

# Exhibitor Booth Personnel

## WHAT TO KNOW BEFORE YOU GO

### Get Your Exhibitor Badge

Badge Pickup is available at the following locations:

- Ernest N. Morial Convention Center, lobbies A and G.
- Louis Armstrong New Orleans International Airport, baggage claim, between doors 3 and 4
- Hilton Riverside hotel, convention registration desk, street level
- Sheraton New Orleans Hotel, Rhythms Ballroom, 2nd floor

[View hours](#) for each location. Bring this email with you to expedite Badge Pickup.

If you want to make changes to your badge/registration – for example, correct a misspelling or add a pre-conference workshop – you can do so only at Full-Service Registration at the Ernest N. Morial Convention Center in lobby G.

### What is included In My Exhibitor Booth Personnel Registration

- Technical Sessions (earn PDHs)
- Complete conference proceedings
- Exhibition (earn contact hours)
- Exchanges, Main Stage events, and presentations in exhibit hall theaters (no credit awarded)
- Access to the exhibit hall to set-up, prepare, and teardown your booth.

### Exhibitor Move-In/Out

**EXHIBITOR** badge type is the only badge type allowed during move-in/out. All other types are not permitted, including EXPO ONLY, FULL CONFERENCE, WORKSHOP ONLY.

All times are Central Time

- October 2 – 5 | Move-in 7:30 am – 5:00 pm
- October 6 | Move-in 7:30 am – 6:00 pm
- October 7 – 8 | Exhibit Hall Open 8:30 am – 5:30 pm
- October 9 | Exhibit Hall Open 8:30am – **3:30 pm\***
- October 9 | Move-out begins **3:31 pm\***
- October 11 | Move-out ends 5:00 pm

Exhibitors are allowed to remain in the exhibit hall after hours during move-in but no reentry after hours is permitted.

On show days (October 7 - 9) Booth Personnel with an EXHIBITOR badge type will be able to enter the exhibit hall at 7:00 a.m. to prep their booth (no other badge types permitted).

**Exhibitors who break down prior to 3:30 pm, Wednesday October 9 will be penalized with a reduction of 5 (five) Priority Points.**

### EXHIBITOR SETUP/TEARDOWN

- [Exhibitor License Agreement](#)
- [Shipping Information](#)
- Carriers often subcontract their shipping. Confirm with your carrier the name of the company who will **physically pick up your materials**. Include **that company name** on the outbound shipping paperwork (material handling agreement - MHA).

### WEFTEC 2024 MOBILE APP

Download the mobile app for the most up-to-date information on WEFTEC.



### Shuttle Bus Service

Complimentary shuttle bus transportation is available Sunday – Wednesday, October 6 – 9, between most conference hotels and the convention center in the morning and evening. [View bus times, locations, and routes.](#)

### Convention Center Parking

Parking is available at the Convention Center for a daily fee (no in-and-out privileges). [View maps and rates of parking areas.](#)

### Stay Connected

- **Wi-Fi**  
Complimentary wireless internet service is available in meeting rooms, public spaces, and in designated exhibit hall hotspots at the Ernest N. Morial Convention Center. The bandwidth/speed is best suited to checking e-mail and basic web browsing; not to streaming video or large data downloads. Connectivity is not guaranteed. Select the WEFTEC wireless network from the list of available networks on your device. Open a web browser (if one does not open automatically) to accept the terms and conditions.

### **STEM Kit Building Activity**

Be sure to stop by Hall G in the Ernest N. Morial Convention Center to help build STEM kits to support [Community Works of Louisiana](#). Their program increases equitable access to innovative in-school, after-school, and summer enrichment programs that engage young in the Greater New Orleans area. [View details](#).

### **WEFTEC Wellness Challenge**

Join the WEFTEC Wellness Challenge and enjoy some healthy competition with your peers as you walk your way through WEFTEC. Earn one point per step while earning a chance to win prizes and working your way up the leaderboard. Visit the [Wellness Challenge](#) page for information on prizes and how to join.

### **Safety and Security**

Review guidance and resources for improving your [safety and security](#) at the convention center and while you are exploring the city.

### **Insider's Guide: What to Expect!**

Explore the [WEFTEC Insider's Guide](#) for essential tips to help make the most of your time before, during and after WEFTEC.  
All times are Central Time

### **Questions**

If you have questions or need assistance regarding your registration, please visit Exhibitor Customer Service in Lobby G at the Ernest N. Morial Convention Center during [registration hours](#), or call 864-208-3376 Monday – Friday 9 a.m. - 5 p.m. Eastern Time or click the link above to access your registration dashboard.