

**2016 IEEE IFCS  
May 9-12, 2016  
Roosevelt Hotel  
New Orleans, LA  
[www.ifcs2016.org](http://www.ifcs2016.org)**

**EXHIBITOR INFORMATION**

To All Exhibitors:

Thank you for joining us for the 2016 IEEE IFCS to take place May 9-12 at the Roosevelt Hotel in New Orleans, LA.

We want this to be a good exhibiting experience for you. The following information on shipping, registering, hotel reservations, exhibit hours, set up and tear down will be critical to your success at the show.

Please let me know if there is any other information that you need.

**Sue Kingston  
2016 IEEE IFCS  
(310) 937-1006  
(310) 699-2609 (cell)  
Email: [skingston@conferencecatalysts.com](mailto:skingston@conferencecatalysts.com)**

Sue Kingston, 2016 IEEE IFCS  
1514 First St., Manhattan Beach, CA 90266  
(310) 937-1006/ (310) 699-2609 (cell)/ Email: [skingston@conferencecatalysts.com](mailto:skingston@conferencecatalysts.com)

## **EXHIBITOR INFORMATION**

### **REGISTERING FOR BADGES**

As an exhibitor, you receive one full conference badge which includes lunch Tuesday & Wednesday, Exhibitor Reception (Tuesday) and Gala Dinner (Wednesday). A form is attached. Please return completed forms to Brianna Orr at [borr@conferencecatalysts.com](mailto:borr@conferencecatalysts.com)

Additional personnel may also be registered using this form.

### **EXHIBIT BOOTHS**

Each booth is 10X8 draped and the area is carpeted  
The back drape is Black and white, Side Rail is black  
The booth includes:

- 1- 6 ft. table – draped in black
- 2 chairs
- ID sign
- Power

### **HOTEL RESERVATIONS**

Hotel Reservations can be made through the link on the IFCS website  
[ifcs2016.org](http://ifcs2016.org)

### **SHIPPING TO THE CONFERENCE**

**Advanced Shipments to the Conference -should be addressed to the GES Warehouse to arrive between April 6 and May 4, 2016**

Your shipment needs to be clearly labeled as follows:

**2016 IEEE IFCS Conference  
Exhibitor Name and Booth #  
c/o GES  
5730 Powell St.  
New Orleans, LA 70123**

**Direct Shipments to the Hotel - should be addressed to GES c/o The Roosevelt Hotel to arrive on May 9<sup>th</sup> between 1:30 and 5:30**

**2016 IEEE IFCS Conference  
Exhibitor Name and Booth #  
c/o GES  
The Roosevelt Hotel  
University Plaza, 123 Baronne Drive**

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## **New Orleans, LA 70123**

Look for further shipping, drayage and material handling costs and info in the GES Exhibitor Kit which will be posted on the website.

Shipping Labels are also included in the Kit

### **SET UP**

Monday, May 9 1:30 pm – 5:30 pm

### **EXHIBITS OPEN**

Tuesday, May 10 10:00 am - 12:00 noon & 1:00 pm - 5:00 pm

6:00pm – 8:00 pm – Exhibitor Reception

Wednesday, May 11 9:00 am - 12:00 noon & 1:00 pm - 5:00 pm 6:00-8:00

Thursday, May 12 9:00 am - 12:00 noon

### **TEAR DOWN**

Thursday, May 12 12:00 - 4:00 pm

All materials must be removed from the Ballroom by 4:00 pm

Exhibitors must make their own arrangements with their carriers or UPS, FEDEX etc. for outbound shipments.