

54th Annual NAEPC Advanced Estate Planning Strategies Conference November 15-17, 2017 **EXHIBITOR INFORMATION**



Exhibit Space

Standard exhibition space includes one 6 ft. table, 2 chairs and an identification sign (premier and partner sponsors receive the equivalent of 2 6 ft. tables, “Your Way” sponsors that have chosen expanded space will receive one 8 ft. table). The tables will be set up in the Crescent City Ballroom at The Roosevelt. All exhibitors must limit their displays to that of table-top size (with the exception of those noted above). Retractable signage is acceptable as long as it fits within your exhibit space. **THIS POLICY WILL BE STRICTLY ENFORCED** – your cooperation is appreciated! Your exhibit booth number is included within your email and should be used in all future communication with the NAEPC and The Roosevelt.

Audio-Visual Equipment, Internet and Electricity

AV equipment & electricity should be ordered by Friday, November 3, 2017. Please email your order using the attached “Exhibitor Service Order Form.” Questions about AV and electrical services can be directed to eventtechnology@royalproductions.com. For additional equipment needs such as monitors or laptop computers, please contact Andre Henry at andre@royalproductions.com or 504-335-3119.

NAEPC will place orders for “Your Way” sponsors that have chosen standard electrical as one of their options.

Shipping of Booth Materials

Inbound shipping is handled by The Roosevelt’s in-house business center, the UPS Store; **handling fees apply as shown below and must be paid in advance using the attached “Inbound Shipment Payment Form”**. To ensure timely delivery of your materials to your booth, ensure that the boxes are labeled as follows (this information should appear in addition to your airbill). Shipments will not be accepted more than three days prior to the start of the conference. Please bring a copy of the tracking number(s) / airbill as this will enable the hotel to track shipments, should the need arise.

The UPS Store/Roosevelt
Guest Name and Arrival Date
 NAEPC Annual Advanced Estate Planning Strategies Conference
 123 Baronne Street
 New Orleans, LA 70112
 Please deliver to NAEPC Exhibit Hall by 7:00 am on 11/15/17 - **Booth #** _____
Box # ___ **of #** _____

Handling Fees*

<u>Small Packages</u>		<u>Medium Packages</u>		<u>Large Packages</u>	
Letters/Packs	\$5.00	21-50 Lbs	\$20.00	76-100 lbs	\$50.00
1-10 lbs	\$10.00	51-75 lbs	\$30.00	101-150 lbs	\$65.00
11-20 lbs	\$15.00				

Freight

Wooden Crates < 150lbs	\$100.00
Pallets <200 lbs (must be shrink wrapped)	\$150.00++ (add \$1.00/lb thereafter)
Extra Large, minimum price quote	\$200.00++

53rd Annual

NAEPC Advanced Estate Planning Strategies Conference
November 16-18, 2016



EXHIBITOR INFORMATION

*Handling fee includes receiving, securing, and storage for up to 3 business day prior to arrival. A 20% per day storage fee applies for days 4+.

Outbound shipping services will be available through the hotel's Business Center.

Delivery of Booth Materials and Set-Up

Exhibitor set up will take place between 7:30 am and 11:30 am on Wednesday, November 15, 2017. Sponsors and exhibitors that have **properly labeled and paid for their shipment in advance** can come directly to NAEPC registration on Wednesday, November 15, 2017 between 7:30 am and 11:30 am. Others should stop at the Business Center at 8:30 am or later to take care of payment and make delivery arrangements.

Any exhibitor that is not completely set up by this time will be asked to finish after the luncheon that afternoon. Please note that booth set up is not available on Tuesday, November 14, 2017.

Show Hours and Tear-Down

The exhibit hall is open during all meal periods, breaks, and luncheons beginning on Wednesday, November 15, 2017. The area will be open during the remainder of the time that sessions are in progress during which traffic is extremely light and booths are not required to be staffed. Specific timing follows:

<i>Wednesday, November 15, 2017</i>	<i>Thursday, November 16, 2017</i>	<i>Friday, November 17, 2017</i>
SET-UP · 7:30 am – 11:30 am	6:30 am – 8:00 am (breakfast)	6:30 am – 8:00 am (breakfast)
12:00 noon – 1:00 pm (lunch)	10:20 am – 10:50 am (break)	9:45 am – 10:15 am (break)
2:45 pm – 3:15 pm (break)	11:50 am – 1:15 pm (lunch)	12:20 pm – 1:20 pm (lunch)
5:00 pm – 7:00 pm (Welcome Rec.)	3:20 pm – 4:00 pm (break)	TEAR-DOWN · 1:20 pm

All exhibitors must remain open through lunch on Friday, November 17, 2017.

Hotel Reservations

NAEPC is delighted to host its 54th Annual Conference at The Roosevelt New Orleans, a Waldorf Astoria Hotel. The NAEPC room rate is \$279 / night for single or double occupancy (plus applicable taxes and fees). Additional room and suite options are available. Reservations should be made by Wednesday, October 4, 2017 by clicking [HERE](#) or by calling (888) 887-1006 and letting the reservationist know you are with NAEPC. Reservations can also be made online at www.NAEPC.org/conference.