

Coffee Fest NOLA 2024  
Ernest N Morial Convention Center, Hall J  
New Orleans, LA  
June 14-15, 2024

**Discount Deadline:**  
**May 13, 2024**

**Your Booth Comes With:**

Each 10' x10' **furnished** booth package area will be provided with an 8' black background drape, 3' high black side drape, 10'x10' black booth carpet, one 6' black skirted table, one chair, one wastebasket and a booth identification sign (7" x 44").

Each 10' x10' **space only** package area will be provided with an 8' black background drape, 3' high black side drape, 10'x10' black booth carpet, one wastebasket and a booth identification sign (7" x 44").

Each 5' x10' standard booth package area will be provided with an 8' black background drape, 3' high black side drape, 5'x10' black booth carpet, one wastebasket and a booth identification sign (7" x 44").

The exhibit area is not carpeted. Booth flooring is included with the above packages. Exhibitors may choose a different carpet color from our Carpet Order form at the exhibitors expense. If you chose this option, please submit the Carpet Order form and payment to The Expo Group.

**Show Schedule**

**Exhibitor Move-In**

Thursday June 13, 2024 8:00 am - 5:00 pm

**Exhibit Hall Hours**

Friday June 14, 2024 10:00 am - 5:00 pm  
Saturday June 15, 2024 10:00 am - 4:00 pm

**Exhibitor Move-Out**

Saturday June 15, 2024 4:00 pm - 8:00 pm  
Sunday June 16, 2024 8:00 am - 12:00 pm

- All exhibitor materials must be removed from the exhibit facility by June 16, 2024. To ensure all exhibitor materials are removed from the exhibit facility by the deadline, please have all carriers check-in by June 16, 2024 at 10:00am.

**Marshalling Yard**

The show will not be using a Marshalling Yard.

**IMPORTANT DATES**

**Discount Deadline Date**  
**May 13, 2024**

**Exhibitor Appointed Contactor Notification Deadline**  
**May 13, 2024**

**Advance Warehouse Receiving Begins**  
**May 22, 2024**

**Advance Warehouse Deadline**  
*\*late fee applies after*  
**June 5, 2024**

**Direct to Show Site Receiving Begins**  
**June 13, 2024**

**Shipping Addresses**

**Advanced Warehouse:**

**Exhibiting Company Name / Booth # \_\_\_\_\_**  
**Coffee Fest NOLA 2024**  
**c/o The Expo Group & PGL/Exhibit Transfer Systems**  
**3761 Louisa Street**  
**New Orleans, LA 70126**

*Warehouse Hours:*  
Monday-Friday 9:00 am-3:30 pm

**Direct to Show Site:**

**Exhibiting Company Name / Booth # \_\_\_\_\_**  
**Coffee Fest NOLA 2024**  
**c/o The Expo Group**  
**Ernest N Morial Convention Center**  
**900 Convention Center Blvd**  
**New Orleans, LA 70130**

**Additional Services**

- [Electrical](#) - Ernest N Morial Convention Center
- [Air/Plumbing](#) - Ernest N Morial Convention Center
- [Internet](#) - Ernest N Morial Convention Center
- [Audio Visual](#) - Ernest N Morial Convention Center

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### Additional Information

- Order outbound Material Handling Agreement(s) (MHAs) and Labels here <https://cyberservices.theexpogroup.com/>
- In the event that your selected carrier fails to show on final move-out day, The Expo Group reserves the right to re-route your freight onto another carrier.
- Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both - a handling fee and disposal fee during move-out.

### Customer Service Hours

- Our Customer Service Management Team will be available from 8am - 5pm from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

### Advance Warehouse Information

- Certified weight tickets must accompany all shipments.
- Please note that The Expo Group Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or un-skidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 9:00am - 3:30pm. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

### Direct Freight Receiving

- All materials received by The Expo Group are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for rates and details. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact The Expo Group for your personalized quotes and detailed rules for disposal of your exhibit properties.

### Account Review and Confirmation

- All accounts must be reviewed prior to show close to ensure accuracy of all charges. No credits will be issued after the show closes. Account summaries will be sent electronically from show-site for your review. Please send contact information including name and email for the person that would be responsible to review and approve all charges.

### Outbound Shipping

- Our Customer Service Management Team will gladly prepare your outbound Material Handling Agreement (MHA) and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site.
- Be sure your carrier knows the company name and booth number when making arrangements for picking up your exhibit at the close of the show.
- In the event that your selected carrier fails to show on final move-out day, The Expo Group reserves the right to re-route your freight onto another carrier.

### Excessive Trash Left in Booth

- Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both - a handling fee and disposal fee during move-out.
- Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee.