crates will be removed from the floor at 9:00 AM. Floors will be cleared at 12:00 PM to lay carpet.*

*\*\*Pallet Area setup will not be available to vendors until 1:00 PM on Monday, February 6th. Pallets set up prior to noon will be removed.*

#### **Dealer Market Mandatory Vendor Meeting**

Attendance at one of these meetings below is required for every person working your booth.

Tuesday	February 7	1:00 PM and 3:00 PM
Wednesday	February 8	9:00 AM

#### **Dealer Market Hours**

Thursday	February 9	7:30 AM - 6:00 PM
Friday	February 10	7:30 AM - 6:00 PM
Saturday	February 11	7:30 AM - 2:00 PM

#### **Dealer Market Tear Down/Move Out**

Saturday	February 11	<b>3:00 PM - 9:00 PM</b>
Sunday	February 12	8:00 AM - 12:00 PM (Noon)

Children under 18 will not be admitted on the floor during vendor set-up and move-out.

*The exhibit hall will close at 9:00 PM Saturday, all crates will need to be secured prior to 9:00 PM.*

#### **Name Badges**

All booth personnel are required to wear their badges to gain access to the Show Floor during move-in, market days, and move-out. In order to avoid long lines on opening day, please be sure to pick-up your badges at Vendor Registration during set-up days. Badge pick-up requires a picture ID.

#### **Ordering electrical, booth furnishing and labor**

- Place orders early (payment included) and receive discounts. ON-SITE ORDERS ARE EXPENSIVE!
- Confirm with GES/Convention Center that your order and payment have been received.
- Take copies of your orders sent via fax or placed online with you to the market.
- Take a company credit card to pay all balances due on show site and for deposits on rental equipment.

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### **Exhibitor Information:**

#### **Installation & Dismantling - Electrical**

- MCCNO electricians will provide the initial electrical power source.
- Electrical service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Exhibitors are responsible for distributing their own 120V electrical cords and are responsible for plugging in their booth equipment. Please refer to the electrical services order information in the MCCNO Exhibitor Ordering Guide included in the GES Exhibitor Kit.

#### **Shipping Reminders**

- Shipping to the advanced warehouse guarantees your freight to be in your booth on Monday at 8:00 a.m. for set-up.
- Ship your freight prepaid and keep an inventory and the tracking number(s) for all of your shipments.
- Remove all old shipping labels BEFORE you ship your crates.
- If shipping to the Pallet Area/Bulk Display Area – use the Pallet Form in your GES Exhibitor Kit. Make sure your company name and booth numbers are clearly marked on the form, and affix this form on all four sides of your pallet.
- Make sure all shipments have a certified weight ticket.
- Shrink-wrap all cartons onto a skid to avoid items possibly becoming separated from shipment in transit.
- Read shipping instructions in the GES Exhibitor Kit.

#### **Material Handling Services**

GES is the official material handling contractor. Work rules require that GES off-load all equipment and display material from commercial carriers, common carriers or van lines at the convention center loading docks. The use of forklifts, pallet jacks and lift gates are permitted only by GES personnel. Exhibitors are allowed to perform their own material handling provided they meet all of the following criteria:

- Person performing the work must be a full-time company employee of the exhibiting company
- They must be off-loading from a company-owned truck or rental vehicle, or from a car, van or truck owned by personnel of the exhibiting company. All trucks, including co-owned or rental vehicles over 24' in length will be off-loaded and/or loaded by GES.
- They may use only hand-operated equipment, which they have provided; two-wheeled hand trucks are permitted. The use of forklifts, pallet jacks, lift gates or any other mechanical equipment is not permitted by anyone other than GES.
- GES will not be responsible for any material they do not handle.

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### **CART INFORMATION**

Cart Service is a feature for Personally Operated Vehicles (POV) only. This service is for those who have small hand carry items all of which must fit on a 2'x 6' push cart in one trip for a fee of \$70.25. For more information please refer to the [Cartload Service](#) Order Form in your GES Exhibitor Kit.

### **RIGGING**

GES is the exclusive rigging service provider of Aerial Rigging Service. If you require rigging services for your booth, GES is the only vendor authorized to hang signs, banners, or lighting in the booth space.

- All rigging must conform to the rules, regulations, and facility limitations of the Ernest N. Morial Convention Center which may be found in the GES Exhibitor Kit at <https://ordering.ges.com/053600776/regs> and Orgill Show Management regulations.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
- Failure to submit accurate diagrams prior to set-up will delay the hanging of your sign and could incur additional cost.
- An exhibitor order form for rigging and lighting services may be found in the MCCNO Exhibitor Ordering Guide included in the GES Exhibitor Kit.

### **Frequently asked questions:**

#### **How do I label my freight?**

Use the labels in the **GES Section** of this exhibitor kit and copy/print if you need more. Remove all old labels from your crates and cartons.

#### **How does my shipment get unloaded?**

GES has the responsibility of receiving and handling all exhibits materials. It is their responsibility to manage docks and schedule vehicles for a smooth and efficient move-in. If you wish to unload, you must report to the GES Marshalling Yard. Do not proceed to the dock until authorized to do so.

Marshaling Yard:  
3761 Louisa Street  
New Orleans, LA 70126

#### **When will I get my empty crates back? Other exhibitors have already received their "empties"?**

Platinum Exhibitors will receive their empty crates first followed by the remaining exhibitors; this is all completed on a random basis based on the zone of your booth

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location. **Please do not stand in the dock area looking for your freight - this only slows down the empty return process and is also a safety concern.**

### **What are the hours for straight time and overtime labor?**

All labor before 8:00 a.m. and after 4:30 p.m. Monday thru Friday, and all hours on Saturday, Sunday and holidays will be overtime. Straight time rates are hours worked between 8:00 a.m. and 4:30 p.m. Monday thru Friday only, excluding holidays.

### **What is the address for advanced shipments?**

C/O GES  
Orgill Spring Dealer Market  
Name of Exhibiting Company, Booth # \_\_\_\_\_  
Exhibit Transfer Systems  
3761 Louisa Street  
New Orleans, LA 70126

The first day for shipments to arrive is **January 4, 2023**. Last day for shipments to arrive at the advance warehouse without a surcharge is **January 31, 2023**

### **What is the address for direct shipments?**

C/O GES  
Orgill Spring Dealer Market  
Name of Exhibiting Company, Booth # \_\_\_\_\_  
Ernest N. Morial Convention Center  
101 Henderson St.  
New Orleans, LA 70130

Direct shipments can begin arriving at the exhibit site on **February 6, 2023**. Last day for shipments to arrive at the exhibit site is by **8:00 AM** on **February 8, 2023**.

### **BUSINESS CENTER**

FedEx Kinko's will operate a full service business center onsite to provide small package shipping, copy and fax services.

### **DISTRIBUTION OF FLYERS**

The distribution of literature, promotional items, samples, etc. is restricted to the location of your contracted exhibit space. Any distribution or other activity interfering with the activities of neighboring exhibitors or the obstruction of aisles will not be allowed.

### **INTERNET SERVICE**

MCCNO offers **free** wireless Internet service throughout meeting rooms, lobbies, and exhibit halls; open your Internet browser and look for OCCC. This service is designed for casual users and is not guaranteed. If you are relying on the

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internet to showcase your product or services, please refer to the MCCNO Ordering Guide.

#### **DO NO BLOCK AISLES OR INVADE NEIGHBORS SPACE**

Signage or decorative materials may not protrude into aisles or encroach upon booths next to you. No product can be placed in the aisle or exit leading to any fire extinguisher or fire hose rack.

#### **FIRE LAWS**

All display materials must be flame-retardant treated and certified as such (a certificate should be available if it is asked for). Smoking and vaping in the convention center is prohibited. Exhibits must not block aisles, fire exits and fire extinguishers. No decorations of paper, pine bough, leafy decorations, tree branches or other combustible materials are allowed.

**NO storage behind exhibits provided or permitted.** Crates, boxes, pallets, etc. that are placed behind pipe and drape will be removed. Make sure you read and understand the *Fire Regulations* located in the *GES* section of this exhibitor kit.