



CTW 2018 Exhibitor FAQ's

How do I apply to exhibit?

Download the Exhibitor Contract from the CTW Show website. The contract can be found on the [exhibit page](#) or contact Anthony O'Shea at 770.432.8410, x109 or aoshea@namanow.org.

Which booths are still available?

The floor plan can be found on the CTW website on the [exhibit page](#) for booth availability or contact Anthony O'Shea at 770.432.8410, x109 or aoshea@namanow.org.

What other organizations will be at CTW?

View the complete exhibitor list on the CTW website on the exhibit page (coffeeteaandwater.org/exhibit).

Do you need to be a member of NAMA to exhibit?

No, you do not need to be a member to exhibit. Members do receive a discounted booth space rate. Please contact our membership department at members@namanow.org for more information.

How do I reserve a booth?

Contact Anthony O'Shea at 770.432.8410, x109 or aoshea@namanow.org.

What will be included in my booth exhibit package fees?

- 5 hours of exhibit time with no competing conference events.
- One complimentary badge for booth personnel (per 10 x 8 space); \$310 for each additional badge. No complimentary expo only badges are available.
- One complimentary lunch on the exhibit floor (each additional badge purchased also has lunch included)
- Listing in the Conference and Trade Show Program Guide
- Post-conference opt-in attendee contact list (excel format)
- Tabletop Exhibit Space 10' W x 8' D with 8ft. skirted table, 1 chair, wastebasket and carpet.

What is not included in my booth exhibit package?

- Electrical, internet and other utilities
- Material handling and labor charges
- Audio visual, Lead retrieval and other services (as outlined in the Exhibitor Manual)

What deadlines do I need to know?

Dates and deadlines can be found on the [GES Espresso site](#).

What will the exhibitor manual include and when will it be available?

The exhibitor manual includes all order forms, booth furnishing, booth cleaning information, labor rates, etc. and can be found at the GES Espresso site <https://ordering.ges.com/053600560>. Global Experience Specialists (GES) is the general service contractor for CTW, and they will offer a discount on all GES services ordered before October 22, 2018.

How do I access the GES Espresso Site for online ordering?

CTW Online Ordering Site: <https://ordering.ges.com/053600560>

How do I contact GES the general service contractor for the CTW Show?

You can reach GES Monday – Friday from 6am – 5pm PST at 800-801-7648 or 702-515-5970 for International exhibitors.

What's included in the standard booth?

Blue/beige backwall drape, blue sidewall drape, 8' draped table (white skirt), plastic chair, wastebasket, 11" x 7" booth ID sign, and carpet.

What are the shipping addresses?

Advance Shipment to Warehouse

C/O GES

NAMA Coffee Tea & Water

(Exhibiting Company Name & Booth Number)

5730 Powell Street

New Orleans, LA 70123

Shipments should arrive on or between business days:

Tuesday, October 9, 2018 – Wednesday, November 7, 2018

Hours for receiving are Monday – Friday, 8:30am – 2:00pm.

Closed 12:00pm – 1:00pm & Holidays. Drivers must check in by 2:00pm to be guaranteed same day unloading. Maximum piece size is 104" high x 96" wide x

3,000 lbs. Any separate shipments of carpet and/or carpet padding received at the Advanced Warehouse will be charged at the Showsite Uncrated rates.

Direct Shipment to Exhibit Site

C/O GES

NAMA Coffee Tea & Water

(Exhibiting Company Name & Booth Number)

Hyatt Regency New Orleans, Elite Halls

601 Loyola Ave

New Orleans, LA 70113-1800

Shipments should arrive on:

Monday, November 12, 2018, 3:00pm – 5:00pm or Tuesday, November 13, 2018,
7:00am – 10:00am

Marshalling Yard Site Address

1313 Tchoupitoulas Street

New Orleans, LA 70130

What is the Exhibitor Show Schedule?

- Exhibitor Move-in: Monday, November 12, 2018, 3:00pm – 5:00pm, and Tuesday, November 13, 2018, 7:00am – 10:00am
- Show Floor Open: Tuesday, November 13, 2018, 12:15pm – 5:15pm
- Exhibitor Move-out: Tuesday, November 13, 2018, 5:15pm – 8:00pm and Wednesday, November 14, 8:00am – 12:00pm

Who are the official vendors for The NAMA Show?

Registration – CDS

Lead Retrieval – CDS

Catering – Hyatt Regency

Show Contractor – GES

Electrical Services - Freeman

Internet/Phone – PSAV

Audio Visual – PSAV

How do I update my exhibitors listing or add a description?

To update your exhibitor listing please visit your exhibitor portal. If you have any issues, contact Tina Carriere at tcarriere@namanow.org.

How can I get involved?

Contact Sponsorship Manager, Anthony O'Shea, aoshea@namanow.org, for information on how to boost your presence at the show.

Where can I find additional information?

Visit our [exhibitor page](#) on the CTW website to reserve your booth, review dates and deadlines and find additional resources.

Who should I contact with additional questions?

NAMA Cares Support, 312-291-7232 ext. 232, namacares@namanow.org or
NAMA Event Customer Care, Tina Carriere, 770-432-8410 ext. 149,
tcarriere@namanow.org