



## 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 5 PM CT ahead of the welcome reception. If Exhibit table is not set up by 5 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 7:00 AM - 5 PM CT
  - Breakfast 7-8 AM CT (Peak exhibition time)
  - Lunch Break: 1:00-2:30 PM CT (Peak exhibition time)

Saturday, March 14:

- conference day 2 - Exhibitor hours 7:00 AM - 5 PM CT
  - Breakfast 7-8 AM CT (Peak exhibition time)
  - Lunch Break: 12:00-1:30 PM CT (Peak exhibition time)

**Questions?**  
**Email Kiel**  
**[kiel@apbahome.net](mailto:kiel@apbahome.net)**

**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

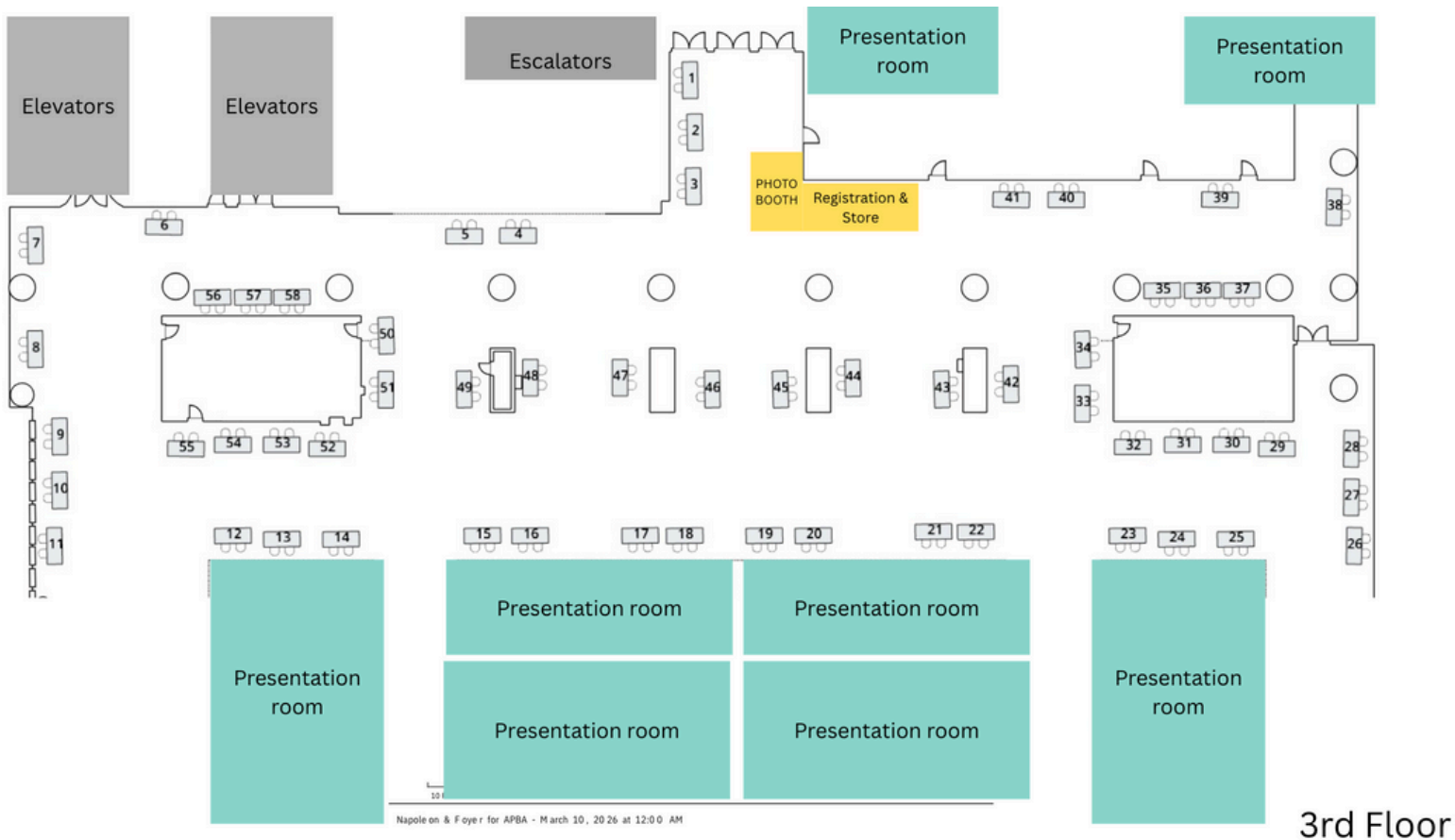
#### Swag Bag items

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



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 - 2:00 PM  
Sunday  
10:00 AM - 2:00 PM  
Monday  
7:00 AM - 7:00 PM

FedEx location website:

