



Hotel Monteleone

EXHIBITOR REFERENCE SHEET

EXHIBITOR & CONFERENCE MANAGEMENT

Alexis Sivcovich
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Tyrone, GA 30290
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EXHIBIT FACILITY

Kristie Hagstette
Hotel Monteleone
214 Royal Street
New Orleans, LA 70130
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Fax: (504)681-4491
E-mail: khagstette@hotelmonteleone.com

EXHIBIT MATERIAL SHIPPING INSTRUCTIONS

Hotel Monteleone
214 Royal Street
New Orleans, LA 70130
ATTN: *On-site Contact Name*
HOLD FOR: *Company Name* – SLMA Conference
BOX(ES) _____ of _____ (Multiple boxes must be numbered).

SHIPPING INSTRUCTIONS CONTINUED

Please note following shipping comments:

- *Provide your onsite contact with tracking information.
- *Hotel package charges apply.

The hotel will accept most shipments no earlier than seven (7) days prior to event; shipments over five (5) boxes must be stored with a local drayage company. Storage/ Cartage fees of ten dollars (\$10.00) per box (up to 70 lbs) will apply to all shipments and will be charged to the exhibiting company. Failure to adhere to this requirement may result in the deliveries being refused or materials being unavailable when required.

HOTEL HEADQUARTERS

Reservations
Hotel Monteleone
214 Royal Street
New Orleans, LA 70130
Phone: (800)217-2033 or (504)523-3341
*Conference rate is \$215.00 for single/double.
*Subject to availability after 2/23/2022.

EXHIBIT DETAILS

EXHIBITS ARE LOCATED IN THE FOLLOWING SPACE(S): Iberville Ballroom

MOVE-IN DATE: 3/17/2022 1-4pm

EXHIBIT HOURS: 3/17/2022 5-7:30p; 3/18/2022 7:30-9a

MOVE-OUT DATE: 3/18/2022 9a-12p

Exhibit table space consists of one 6'x30" draped table with two chairs. The entire exhibit area is carpeted. Standard electrical power is available throughout perimeter wall outlets. If you need power it is recommended to bring an extension cord and safety tape. Hotel charges apply for dedicated power and/or non-standard electrical power.