

Thank you for your participation as a tabletop sponsor at the 2020 Healthcare Waste Conference, co-locating with WasteExpo at the Ernest N. Morial Convention Center in New Orleans, LA. The following is some very important information regarding this year's conference:

## Tuesday, August 11<sup>th</sup> & Wednesday, August 12<sup>th</sup>

- Sessions Located in Room 394
- Table Top Displays Located in Room 395-396

Set-Up Date, Time and Location: Monday, August 10<sup>th</sup>, 10:00am – 5:00pm, Rooms 395-396 Dismantle: Wednesday, August 12<sup>th</sup> 2:30pm – 5:00pm

## Sponsor shipping options include:

- Hand carrying your materials to your tabletop display
- Shipping your materials to your respective hotel and hand carrying them to your tabletop display
- Shipping your materials directly to the convention center using the attached mailing labels\*
  - \*Subject to GES material handling fees. To order and make payment for material handling please contact Brett Leonard at <u>bleonard@ges.com</u>

**Furniture Provided**: The Healthcare Waste Conference will provide you with one **GRAY** skirted, 6-foot table and one chair.

\*No additional furniture may be ordered & drape is NOT provided behind the table

**Signage:** (1) 22 x28 sign with your company logo (if it has been provided) otherwise, your company name. This will be placed next to your table. You may wish to provide additional signage for your display table.

\*Please note that you may NOT hang/affix anything on the walls of the ballroom

Electric: If you require electric please use the attached form to order electric services from the MCCNO.

## WasteExpo:

In addition, Healthcare Waste Conference participants also have access to attend the WasteExpo Exhibit Hall which is located in Halls F-J.

WasteExpo Exhibit Hall Hours:

Tuesday, August 11 <sup>th</sup>	10:00 am – 5:00 pm
Wednesday, August 12 <sup>th</sup>	10:00 am – 5:00 pm
Thursday, August 13 <sup>th</sup>	10:00 am – 1:00 pm

The Healthcare Waste Conference Registration also includes one ticket to the WasteExpo Welcome Reception (under 21 not admitted) which takes place on Monday, August 10th from 6:30 pm – 9:00 pm at the distinctive Generations Hall in downtown New Orleans, 310 Andrew Higgins Dr. New Orleans, LA 70130.

The Healthcare Waste Tabletops are open to all WasteExpo exhibitors and attendees Tuesday 8:00am – 5:00pm/ Wednesday 8:00am – 2:30pm

If you have any questions before the event please call Laura Kelly, Operations Manager at 303-998-9105 or email Laura.Kelly@Informa.com

On site, please stop by the WasteExpo Show office.