

# Onsite Logistics Guide



## POWER IN CONNECTIONS

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



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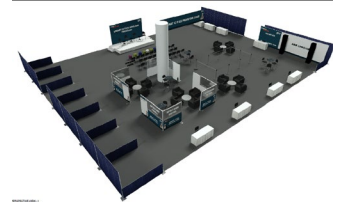


# Week-at-a-Glance

	Thursday Apr 21	Friday Apr 22	Saturday Apr 23	Sunday Apr 24	Monday Apr 25	Tuesday Apr 26	Wednesday Apr 28	Thursday Apr 28	Friday Apr 29
Registration				12 – 5 pm	7 am – 5 pm			10 am – 2 pm	
Set-up / Dismantle	8 am – 5 pm Per Target Assignment		8 am – 5 pm		8 am – 4 pm			3 pm – 10 pm	8 am – 5 pm
Exhibitor Service Center	8 am – 5pm					10 am – 5 pm	10 am – 6 pm	9 am – 10 pm	8 am – 5 pm
Expo Hours						10 am – 5 pm	10 am – 6 pm	10 am – 3 pm	
Expo ACCESS Hours	7:30 am – 5 pm – Exhibitor Badge or EAC Wristband					7 am – 6 pm	8 am – 6 pm	8 am – 10 pm	7:30 am– 12 pm
	Exhibitors needing to work late after these posted hours must receive permission from their onsite floor manager. In addition, after these times, workers must remain in their booths. Once workers exit the hall, re-entry may be prohibited. EACs and Exhibitor Wristbands are not permitted on the show floor during show hours. Opening Reception is Monday, April 25 from 6 – 9 pm at Mardi Gras World. Exhibitors are encouraged to attend!								

# Show Floor Attractions

- **Innovation Stages:** New initiative is to allow exhibitors to share their innovations, knowledge, and best practices in a technical venue.
- **Smart Cities Pavilion:** An exhibition of real-world success stories and leading technologies fueling the "Smart Cities" revolution occurring in our industry. Reserved for cities and utilities showcasing their smart city collaboration successes and companies helping to lead the smart city transformation.
- **Exhibitor Meeting Rooms & Suites:** Area designed to provide exhibitors with private suites or demo areas, ensuring your clients and team members don't have to leave the show floor to have a meeting.
- **Recharge Zones:** Areas in the exhibit hall and lobby that allow attendees the option to rest and recharge devices.
- **Food Functions:** T&D will provide lunch for all on Tuesday, 11:30 am – 1 pm and a networking reception on Wednesday, 4:30 – 6 pm. The food and beverage stations will be located primarily in the wide "purple" aisles.
- **Concessions:** There are many food options available in the exhibit hall and in the Food Court areas in Lobbies F & J.



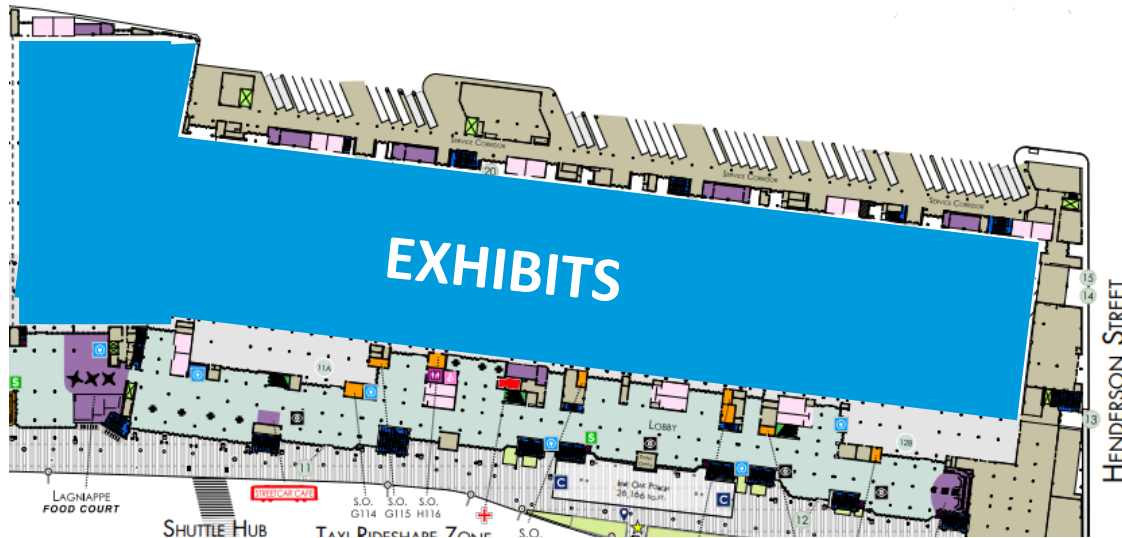


# Facility Information

## Ernest N. Morial Convention Center (Halls E-J)

900 Convention Center Blvd • New Orleans, LA 70130 • (504) 582-3000

- The exhibit floor is located on street level. The primary entrance to the exhibit hall is through the registration area at Hall G. However, there are also 4 additional entrance areas to access the exhibit floor at Halls F, H, I, & J.



- There are 2 primary 20' aisles throughout the exhibit halls with food buffets for the lunch and reception events.
- There are columns in the exhibit halls. These columns are either 4' in diameter and some columns include emergency equipment or access panels which cannot be obstructed. 120 feet on center.
- The ceiling height in the exhibit hall is approximately 40'.

# What Comes With Your Booth

- Unlimited reduced rate One Day Exhibits Only Guest Invitations for admission to the Show for your invited guests, customers and clients.
- Product category listing on the IEEE PES T&D Web site and in the mobile app.
- Onsite Show Management Office & Floor Managers to aid exhibitors during set-up, show days and dismantle starting Thursday, April 21.
- 4 (or more) complimentary exhibitor badges, which allow access to the Exhibit Hall, Opening Reception, Opening Session, Opening Lunch, Networking Reception, Innovation Stage Presentations and the Closing Reception. Badge allotment is based on booth size, refer to table below for actual allotments.

Booth Size	Badge Allotment
100 SF	4
200 SF	7
300 SF	8
400 SF	9
401 SF +	9 +1 additional badge per 100 SF (600 SF = 11 badges)



- **Standard flameproof booth equipment for:**
  - Linear booths (view show rules)
    - 8' high pipe and drape backwall
    - 3' high pipe and drape side rails
    - 7" x 44" booth identification sign (company name and booth number.)
- Management provides aisle carpeting, Midnight blue color. (Booth carpet/floor covering is required for all exhibits and must be provided at the exhibitor's expense.)
- General exhibit hall lighting, air-conditioning or heating (during show days only).

# Badge Pickup

- Badges can be picked up at Registration located at Hall G at the entrance to the exhibit hall.
- High traffic is expected between 8:30 – 11 am on Tuesday, April 26.
  - To avoid long wait times, pre-register online and pick up badges prior to Tuesday morning.
  - If you are attending the opening reception at the Mardi Gras World, be sure to get your badge before 5 pm on Monday.

## Registration Hours

Sunday	April 24	12 – 5 pm
Monday	April 25	7 am – 5 pm
Tuesday	April 26	7 am – 5 pm
Wednesday	April 27	7 am – 5 pm
Thursday	April 28	10 am – 2 pm

# Exhibitor Rights - Labor

## An Exhibitor Employee may perform work in a booth of any size.

- They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by Ernest N. Morial CC. An exhibitor and exhibitor employees are prohibited at all times from using scooters, forklifts, genie lifts, pallet jacks, condors, scaffolding, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.
- “Exhibitor Employee” is defined as any person who has been employed by exhibitor as a full-time employee for a minimum of 6 months before the show’s opening date. Proof of employment in the form of a W-2, payroll document or other documentation may be required upon request if deemed necessary by Ernest N. Morial CC management. Documentation must be furnished within 24 hours of notification.

In addition to the work currently performed, exhibitors may also perform the following work within their booth:

- Setting-up and dismantling exhibits
- Assembling and disassembling materials, machinery or equipment
- Installing all signs, graphics, props, other decorative items and drapery, including the skirting of tables
- Delivering, setting-up, plugging-in, interconnecting and operating electrical equipment, computers, audio-visual devices and other equipment
- Skidding, positioning and re-skidding all exhibitor materials, machinery and equipment using their own non-motorized hand trucks, non-hydraulic hand trucks and dollies

**IT IS IMPORTANT TO NOTE THAT THE NEW LEGISLATION DOES NOT ALLOW EXHIBITORS TO TRANSFER THEIR RIGHTS TO CONTRACTOR or EAC PERSONNEL.**



# Exhibitor Rights - POV

(Private Vehicle Unloading)

- Exhibitors driving POVs may hand-carry their own materials into the exhibit facility; however, the use or rental of dollies, flat trucks and other mechanical equipment is not permitted. The following information applies to exhibitors who wish to hand carry their own materials in their own vehicle, i.e. car, pickup truck, minivan or sport utility vehicle
- Location
  - Upon your arrival at the New Orleans Morial Convention Center in your POV, proceed to marshaling yard at 1315 Tchoupitoulas St, Lot I, New Orleans, LA 70130 to obtain a dock pass and unloading instructions. No vehicle will be allowed to the dock area without a pass.
- Hours
  - Move-in**
    - Saturday-Sunday, April 23/24 8 am – 5 pm
  - Move-Out**
    - Thursday, April 28 3 pm – 10 pm

**Note:** A POV, or privately Owned Vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight.

- Examples include: pick-ups, passenger vans, taxis, limos, etc.
- Anything larger is considered a Company Vehicle.  
**Exhibitors are not allowed to unload Company Vehicles themselves.**
- If you have any questions prior to the event, or would like additional information regarding the POV policy, call Freeman Exhibitor Services at (888) 508-5054.

*The types of vehicles shown below are the ONLY type that will be allowed to deliver or pick-up trade show equipment at McCormick Place.*



*Only certain sizes of boxes and equipment can be unloaded from an automobile or small utility vehicle and only exhibitor owned hand carts may be used for transportation within the building*



# Clean Floor Policy

Due to the size of the show, it is necessary to coordinate the removal of empty crates in accordance with the target time schedule to allow sufficient time for:

- Freeman to complete the laying of the aisle carpet and the overall cleaning of the exhibit hall.
- Each exhibitor the time to set-up their booths.
- Transporting of empty crates to a remote site.

All crates not marked empty and made available for removal by the indicated dates and times will be subject to removal or movement by Freeman at exhibitor's expense.

**There will be no exception to this policy.**

Any crates without empty or access storage labels will be tagged by Freeman and will be removed from the exhibit hall whether they are full or empty. Exhibitors may request crates to be returned to their booth at exhibitors' expense.

**All WOOD CRATES/PALLETS are to be tagged and ready for removal from the exhibit floor no later than the below dates and times.**

Target Date	Time	All Crates Marked Empty Date	Time
Thursday, April 21	8:00 am	Saturday, April 23	12:00 pm
Thursday, April 21	12:30 pm	Saturday, April 23	4:00 pm
Friday, April 22	8:00 am	Sunday, April 24	12:00 pm
Friday, April 22	12:30 pm	Sunday, April 24	4:00 pm
Saturday, April 23 or Sunday, April 24 (All Remaining Wood Crates/Pallets)		Monday, April 25	10:00 am

**\*\*ALL WOOD CRATES/PALLETS MUST BE TAGGED AND REMOVED FROM THE EXHIBIT FLOOR NO LATER THAN 10:00 am MONDAY.\*\***

**In addition to the empty crate removal schedule above, the following will be picked up on Monday, April 25:**

ALL Fiber Cases, Cardboard boxes, Packing Materials, etc.	1:00 pm
Visqueen on booth carpet should be rolled up by the exhibitor or exhibitor appointed contractor and placed in the aisle.	3:00 pm
All aisles must be 100 percent clear of product and any other items that may impede with the installation of aisle carpet.	4:00 pm

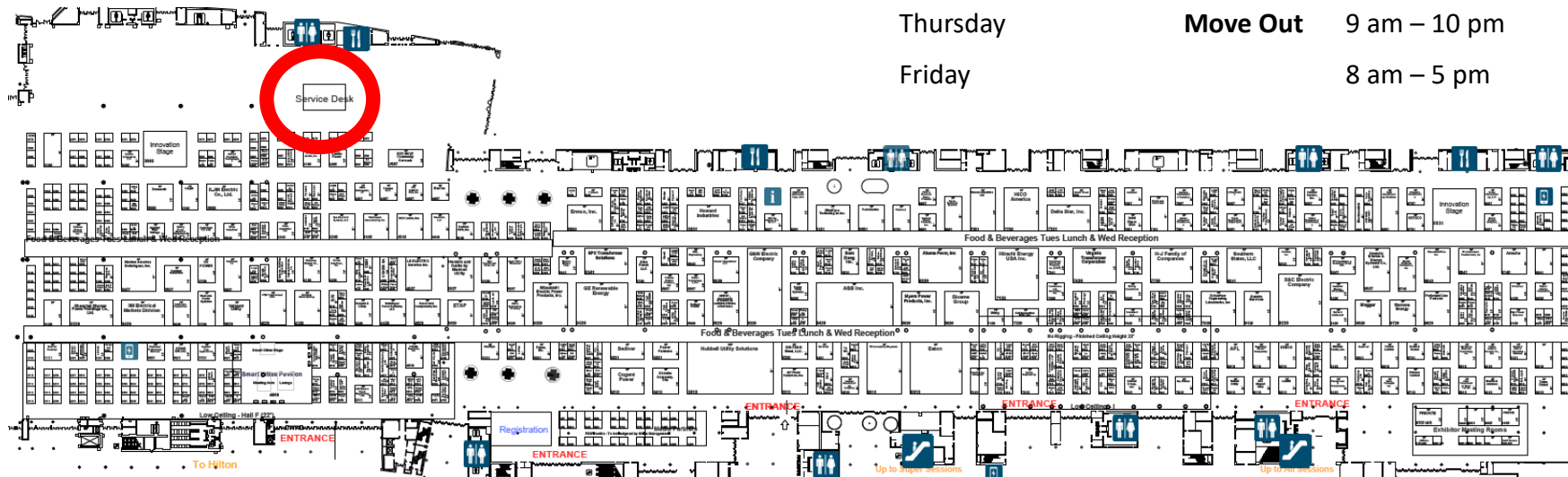
# Exhibitor Service Center

Location: Back of Hall F

- Who should be sent to the Service Desk
  - Carpet, Tables, Chairs, Cleaning, Labor & Freight – Freeman
  - Lead Retrieval / Scanner Questions
  - Telephone / Internet – Smart City
  - Photography, Floral, International Shipping

## Service Center Hours

Thursday - Monday	8 am – 5 pm
Tuesday	10 am – 5 pm
Wednesday	10 am – 6 pm
Thursday	<b>Move Out</b> 9 am – 10 pm
Friday	8 am – 5 pm



# Show Management Office

Location: Room 282

- Hours
  - Sunday April 24 8:00 am – 5:00 pm
  - Monday April 25 7:30 am – 5:00 pm
  - Tuesday April 26 7:30 am – 5:00 pm
  - Wednesday April 27 8:00 am – 6:00 pm
  - Thursday April 28 8:00 am – 6:00 pm
- Contact Info:
  - Phone: (972) 521-9902 (text or voice)
  - Email: [TDExhibits@cemllc.com](mailto:TDExhibits@cemllc.com)

## On Floor Information & Assistance

- The following locations staffed throughout move-in and during the show to assist exhibitors with questions or needs that arise onsite.
  - Next to booth 3122
  - Next to 9323
  - Above booth 6257
  - Reception Desk at Meeting Room Complex, beginning of the 8800 aisle

**Need Someone to come to your booth?**

**Use this QR code to Request Assistance:**



# General Services

## Business Center

- **Services**

UPS shipping, photocopying, office supplies, souvenirs, postcards, greeting cards, etc.

- **Location**

- Lobby F

- **Hours**

- Monday            April 25            7 am – 4 pm
- Tuesday           April 26            7 am – 4 pm
- Wednesday       April 27            7 am – 4 pm
- Thursday          April 28            7 am – 4 pm
- Friday              April 29            7 am – 4 pm

## Coat & Bag Check

- **Location**

- Hall G Lobby

- **Hours** *(subject to change)*

- Wednesday, April 27            7:30 am – 7:30 pm
- Thursday, April 28              7 am – 5:30 pm



# General Services (continued)

## Information Desks

- Location:
  - Lobby H
  - Show Floor
    - Next to booth 3122
    - Next to 9323
    - Above booth 6257
    - Reception Desk at Meeting Room Complex, beginning of the 8800 aisle
- Hours *(subject to change)*

• Sunday	April 24	8:00 am – 5:00 pm
• Monday	April 25	7:30 am – 5:00 pm
• Tuesday	April 26	7:30 am – 5:00 pm
• Wednesday	April 27	8:00 am – 6:00 pm
• Thursday	April 28	8:00 am – 6:00 pm

## Housing Assistance & Restaurant Reservations

- Location
  - Hall H Lobby
- Hours *(subject to change)*

• Tuesday	April 26	8 am – 5 pm
• Wednesday	April 27	8 am – 6 pm

# General Services (continued)

## First Aid

- Services
  - Operated and staffed by licensed medical professionals. Stations are fully-equipped and include automated external defibrillators (AEDs) to respond to life-threatening occurrences.
- Location
  - Lobby H
- Hours *(subject to change)*
  - Thursday – Monday April 21-25 8 am – 5 pm
  - Tuesday April 26 8 am – 5 pm
  - Wednesday April 27 8 am – 7 pm
  - Thursday April 28 8 am – 10 pm
  - Friday April 29 8 am – 5 pm

## Wi-Fi

- SSID: T&D2022

# General Services (continued)

## Food & Beverage

- Many options are available for food and drink at the convention center. Please be aware not all options may be open during move-in.

## Security Office

- Optional small item overnight storage for exhibitors only. Exhibitors may choose to leave small items in the security office overnight. Items must be picked up the following morning.
- Location
  - Room I118
- Hours *(subject to change)*

• Thursday – Monday	April 21-25	8 am – 6 pm
• Tuesday	April 26	8 am – 6 pm
• Wednesday	April 27	8 am – 8 pm
• Thursday	April 28	9 am – 10 pm
• Friday	April 29	8 am – 5 pm

# Shuttle Information

## Hours

Monday	April 25	7 am – 7 am	Every 10-15 minutes
Tuesday	April 26	7 am – 6 pm	Every 10-15 minutes
Wednesday	April 27	7 am – 7 pm	Every 10-15 minutes
Thursday	April 28	7 am – 3 pm	Every 10-15 minutes

## Location:

Transportation Center,  
Outside Hall G

\*Last bus departs from the hotels to the Convention Center one hour prior to the end of service.

## Opening Reception

Monday, April 25

5:30 p.m. – 9:30 p.m.

Shuttle service between the Conference Hotels and Mardi Gras World every 10--15 minutes

# Onsite Locations

Area	Location
ATM	Lobby F
Author's Breakfast	Room 267
Coat Check	Lobby G, Wednesday, 7:30am
Collegiate Sessions/Lounge	Room 393
Conference Locators	Lobby F, Lobby I and level 2 adjacent to room 267
Exhibits	Exhibit Halls E
Exhibitor Meeting Room Complex	Exhibit Hall J
Exhibitor Service Center	Rear of Hall F
First Aid	Lobby H
Housing Information	Lobby H
Information Booths	Lobby H Exhibit Hall -Aisle 3200, Aisle 6200, and Aisle 9300
ISGT	Rms 383-399
Lost and Found	Show Office, Room 282

Area	Location
Opening Session & Super Sessions	Level 2, New Orleans Theater
Plain Talk	Room 276
Printing and Supplies	UPS Store, Lobby F FedEx Office across street
Recharge Zones	Exhibit Hall (Booth 3421 and Booth 9350) Lobby G & Lobby I
Restaurant Reservations	Lobby H
Show Office	Room 282,
Show Security	Lobby H, Room H117
Speaker Ready Room	Rm 290
Technical Panel Sessions	Level 2, Rms 284-298
Technical Tours Check-in Desk	Lobby I
Transportation and Parking	Outside Lobby G, across the street to the Transportation Hub
Volunteer Check-in Office	Room 278
WiFi	SSID: T&D2022



# Health & Safety

*As of March 21, Subject to change*

*Updates will be sent via email when available*

## MASK MANDATE

Masks are **NOT** required indoors but **are** required on public transportation. The IEEE shuttle busses to/from the hotels and convention center are **NOT** considered public transportation.

## VACCINE / NEGATIVE TESTS





As of March 21, the city of New Orleans has announced **all vaccination and testing restrictions have been lifted.**

[Click here to view the latest guidelines from the City of New Orleans](#)

# THANK YOU



## Contact:

-  T&D Exhibits Team
-  972-521-9902
-  [tdexhibits@cemllc.com](mailto:tdexhibits@cemllc.com)
-  [www.ieeet-d.org](http://www.ieeet-d.org)



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