



Informs ■ Educates ■ Advocates

2024 NFDA Int'l Convention & Expo

New Orleans, LA

Policy: Affiliate & Exhibitor Functions Involving Convention Attendees

Affiliates and exhibitors are not permitted to hold any function which involves convention attendees, including, but not limited to: meetings, seminars, food & beverage events, receptions, facility tours/open houses, etc. during the following days/times when official NFDA convention functions are occurring:

Sat, Oct. 19 8am – 5pm

Sun, Oct. 20 8am – 7:30pm

Mon, Oct. 21 8am – 5pm

Tue, Oct. 22 8am – 5pm

Wed, Oct. 23 8am – 1:30pm

There are no restrictions as to when affiliates and exhibitors may hold a function that does not include convention attendees, ie: business meeting involving organizational staff, sales staff, etc.



**2024 NFDA
International Convention & Expo
New Orleans, LA
October 19-23
Affiliate/Exhibitor Meeting Space Request**

Dear Colleague,

The NFDA Meetings Department is ready to help you secure meeting space in New Orleans, LA.

If you require meeting space at the Ernest N. Morial Convention Center Monday, October 21st, 2024 – Wednesday, October 23rd, 2024, review the document [Policy: Affiliate & Exhibitor Functions Involving Convention Attendees](#) for guidelines. Email any questions or complete and email the document [Affiliate/Exhibitor Meeting Space Request Form](#) to me at kklemens@nfda.org. Meeting space is assigned on a first come, first served basis, and is based upon NFDA approval.

Limited complimentary meeting space is available. After that the Ernest N. Morial Convention Center may offer space with a rental cost. You are responsible for all charges related to your meeting.

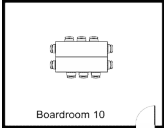
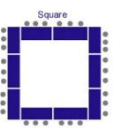
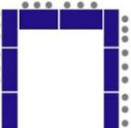

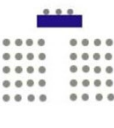
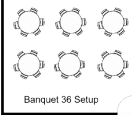
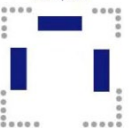
Email confirmation will be sent to the contact noted on the Meeting Space Request Form within two weeks of receipt by NFDA. All approved requests will be forwarded to the Las Vegas Convention Center, at which time they will contact you to begin planning your event and establish payment.

Thank you for your support and see you in Baltimore.

*Kristi Klemens
Director Convention, Meetings and Events
NFDA
13625 Bishop's Drive
Brookfield, WI 53005
KKlemens@nfda.org
www.nfda.org*

**2024 NFDA International Convention & Expo, New Orleans, LA
Affiliate/Exhibitor Meeting Space Request Form**

Meeting space is assigned on a first come, first served basis.

Contact Name					Title		
Company Name							
Mailing Address							
Phone					Fax		
Email							
Event Name							
Event Day/Date	<input type="checkbox"/> Monday, Oct 21 st	Tuesday, Oct 22 nd	Wednesday, Oct 23 rd	<input type="checkbox"/> Other			
Event Start/End Time							
Type of Event	<input type="checkbox"/> Business Mtg. <input type="checkbox"/> Reception		<input type="checkbox"/> Other:				
Speaker/Topic	Name:				Topic:		
On-site Contact	Name:					Cell #	
	Arrival Date:		Arrival Time:		Departure Date:		Departure Time:
Room Set Up: <i>Check set-up types</i>	<input type="checkbox"/> Conference:	<input type="checkbox"/> Hollow Sq.	<input type="checkbox"/> U-Shape	<input type="checkbox"/> Classroom	<input type="checkbox"/> Theatre	<input type="checkbox"/> Rounds	<input type="checkbox"/> Reception
							
	Stage <input type="checkbox"/> Yes <input type="checkbox"/> No	Stage Size	Podium <input type="checkbox"/> Table Top <input type="checkbox"/> None <input type="checkbox"/> Standing		Other		
Estimated # of Attendees			Who are the attendees?				
Meeting Requirements <i>✓All that apply</i>	<input type="checkbox"/> Audio Visual		<input type="checkbox"/> Internet	<input type="checkbox"/> Food & Beverage	<input type="checkbox"/> Other		
Special Instructions							

Email this form to the NFDA Meetings Department: Kristi Klemens, kklemens@nfda.org

Meeting Related Charges:

All charges are the responsibility of the requesting company or organization including, but not limited to, room rental, room set changes, food and beverage, delivery, set-up, audio visual, internet, electric services, and other meeting related charges.

Please sign to acknowledge that you have read and understand the above statement.

Signature		Date:	
-----------	--	-------	--

For Administrative Use:	
NFDA <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date _____
Name _____	Signature _____
Comments	