



SPONSOR GUIDE

Convention location:
Sheraton New Orleans
500 Canal Street
New Orleans, LA 70130, US

[Sheraton New Orleans Shipping Instructions.](#)



Exhibitors:

Exhibitor Set up: Thursday, March 12: Exhibitors can begin setting up their tables at 1 PM CT; All tables must be set up by 6 PM CT ahead of the welcome reception. If Exhibit table is not set up by 6 PM CT; the table may be reassigned to another exhibitor

Thursday March 12:

- Welcome Reception - Exhibitor Hours 6:00-8:30 PM CT (Peak exhibition time)

Friday, March 13:

- conference day 1 - Exhibitor hours 8:30 AM - 5:30 PM CT
 - Breakfast 7-8 AM CT
 - Snack Break 10:30-11:30 (Peak exhibition time)
 - Lunch Break: 1:20-2:30 PM CT (Peak exhibition time)

Saturday, March 14:

- conference day 2 - Exhibitor hours 8:30 AM - 5:30 PM CT
 - Breakfast 7-8 AM CT
 - Lunch Break: 12:00-1:30 PM CT (Peak exhibition time)
 - 2nd line parade leave from Exhibition hall @ 5:25 PM CT



Advertising & Swag Bag Sponsors: Put digital collateral in BxLive Portal

eProgram Ads

PNG or JPEG is preferred:

- Ad size Width x Height
- Full Page 8.00" w x 9.00" h
- Half Page Horizontal 7.75" wx 4.75" h
- Half Page Vertical 3.75" wx 9.75" h
- Quarter Page 3.625" w x 4.75" h

Sponsor logos

PNG or JPEG is preferable:

- 500 x 500 px full color

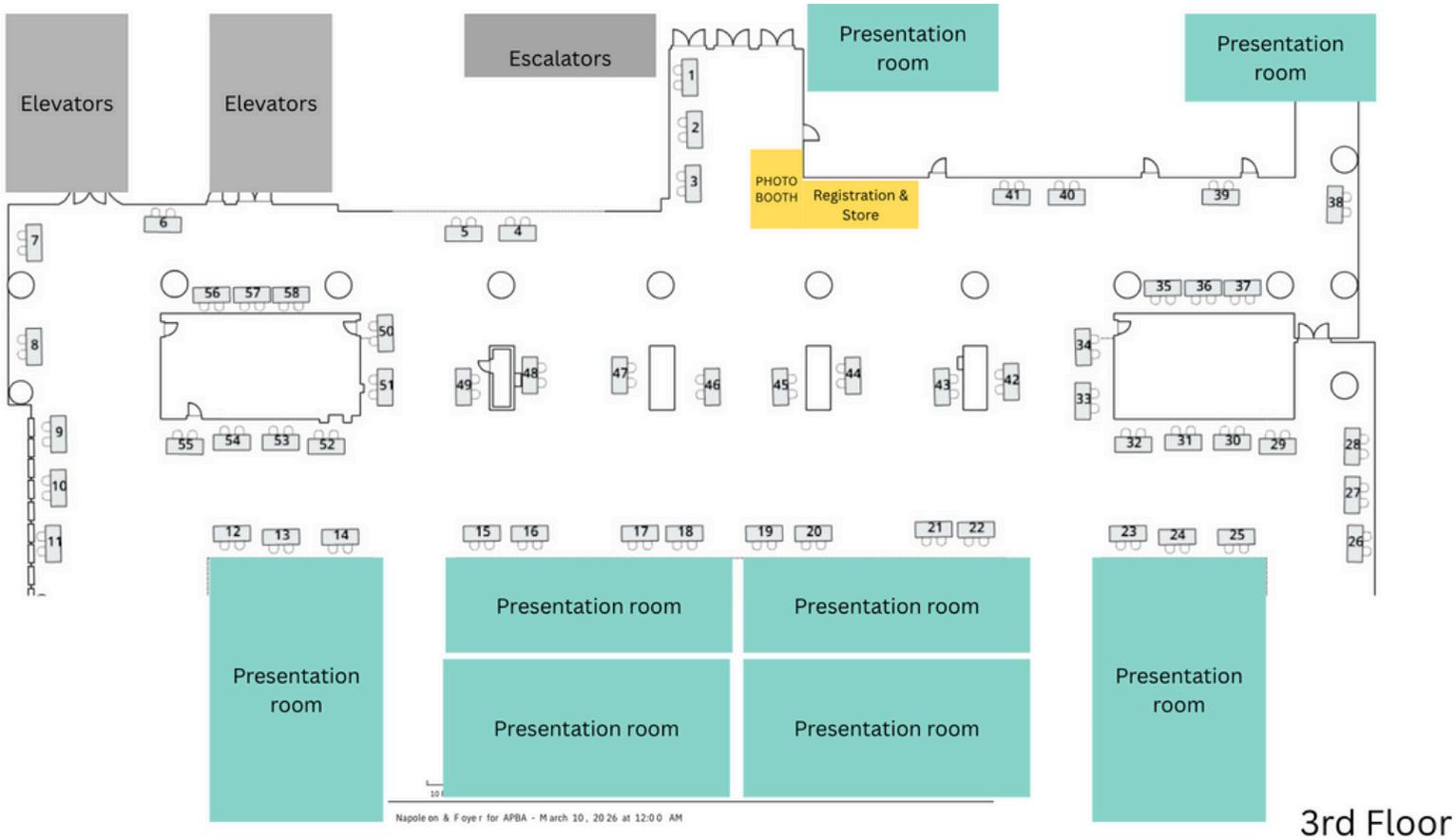
Swag Bag items

Must be mailed to Sheraton New Orleans Attn: APBA/Kiel Scates. We must have in hand March 11 @ 1 PM CT.

900 Items are suggested.

EXHIBITION HALL MAP

3rd Floor
Sheraton New Orleans



3rd Floor

FedEx Hours:
Tuesday
7:00 AM - 7:00 PM
Wednesday
7:00 AM - 7:00 PM
Thursday
7:00 AM - 7:00 PM
Friday
7:00 AM - 7:00 PM
Saturday
8:00 AM - 6:00 PM
Sunday
10:00 AM - 2:00 PM
Monday
7:00 AM - 7:00 PM

FedEx location website:

