

# ORGILL

Dear Vendor Partner,

It is time to prepare for the upcoming dealer market and we have all the information you will need to have a successful exhibition! Enclosed you will find the GES Exhibitor Kit and information regarding the Spring Dealer Market held at the Ernest N. Morial Convention Center, in New Orleans, February 9 -11, 2023.

This exhibitor kit will help you order everything needed to have a successful exhibit. Each section of this kit is organized to give you access to the most important forms and information needed to make your exhibiting process go as smoothly as possible.

- Booth furnishings
- Shipping product
- Ordering labor, electrical, and audio visual
- Move-In/Move-Out
- Assembling and disassembling your booth
- Shipping products back to your warehouse

We are excited to announce at the Buying Events we set records in all measures we utilize to grade our success from sales and attendance.

We cannot allow ourselves to become content with simply setting new records, so therefore, we take the responsibility to review our procedures following every dealer market with the goal to find incremental improvements to the exhibitor's process and most certainly the overall dealer experience while attending an Orgill market.

We appreciate your efforts to make us better and willingness to assist in those incremental improvements. Please take the time to review your exhibitor kit carefully to learn more about some changes in our set up process.

If you have questions concerning your booth number, please contact your merchandise manager at (901) 754-8850 or logon to [orgill.com](http://orgill.com). However, if you have questions concerning the Market or information in this packet, please contact Mandi Etier at [metier@orgill.com](mailto:metier@orgill.com) or Tammy New at [tnew@orgill.com](mailto:tnew@orgill.com).

We look forward to seeing you in New Orleans.

Sincerely,

Adrienne Richardson, CEM  
Director Events & Print Services