

## General Information

### LOCATION & DATES

New Orleans Ernest M. Morial Convention Center  
Halls G & H  
900 Convention Center Blvd  
New Orleans, LA 70130

Thursday, January 25 to Thursday, February 1, 2024

### EXHIBITOR MOVE-IN

Thursday, January 25	8:00 AM to 8:00 PM	<b>Large Booths Only</b>
Friday, January 26	8:00 AM to 8:00 PM	All Booths (except Vendor Village)
Saturday, January 27	7:00 AM to 8:00 PM	All Booths (except Vendor Village)
Sunday, January 28	7:00 AM to 8:00 PM	All Booths (except Vendor Village)
Monday, January 29	7:00 AM to 4:00 PM	<b>Vendor Village</b> and All Booths

NOTE: Overtime rates apply weekdays before 8:00 AM and after 4:30 PM and all weekend.

### SHOW HOURS

Tuesday, January 30	2:30 PM to 7:00 PM
Wednesday, January 31	11:00 AM to 3:00 PM

### EXHIBITOR MOVE-OUT

Wednesday, January 31	4:00 PM to 8:00 PM	All Booths
Thursday, February 1	8:00 AM to 5:00 PM	All Booths

NOTE: Overtime rates apply after 4:30 pm.

Outside carriers must be checked in by **Wednesday, January 31** at **7:00 PM**, or by **Thursday, February 1** at **4:00 PM** for all remaining outbound shipments. Please see the Move-Out Information sheet in this Manual for more details.

## STANDARD BOOTH EQUIPMENT FOR **VENDOR VILLAGE**

Each Vendor Village space includes the following standard equipment:

8' High Draped **Backwall** – Color(s): **Black**  
3' High Draped **Siderails** – Color: **Black**  
1 Draped Table – Color: **Black**  
2 Padded Side Chairs  
1 Monitor with Stand provided by Switch  
1 Electrical Outlet  
1 – 7" x 44" **Identification Sign** with Company Name & Booth Number

## General Information (cont.)

### HARGROVE ADVANCE & ONLINE ORDER DEADLINES

#### **Monday, December 18, 2023 ADVANCE ORDER DEADLINE**

Hargrove's advance prices apply to orders received with payment by the deadline date.

#### **Friday, January 12, 2024 CARPET & ONLINE ORDERING DEADLINE**

Orders after this date must be placed via phone or email and are subject to availability.

### NEED HELP? WE'RE HERE FOR YOU!



**HARGROVE EXHIBITOR SERVICES** // 301.306.4627 or [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com)



**HARGROVE SHIPPING** // [Request a Quote](#) // 301.306.4620 or [shipping@hargroveinc.com](mailto:shipping@hargroveinc.com)

### ADVANCE SHIPPING

Advance shipping begins **Friday, December 22** at **8:00 AM** and ends **Tuesday, January 23** at **1:00 PM**.

Advance shipping address:

(Your Company Name & Booth Number)

SAMCOM 2024

c/o Hargrove

TForce Freight c/o Exhibit Transfer

3761 Louisa St

New Orleans, LA 70126

Advance Warehouse Receiving Hours: Monday – Friday **8:00 AM** to **1:00 PM**

### DIRECT SHIPPING

**Direct to show site shipments will be accepted by appointment only.** To schedule an appointment, please contact Keith Evans with Switch at [KeithE@switch.us](mailto:KeithE@switch.us)

Shipments received will be moved to the booth space(s) by forklift. Forklift rates will apply (see Labor form for details.) **Small packages** will be received **by the facility** beginning **Friday, January 26**.

[Hargrove Shipping](#) is strongly recommended for outbound shipments.

**NOTE: Shipments received outside of advance receiving window or small packages arriving early to the facility may incur an additional charge.**