

***World Rett Syndrome Congress
Exhibitor
Hotel Information***

Hotel Contact:

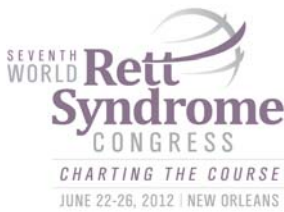
Meagan Cook, Conference Services Manager

INTERCONTINENTAL NEW ORLEANS

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International Rett Syndrome Foundation Contact:

Leigh Fairey, World Congress Coordinator
Cell: 941.356.0935



Dear Exhibitors,

Thank you for participating in the 7th World Rett Syndrome Congress. You have been included in our Exhibitor arena as someone who has a specific product or service of interest to the Rett syndrome community, or as part of your meeting Sponsorship. We hope this enclosure provides all information that you will need to have a successful Exhibit:

EXHIBIT HOURS

The formal Exhibitor hours as published in the attached program are noted below, but you may staff your table as long in the day as you wish. For example, Continental breakfast tables will be set near the Exhibitor arena, and it is served around 7am both Saturday and Sunday. You may wish to interact with attendees during these early morning hours, and we believe traffic may begin to really slow after lunch on Sunday as people leave for flights.

Formal Exhibit hours

Friday, 10 am to 4pm
Saturday, 9am to 4pm
Sunday, 9am to 4pm

NAME BADGE, MEALS AND REFRESHMENTS

**** All onsite Exhibitors must register online for a Name Badge and to opt-in for a Meal Package by FRIDAY JUNE 15 through this site: <https://irsf.ejoinme.org/?tabid=387302> *****

Exhibitor fees did not include meals or break service. You may bring your own, enjoy the many restaurants within steps of the hotel, or you may join us for the breakfast, lunch and break service as follows:

World Congress meal package (per day, per person)

Friday noon and 3pm Break service	\$30.00
Saturday Continental Breakfast, am and pm break service, and box lunch	\$55.00
Saturday Coffee/Dessert Tribute Reception (7:30p.m.-10p.m.)	\$20.00
Sunday Continental Breakfast, am break, and box lunch	\$45.00

DECORATOR/EXHIBITOR GUIDELINES

IRSF is providing one (1) 6ft table with 2 chairs and 1 waste basket. Power will be provided at each table. Wireless internet will also be available on a complimentary basis – please get the internet code from the registration desk upon arrival.

- Boxes/Crates should be delivered no more than five (5) working days prior to show if shipping directly to the hotel.

SHIPPING INSTRUCTIONS –PLEASE LABEL BOXES AS OUTLINED BELOW

InterContinental New Orleans

Attention IRSF / <Exhibitor Name>

444 St Charles Avenue

New Orleans, LA 70130

- Information Booth only (no Exhibitor staff) items that were shipped to IRSF in Cincinnati prior to June 1st will be delivered to specified table and setup by IRSF staff per the clearly written instructions included in the shipment. Items will be shipped back to Exhibitor after the Congress if this request was clearly made in the enclosed instructions and return shipping label was provided. Please contact Leigh Fahey with questions.

DELIVERY BY HAND: Please know each exhibitor is responsible for their own movement for items not shipped directly to the hotel. The hotel bellmen are not always available for exhibitor move-in. The hotel does not have carts, dollies or any other equipment to lend to exhibitors.

Small Items: You may enter the hotel through the front entrance at 444 St Charles. Parking fees will apply as outlined with the valet parking company. Cars are not kept up front on a complimentary basis – keys to any vehicle left out front must be left with valet.

Larger items and large vehicle deliveries: You will need to enter via the hotel loading dock located at 333 Camp Street. The loading dock area may be utilized on a first come basis and all vehicles must be attended. Vehicles must be moved immediately after completion of loading or unloading. Load in/out must not interfere with the normal operation of the hotel. No parking is available for delivery vehicles. No carts, dollies, flat beds etc will be available for exhibitor use. The hotel does not have a fork lift or a tall loading dock – heavy/large items needing to be unloaded from a large truck must be done so by the driver – a lift gate truck is suggested for large pallets, large pieces of equipment and heavy items.

- * Storage of boxes/crates during the show will be the responsibility of the exhibitor/decorator. InterContinental does not have adequate space, unless prior arrangements are made by the sponsoring client.
- * Hand trucks (two wheel dollies) may be used on the third floor. Pallet jacks are not allowed in carpeted areas.
- * Breakdown of exhibits/decorations is required at the end of the function unless prior arrangements have been made with InterContinental management.
- * Your boxes will be moved from your booth area to the loading dock for pick up after move-out is complete.

- * Attaching items to walls, curtains, fascia, light sconces, etc. is strictly forbidden. Limited hang points are available and must be coordinated through the Convention Services Manager. Any Exhibitor who is found in violation of the above policy will be charged for any and all damages.
- * Use of confetti, glitter and smoke machines is prohibited (no exceptions).

Please contact us immediately with any questions or concerns.