

2022 Space Selection Tips



POWER IN CONNECTIONS

EXPO: APRIL 26-28, 2022 | CONFERENCE: APRIL 25-28, 2022
NEW ORLEANS | ERNEST N. MORIAL CONVENTION CENTER

Floorplan Tips

Things to think about before picking preferred locations

- How will attendees access the show floor? [Refer to slides 4-5 for more information](#)
 - Where are they coming from?
 - Do they need to go to registration?
 - Are they coming from, or heading to, sessions?
- What is around the booths I am considering?
 - Look for columns
 - Low ceiling areas
 - Keep Clear areas
 - Competitors
 - Other companies that complement my services
 - Anchor or large island booths that attract my target audience

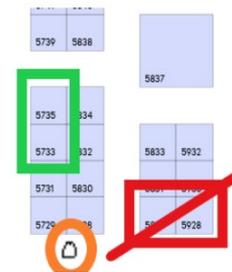
[Click here for live floorplan](#)

Floorplan Tips

- What do the different icons mean?
 - Most of the icons indicate restrooms or concessions, but also look for escalators leading to/from the sessions and shuttle/ride share entrance.
- Are there any restrictions or important points I should be aware of?
 - The floorplan is updated as booths are reserved. Check back regularly for accurate availability
 - There are MANY columns in this exhibit hall and are all indicated on the floorplan in 3 ways (shown below). Pay close attention to what is around your selected booth.



- No Hanging Signs are permitted, regardless of booth size.
- No Endcap booths are permitted, linear booths may only be combined if they are side by side, not back-to-back (see example to the right).



Floorplan Tips

Convention Center Details

Halls D, E, F

Ceiling - 25' typical, soffit heights vary.

Lighting - Metal halide.

Audio - Distributed system for paging.

Utilities - 20-amp, 120-volt and 100-amp, 3-phase, 120/208-volt service on perimeter walls.

Halls G, H, I, J

Ceiling - 24'6" typical, soffit heights vary.

Audio - Distributed system for paging.

Utilities - 20-amp, 120-volt and 100-amp, 3-phase, 120/208-volt service on perimeter walls.

COLUMNS:

 -DENOTES COLUMN (4'-0" DIAMETER) EXHIBIT HALLS

● -DENOTES COLUMN (2'-0" DIAMETER) BALLROOM 1
(3'-0" DIAMETER) LOBBY A through F

90' x 90' with Column-free areas measuring
180' x 20' in Halls A,C, and D. Hall F has 88,658 gsf of
column-free area.

30' x 30' in entrance to Halls G and J and along north/south
column line in Halls H and I-1.
column-free area.

 -DENOTES COLUMN (16'-0" DIAMETER)
(BRIDGE COLUMN)

FLOOR LOAD CAPACITY:

350 lbs. per square foot

500 lbs. per square foot (Halls H-I-J) (REAR)

CEILING HEIGHTS:

HALLS A-E, G-J:

27'-0" MINIMUM UNDER SERVICE WAYS

59'-0" TO TRUSS PEAKS

65'-0" TO ROOF PEAK

Hall F:

35'-0" Maximum under catwalk.

55'-0" Flat Ceiling

HALLS E, F:

25'-0" finished ceiling from entrance to column line
app.. 100' inside hall.

HALL G

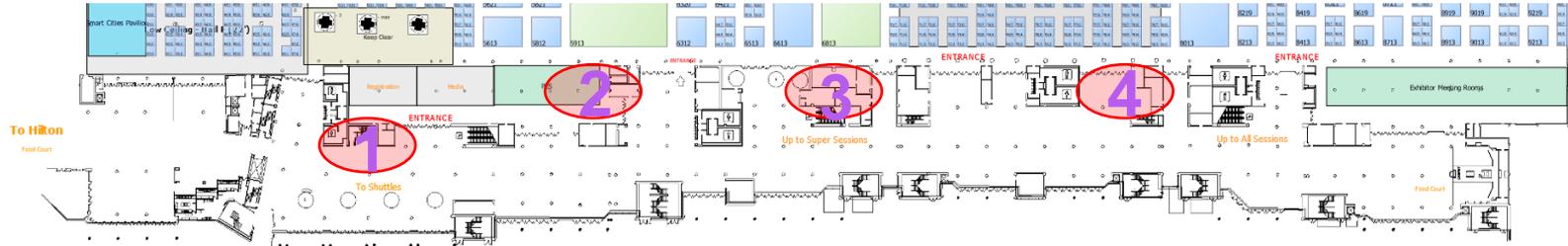
23'-0" finished ceiling from entrance to column line
app.. 100' inside hall.

55'-0" Flat Ceiling by Bridge Columns

HALLS and J:

22'-0" finished ceiling from entrance to column line
app.. 100' inside hall.

Floorplan Tips



Entrances from left to right:

1. Entrance closest to registration and the transportation center for the shuttles & ride share parking lot. Also closest to Hilton.
2. First entrance directly on to show floor, centrally located.
3. Between escalators leading up to the theater (Super Sessions) and the meeting rooms.
4. Entrance closest to the escalators leading to/from the session rooms for the Technical Program. Also located next to the Exhibitor Meeting Suites.

Floorplan Tips

Traffic Flow

1. Attendees will mostly enter the building from the left side if coming from the Hilton or from the Transportation Center (noted by the shuttle & Ride Share icons).
2. **Registration:** While registration is inside the first entrance near the Media Center/Stage, there will also be satellite registration counters set-up in the lobbies closer to the escalators leading up to the sessions prior to the Opening Session. Registration will be busiest on Tuesday, but we will also have re closest to registration and the transportation center for the shuttles & ride share parking lot. Also closest to Hilton.
3. **Technical Sessions** begin earlier than the Expo. Those attending sessions will go to the sessions first and will most likely enter the Expo at the entrances closest to the escalators



Space Selection Appointment Options

Prior to appointments, exhibitors were asked to complete the Appointment Preference Form notifying show management their [preferred appointment format](#):

- **Online:** Exhibitor will [login](#) and reserve the booth of their choice. Show management will send a confirmation email within 24-48 hours.
 - Check the live floorplan regularly to reduce any surprises when it is time for you to select a booth.
- **Proxy:** Exhibitor completes a [separate Proxy Form](#) indicating that they are unable to make their appointment time and show management should reserve an available booth based on the preferences submitted on the form.
 - Don't complete a proxy form more than 24-48 hours prior to your appointment as your choices may no longer be available at the time of your appointment.
 - Forms **MUST** be completed at least 1 hour before your appointment to ensure it is received and processed prior to your appointment.
- **Request Call:** Exhibitor provides a phone number or call in/web link for show management to contact them to discuss available booths and desired selection.
 - Exhibitor may also login during the call and reserve the booth online or show management will reserve the booth and send the exhibitor an email to confirm the booth contract within 48 hours.
 - We will send a link to digitally sign the contract within 24 hours of reserving your booth. You must login and complete the contract within 3 business days or your booth may be released.

Login

- Exhibitors cannot login until their appointed time. **Appointment times were sent via email and cannot be changed.** The times are in Central Daylight Time (UTC-5)
- Exhibitors have **5 minutes** to select a booth space before the next appointment starts.

The section of the web site that you are trying to access is available only to registered exhibitors. Please log in to access this section.

Reservation Login

Booth Space Selection is Open June 4-24

For 2020 exhibitors that submitted the booth application only.

- Companies that have submitted the application have been notified via email of their appointment time.
- Password is required and you will be unable to login until your appointment time.
- All companies should complete the **Appointment Preference form** prior to their appointment. This form indicates if company intends to select a booth online, request a call from T&D Exhibits to select space or will submit a space proxy form.
- If completing a **booth space proxy**, this form should be completed no more than 24 hours prior to your appointment and no less than 1 hours prior.
- Contact tdexhibits@cemllc.com with any questions.

Any booths displaying products or services not strictly related to the electrical transmission and distribution industry will be removed from the show with no refund of any monies paid.

Password

Stay signed in

Login

Forgot your password?

No worries. We can [retrieve](#) your password. Be sure to check your spam, junk or clutter files for automated password email. If you still haven't received the company password, please contact tdexhibits@cemllc.com.

Company that have never exhibited or have or not since 2016:

[Click here](#) to create your account. You will not be able to reserve a booth until July 12, after priority space selection is complete.

Space Contract

Step 1 | Update Company Information

Step 1: Verify Company Details Below:

Click edit to make any changes to your company details or move to Step 2.

Test Company

123 Test Street

Chicago, IL 60654

United States

111-111-1111

none@none.com [Company Email](#)

Kristen Skibbe

[Company Contact &
Contact Email](#)

shawn@cemllc.com

Edit

Space Contract

Step 2 | Update Contact Information

Step 2: Verify/Update Booth Contacts

Choose a contact or add a new contact using the drop down menu.

- To edit existing person's contact details: Select "View/Edit",
- To assign another person to this role or to add a new contact: Select the drop down arrow next to the field and select your choice.

Note: Only the Main contact is required.

Main Contact*	Shawn Boon	View/Edit
Invoice Contact	Kristen Skibbe	View/Edit
Secondary Contact (Can leave blank if same as Main Contact)	Ashley Abels	View/Edit
Sponsorship Contact	Shawn Boon	View/Edit

To edit existing contact person's information, select View/Edit

To assign another person to this role or add a new contact, select a drop-down arrow next to the field and select your choice.

Space Contract

Step 3 : Booth Choice

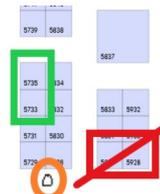
Read Restrictions Carefully! These can greatly affect your booth selection.

Booth Choice

Booths are not reserved for your company until AFTER you click on the SUBMIT button at the bottom of this form. Then you will see either a GREEN "success" confirmation page saying the booth has been reserved, OR you will see a RED "already reserved" page. *If you see the "ALREADY RESERVED" message you must go back to the "Select a Booth" step, hit "Reset" and choose another booth.*

RESTRICTIONS:

1. Exhibitors **CAN** select multiple booths to create a larger **linear** booth during the reservation process.
2. Linear booths **CANNOT** be combined to create additional island booths.
3. Existing island booths **CANNOT** be split to create smaller booths.
4. Exhibitors may not create "end-cap" booths as this is against show policies. An end-cap booth is defined as a linear 10' x 20' booth spanning **two different aisles**. If an exhibitor reserves an end-cap booth, the booth will be canceled and the exhibitor must move to allowable space that is available at that time. Refer to picture below, the booths outlined in red would be an end-cap booth which would not be allowed.
5. There are many columns in the convention center. They are indicated on the show floor, but be sure to pay attention to the area surrounding your booth. The picture below shows one of the columns circled in orange.



Space Contract

Step 3 : Booth Choice

Select the available booth(s) you would like to purchase:

Click here and floorplan will open in new window

Select Booth

Click here to select your booth choices (floorplan will open in new window)

Booth Area

Selected Booth Area Auto calculated field based on booth(s) selected in pop-up window

Space Contract

Step 3 : Booth Choice

Option: Select multiple linear booths to select 10x20, 10x30, etc.

2. Click submit

1. Click on the booth(s) of your choice

Selected Booth(s) | Booth Label | Selected Area (sq ft) 0 | Submit | Reset

Max area allowed (sq ft) 20000 | Area already reserved (sq ft) 0

Columns

COLUMNS:

- -DENOTES COLUMN (4'-0" DIAMETER) EXHIBIT HALLS
- -DENOTES COLUMN (2'-0" DIAMETER) BASKETBALL COURT
- -DENOTES COLUMN (8'-0" DIAMETER) LOBBY A THROUGH F
- -DENOTES COLUMN (17'-0" DIAMETER) BRIDGE COLUMN

FLOOR LOAD CAPACITY:

- 350 lbs. per square foot
- 500 lbs. per square foot (Halls H-1-J) (HEAVY)

CEILING HEIGHTS:

- HALLS A-E, G-I
- 27'-0" MINIMUM UNDER SERVICE WAYS
- 59'-0" TO TRUSS PEAKS
- 65'-0" TO ROOF PEAK
- HALL E, F
- 35'-0" Maximum under catwalk.
- HALLS G, I
- 25'-0" finished ceiling from entrance to column line app. 100' inside hall.
- HALL C
- 23'-0" finished ceiling from entrance to column line app. 100' inside hall.
- HALLS D, J
- 22'-0" finished ceiling from entrance to column line app. 100' inside hall.

2025 IEEE PES TRANSPORTATION & DISTRIBUTION CONFERENCE & EXPOSITION

No Hazardous Materials

Keep Clear

Selected Booth(s) 4672,4674,4676 | Selected Area (sq ft) 300 | Submit | Reset

Max area allowed (sq ft) 20000 | Area already reserved (sq ft) 0

Q Q X

Innovation Stage

4081 4075 4275 4681 4673

Space Contract

Step 4 : Increase Visibility

Step 4: Increase your visibility to attendees, consider enhancing your online presence

Enhance your visibility to attendees by selecting one of the upgrade packages below.

Enhanced Listing Options			
Basic Listing Included w/ Booth	Level 1 Enhanced \$350	Level 2 Enhanced \$800	Logo in Booth (floorplan) \$1200
<ul style="list-style-type: none">• Company name• Product Categories• Company description (500 characters)• Company Contact Information (address, phone, website, and email)	<ul style="list-style-type: none">• Includes the benefits of the basic listing• Logo displays in online exhibitor listing• Ability to upload 2 Press Releases• Ability to upload 2 Show Specials• Ability to upload 2 products with Images• Access to statistical data from online listing	<ul style="list-style-type: none">• Includes the benefits of Level 1• 2 additional product panels with Image• Inclusion in the Featured Exhibitor search• Priority placement in search results	<ul style="list-style-type: none">• Due to size limitations in smaller booths this option is only available to booths 20x30 & larger• Includes the benefits of Level 2• Logo placed inside booth on online floor plan

Enhanced eBooth Options

- Basic Listing - Included
- Enhanced Listing - Level One (\$350)
- Enhanced Listing - Level Two (\$800)

Online Promotion Options

- Logo in online booth (must have 20x30 booth or larger) \$1,200

Space Contract

Step 5 & 6 : Review Order Details and Contract Info

Step 5: Review Order Details

Note: Any payments transferred from the 2020 event will not be reflected in the amounts below. Any applicable payments will be applied after the booth is confirmed and an invoice will be sent within 5 days.

Order Details	Price	Qty	Total Amount	Amount Due
Booth Space	\$32.00	300.00	\$9,600.00	\$4,800.00
Total cost: \$9,600.00				
Minimum Payment Due: \$4,800.00				

If you had a payment/credit transferred from 2020, it will **NOT** show here. Credits cannot be applied until after your booth is confirmed. Credits will be applied prior to invoices being sent.

Step 6: Contract Info

The person responsible for, and authorized to sign this application is:

First Name*

Last Name*

Job Title*

Space Contract

Step 7: Terms & Conditions

This booth reservation indicates your intent to exhibit at the 2022 IEEE PES T&D Conference & Exposition and your contracted booth space. The following contract terms apply.

2022 IEEE PES T&D Booth Contract Terms

SHOW SPONSOR AND EXPOSITION MANAGEMENT: PRINCIPLE PURPOSE:

The term "Show Sponsor" as used herein shall mean The Power Energy Society, of the Institute of Electrical and Electronics Engineers, Inc. The term "Exposition Management" as used herein shall collectively mean the Canfield Event Management LLC, and any additional IEEE PES assigned contractors and those officers, committee, agents or employees of the Show Sponsor acting for or on its behalf in the management of the Exposition. Collectively Show Sponsor and Exposition Management further herein to be known as "Group". The principle purpose of the Exposition is to stimulate interest in and demand for industry products, in general (herein "Principle Purpose"). No exhibitors shall engage in any activity inconsistent with the Principle Purpose.

SUB-LEASING

The exhibitor may not sublease its space, nor any part thereof, nor exhibit, offer for sale, give as a premium or advertise articles not manufactured or sold in its own name except where such articles are required for the proper demonstration or operation of the Exhibitor's display. In which case the identification of such articles shall be limited to the regular nameplate, imprint, or identification which in standard practice normally appears on them. The Exhibitor shall not permit non-exhibiting companies' representatives to acquire or use the booth space for any purpose other than that intended by the Exhibitor.

AGREEMENT TO RULES

These Booth Rules & Contract Terms constitute a material part of the contract hereof, and the Exhibitor, for itself and its representatives, employees and agents, shall abide by them and by any amendments, or supplements thereto that may be put into effect by Exposition Management.

DEFAULT

Any exhibitor who does not accept these terms and conditions shall be deemed to have accepted them and shall be responsible for the same.

I understand the terms above

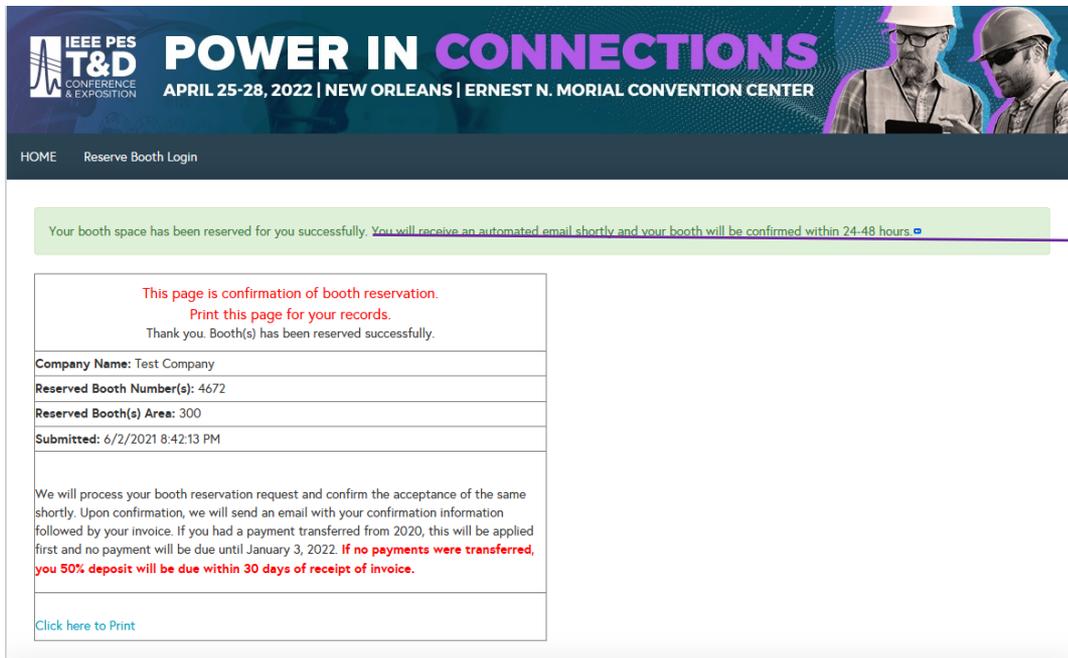
Submit

Reset

Accepting terms and conditions is required before you can submit the contract. **Your booth is not reserved until the contract is submitted.**

Space Contract

Confirmation



IEEE PES T&D CONFERENCE & EXPOSITION **POWER IN CONNECTIONS**
APRIL 25-28, 2022 | NEW ORLEANS | ERNEST N. MORIAL CONVENTION CENTER

HOME Reserve Booth Login

Your booth space has been reserved for you successfully. [You will receive an automated email shortly and your booth will be confirmed within 24-48 hours.](#)

This page is confirmation of booth reservation.
Print this page for your records.
Thank you. Booth(s) has been reserved successfully.

Company Name: Test Company
Reserved Booth Number(s): 4672
Reserved Booth(s) Area: 300
Submitted: 6/2/2021 8:42:13 PM

We will process your booth reservation request and confirm the acceptance of the same shortly. Upon confirmation, we will send an email with your confirmation information followed by your invoice. If you had a payment transferred from 2020, this will be applied first and no payment will be due until January 3, 2022. **If no payments were transferred, you 50% deposit will be due within 30 days of receipt of invoice.**

[Click here to Print](#)

Your booth is not reserved unless you see this confirmation message.

Additional Resources

- If you reserved your booth over the phone, you can [login here](#) to confirm your booth reservation and sign the booth contract.
- [2022 Booth Contract Terms](#)
- [Common Exhibitor Pricing](#) & Budgeting Information
- [Setup Info & Exhibiting Tips](#)
- [Deadlines](#)

THANK YOU

T&D Exhibits | exhibits@cemllc.com | 972.521.9902



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