



Association of
Immunization
Managers

Exhibitor Kit
AIM Leadership in Action Conference
New Orleans, LA | December 10-12, 2024
Hyatt Regency New Orleans

EXHIBIT HALL LAYOUT & BOOTH ASSIGNMENTS

The exhibit hall is located in Storyville Hall. Your company’s point of contact will receive an email from [Rachel Van Gundy](#) with your specific booth assignment, and the layout is attached to this document.

FEDEX OFFICE BUSINESS CENTER

The hotel offers a full-service business center through FedEx Office. FedEx Office provides copying, printing, signs, banners, photo services, and a variety of technology services. Exhibitors can contact the Business Center by calling 504-524-6048 and selecting option 8.

FedEx Office Hours (subject to change):
 Monday - Friday 7 am to 7 pm
 Saturday & Sunday are 10 am to 5 pm

SHIPPING AND STORAGE SERVICES

Group shipping services are provided by the FedEx Office, located on the second floor of the hotel. **The hotel only accepts pre-paid packages that adhere to the guidelines below. Shipments will not be accepted more than three (3) days prior to the conference (not before Friday, December 6) and must be shipped to the following address:**

<p>Shipments for meetings:</p> <p>Hyatt Regency New Orleans <i>(Event Name) (Arrival Date)</i> Hold for Guest <i>(Guest Name) (Guest Cell Number)</i> <i>(Guest Company Name) (Booth Number)(Meeting room)</i> 601 Loyola Avenue New Orleans, LA 70113</p>	<p>Shipments for individual guests:</p> <p>Hyatt Regency New Orleans Hold for Guest <i>(Guest Name) (Arrival Date)</i> 601 Loyola Avenue <i>(Guest Cell Number)</i> New Orleans, LA 70113</p>
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- A handling and storage fee will apply for each package received by the hotel.
- The hotel shall not be liable for the safe or timely arrival of any packages sent to the hotel by or for the shipping party. It is the shipping party's responsibility to check on the arrival of any packages and to check to ensure the contents are intact.
- Neither AIM nor the Hyatt Regency New Orleans accepts any liability for lost, stolen, or damaged goods. Responsibility for each exhibitor's goods lies solely with the exhibitor.

PACKAGE PICK-UP

- Exhibitors must go to the Business Center and request their package(s).
- For security reasons, **all exhibitors must have their ID and tracking number to receive their package(s).**
- Once requested, FedEx can either give you your package(s) in the Business Center or you can arrange for FedEx to deliver to your booth.
- **A representative MUST be at the booth to receive and sign for the package(s)** as FedEx is not allowed to leave packages unattended at booths.
- Please note that FedEx charges handling fees for all inbound and outbound packages.
- The hotel will not provide pallet jacks or shipping for large containers.

POST-CONFERENCE SHIPPING

- It is recommended for exhibitors to have all return labels pre-printed and with them so you can pack up and apply the labels.
- Any exhibitors that have their outbound labels ready can save time and schedule a pick-up with FedEx in the Business Center.
- Exhibitors are responsible for arranging a pickup and payment for all handling fees the day before load out.
- The day before load out, FedEx will visit all exhibitor booths to review outbound shipping/pickup options.
- Outgoing shipments need to be packaged, taped, and labeled. Packages must be labeled and ready for shipment in order to have a scheduled pickup at the booth by FedEx.

AV PACKAGES (ENCORE)

Use the following steps from Encore, the exhibit hall AV provider, to browse and purchase AV packages. See the end of the exhibitor kit for slides from Encore with more information.

- Visit [EventNow](#) and select 'I am planning an exhibit booth'
- Search "Association of Immunization Managers" and select the event called "AIM Association of Immunization Managers Conference 2024"

- Select from a list of available products/product packages and service packages, then check out

For assistance, contact Encore on-site directly:

encore3698@encoreglobal.com

O 504-613-3720 | M 504-418-4932

ELECTRICAL PACKAGES (FREEMAN)

Exhibitors can purchase electrical products and services for their booths through Freeman. Log in to your [FreemanOnline](#) account (or create one) to browse and purchase products and services. **All electrical needs must be ordered through Freeman, not Encore.**

For assistance, contact Kathy Sens at Freeman directly:

Kathy.Sens@freeman.com

M 504-329-6690

CONTACT AIM

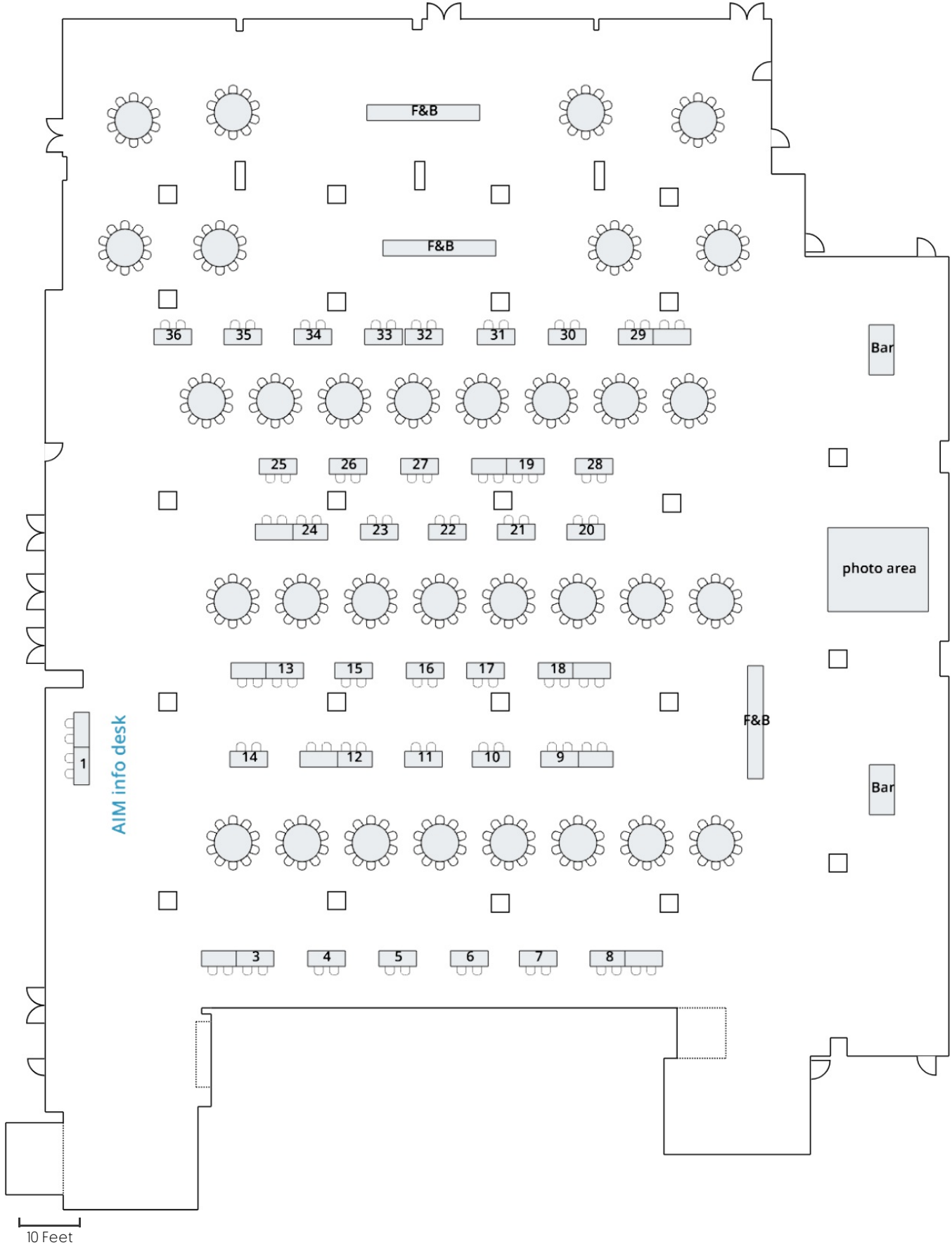
If you have questions about the exhibit hall and booth assignments, or general conference questions, please reach out to AIM at the contact information below. If you have questions about AV packages or Electrical packages, please contact Encore or Freeman directly.

Julia Donavant, Research & Development Coordinator

jdonavant@immunizationmanagers.org








Rachel Van Gundy, Research & Development Coordinator

rvangundy@immunizationmanagers.org



Equipment List

[77 Total Tables, 410 Total Chairs]

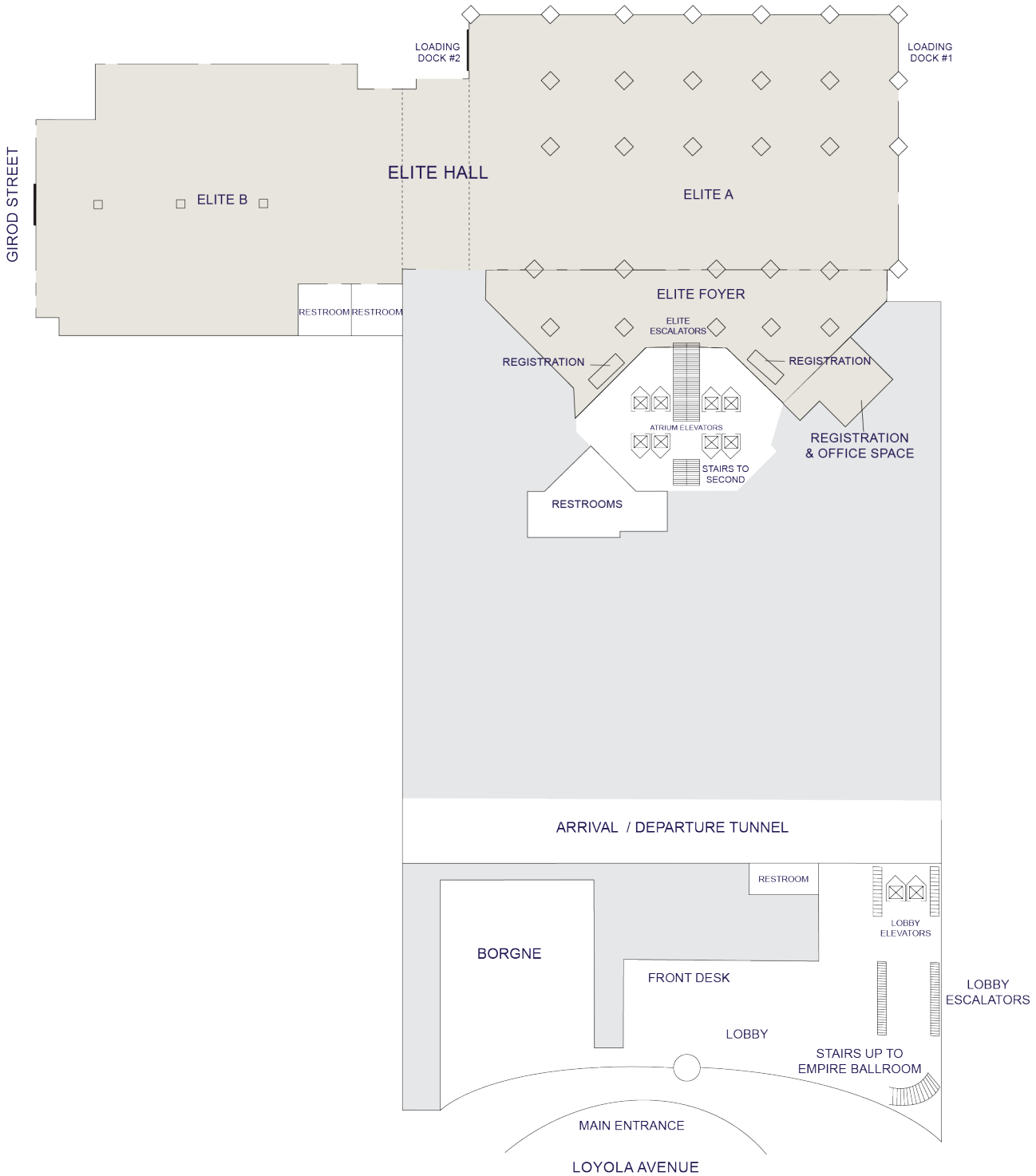
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|---|-----|-----------------------|---|----|----------------|---|---|----------------------------|
|  | 320 | 1.33' X 1.33' Banquet |  | 32 | 72" Round |  | 2 | 4.01' X 8' Bar |
|  | 90 | 1.38' X 1.38' Banquet |  | 3 | 18' X 2.5' F&B |  | 1 | 13.37' X 16.03' photo area |
|  | 45 | 6' X 30" Rectangle | | | | | | |

HYATT REGENCY NEW ORLEANS

601 Loyola Avenue,
New Orleans, LA 70113, USA
+1 504 561 1234
neworleans.hyatt.com

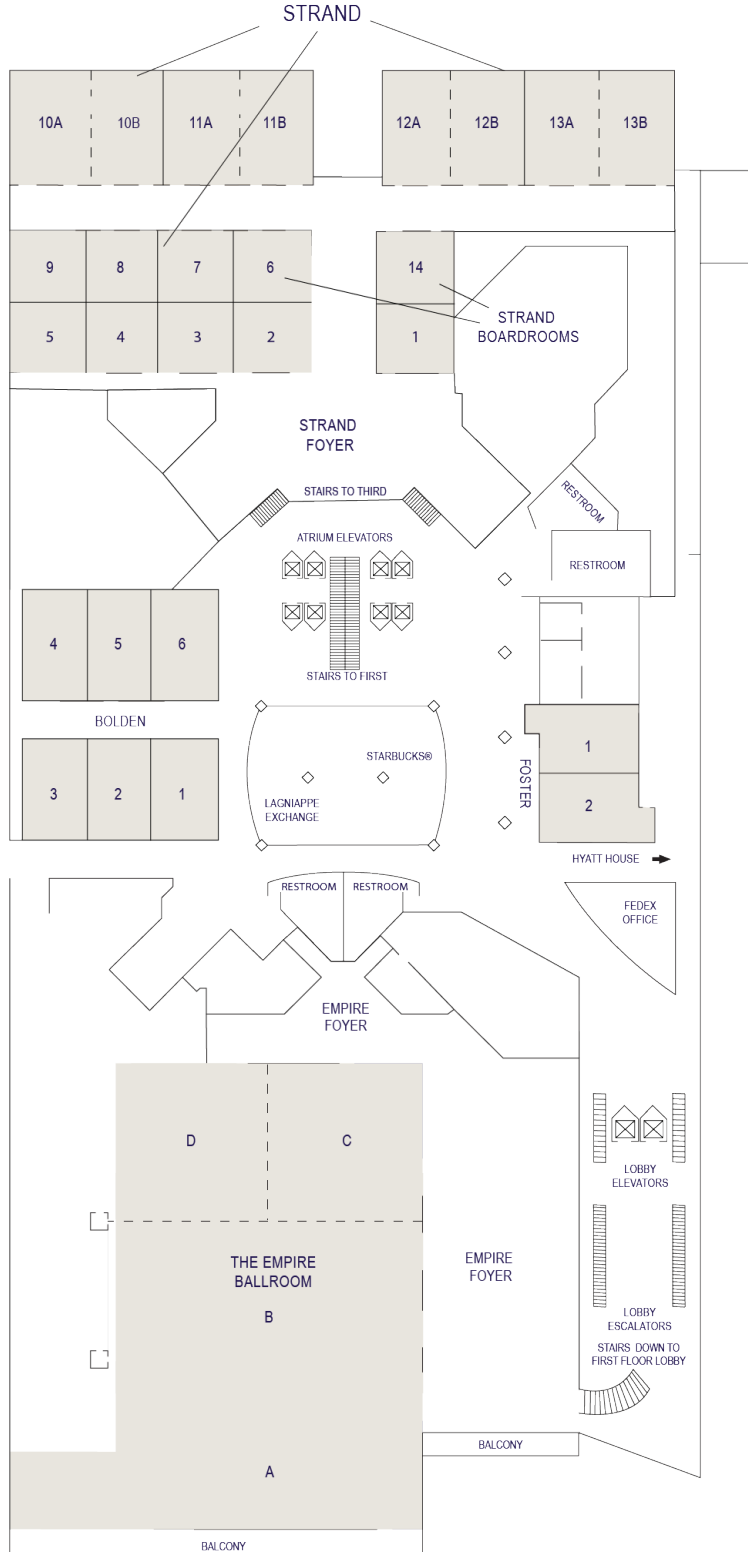


FLOOR PLAN
LEVEL 1



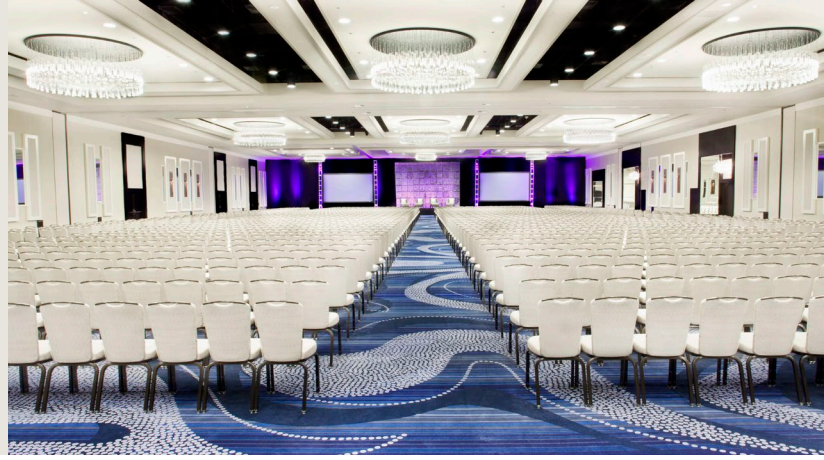


**FLOOR PLAN
LEVEL 2**

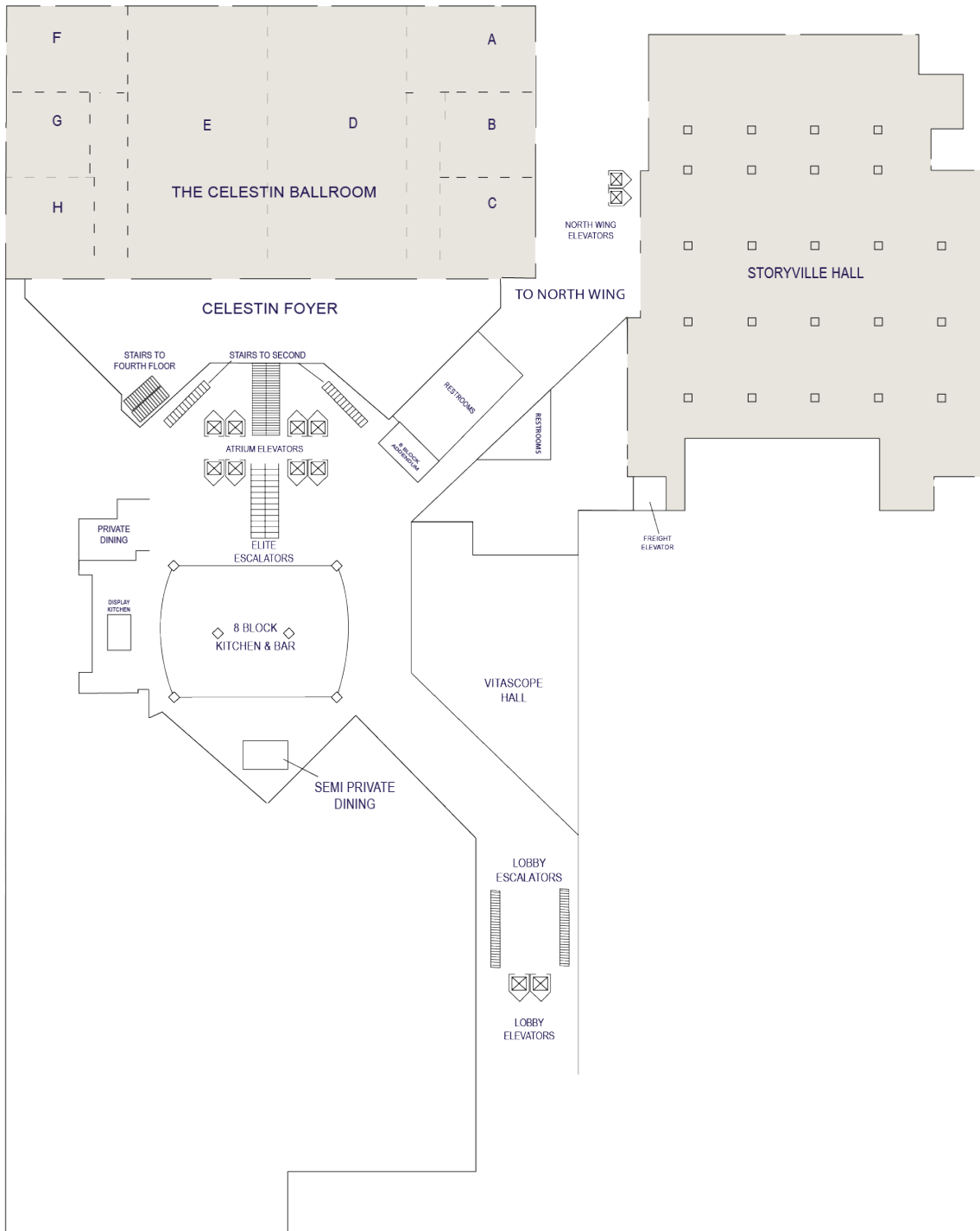


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**FLOOR PLAN
LEVEL 3**



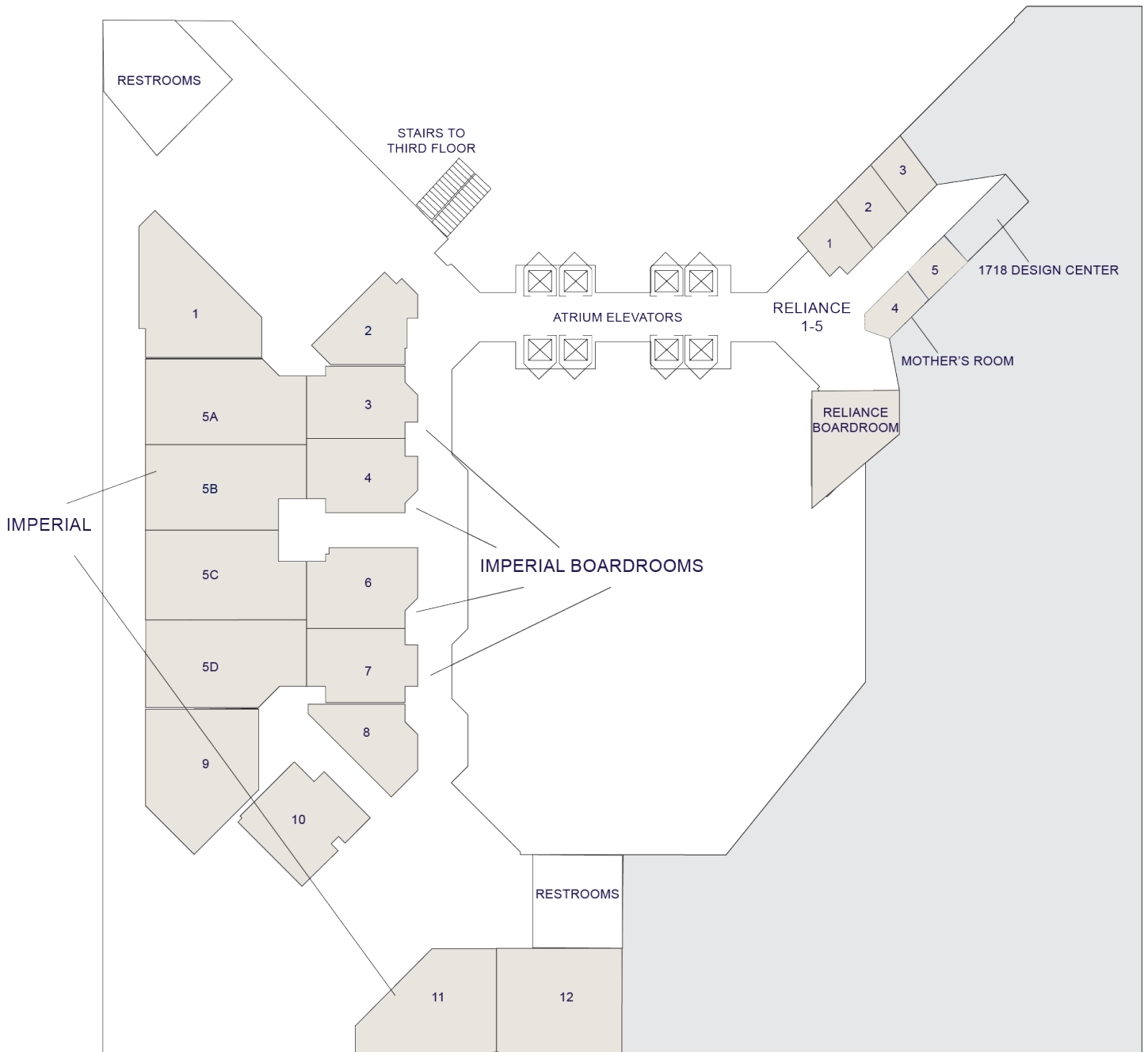


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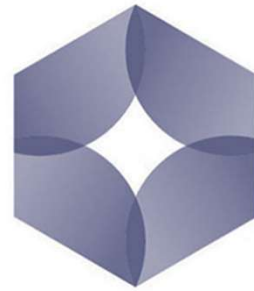
**FLOOR PLAN
LEVEL 4**





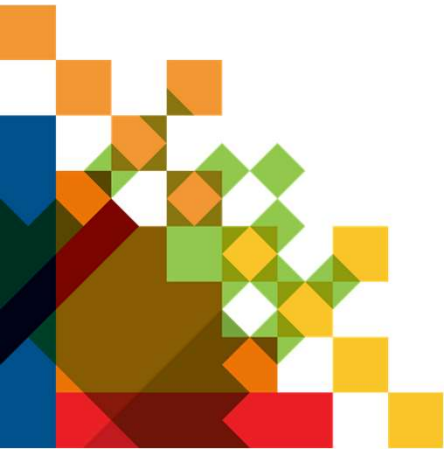
encoreSM

EVENTS THAT TRANSFORM



HYATT
REGENCY
New Orleans

Exhibitor Kit



Easy Ordering

As the exclusive Technology Provider of Hyatt Regency New Orleans, Encore is committed to making your experience as easy and stress-free as possible.



Self-service option available through our online store – EventNow

Step 1

Visit [EventNow](#) and select 'I am planning an exhibit booth'

Step 2

Browse our technology catalog

Step 3

Select from a list of available products/product packages and service packages, then check out.*

* EventNow is only available more than two days prior to event load in. If ordering within two days, contact your Encore on-site team.

EventNowSM

offers a range of solutions for any exhibitor:

As the exclusive Technology Provider of Hyatt Regency New Orleans, Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Stations
- LED Lighting
- Flipchart Packages
- Power and Internet Connectivity Packages

We make it easy



Easy ordering options



Confirmation email is sent with your order details



We regularly maintain and service all equipment



Encore delivers, installs, and tests equipment



After the show, Encore picks up your rental equipment



Need assistance or products/solutions not offered in EventNow?

Contact Encore on-site directly:

encore3698@encoreglobal.com
O 504-613-3720 | M 504-418-4932

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

What else can we do?

Experiential Exhibits

Led Walls

Lighting Solutions

Projection

Video Solutions

And More!

