

Orgill 2025 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 17	7:00 AM - 5:00 PM
Pallet Area**	February 17	9:00 AM - 5:00 PM
Tuesday	February 18	7:00 AM - 5:00 PM
Wednesday*	February 19	7:00 AM - 12:00 PM (Noon)

Vendors will be able to access the floor at 7:00 AM; however, GES freight, labor and the GES Servicer will not begin until 8:00 AM. 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 9:00 AM on Monday, February 17th. Pallets set up prior to 9:00 AM will be removed.

Dealer Market Mandatory Vendor Meeting

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

Tuesday	February 18	1:00 PM and 3:00 PM
Wednesday	February 19	9:00 AM

Order Forms and Processes Review

This meeting is for New Exhibitors or Individuals who are new to a Dealer Market.

Wednesday	February 19	10:30 AM & 12:00 PM
Learning Center		

Dealer Market Hours

Thursday	February 20	7:30 AM - 6:00 PM
Friday	February 21	7:30 AM - 6:00 PM
Saturday	February 22	7:30 AM - 2:00 PM

Dealer Market Tear Down/Move Out

Saturday	February 22	2:00 PM - 9:00 PM
Sunday	February 23	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 promptly at 9:00 PM on Saturday. All crates, including those of EACs, must be secured before 9:00 PM without exception.

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.

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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 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.

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:

- The individual performing the work must be a full-time employee of the exhibiting company.
- Only hand-operated equipment provided by the exhibiting company is permitted; two-wheeled hand trucks are allowed.
- All trucks, including co-owned or rental vehicles over 24 feet in length, will be off-loaded and/or loaded exclusively by GES.
- The use of forklifts, pallet jacks, lift gates, or any other mechanical equipment is strictly prohibited for anyone other than GES personnel.
- 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 \$75.25. 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 in [Rigging](#) 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.

Marshalling Yard:

**1208 1st Ave
Harvey, LA 70058**

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 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.**

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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?

GES
Orgill Dealer Market
Exhibiting Company Name
Booth #
c/o ETS
3761 Louisa St
New Orleans, LA 70126

The first day for shipments to arrive is **January 13, 2025**. Last day for shipments to arrive at the advance warehouse without a surcharge is **February 7, 2025**.

What is the address for direct shipments?

GES
Orgill Dealer Market
Exhibiting Company Name
Booth #
Ernest N. Morial Convention Center
900 Convention Center Blvd
New Orleans, LA 70130-1755

Direct shipments can begin arriving at the exhibit site on **February 17, 2025**. Last day for shipments to arrive at the exhibit site is by **8:00 AM** on **February 19, 2025**.

Business Center

UPS Store will operate a full service business center onsite to provide small package shipping, copy and fax services.

Distribution of Flyers

Distribution of literature, promotional items, samples, etc. is restricted to your contracted exhibit space. Any distribution or other activity interfering with the activities of neighboring exhibitors or the obstruction of aisles is prohibited.

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Internet Service

MCCNO offers **free** wireless Internet service throughout meeting rooms, lobbies, and exhibit halls; open your Internet browser and select the “**MCCNOFREEWIFI**” network. This service is designed for casual users and is not guaranteed. If you are relying on the internet to showcase your product or services, please refer to the MCCNO Ordering Guide.

Do Not Block Aisles or Invade Neighbors Space

Signage and decorative materials must not extend into aisles or encroach upon adjacent booths. Additionally, no products may be placed in aisles or exits, particularly those leading to fire extinguishers or fire hose racks FIRE LAWS.

All display materials must be treated with flame retardant and certified accordingly, with certificates available upon request. Smoking and vaping are prohibited within the convention center. Exhibits must not obstruct aisles, fire exits, or fire extinguishers. Decorations made of paper, pine boughs, leafy materials, tree branches, or other combustible substances are not permitted.

Storage behind exhibits is strictly prohibited. Any crates, boxes, pallets, or similar items placed behind pipe and drape will be removed, and the associated labor costs will be charged to your account. Please ensure you have read and understood the [Fire Regulations](#) in the GES section of this exhibitor kit.