



Hello 2024 Extravaganza Exhibitors and Guests!

We are getting excited for the Extravaganza in New Orleans and we hope you are too! Again this year Anne and Moses will be on site and available to you beginning at 2:00pm on Wednesday, January 17. We do ask that you please refrain from coming by the exhibitor space to set-up prior to 2:00 PM as we will still be placing tables and we will not be able to accommodate you much before 2:00 PM. Come, make yourself at home in the Sheraton, check on your shipped supplies, have lunch, and then come visit us after 2:00 PM. We will be located outside the general session ballroom.

As always, if you find you need more information before the event, please don't hesitate to contact me. My contact information is at the bottom of this email.

Here are the important details....

Space:

The Exhibitor Hall is in two locations this year! Some exhibitors will be directly outside the ballroom where all the General Sessions are held. Some exhibitors will be directly outside the learning corridor where all workshop and learning opportunities are held. Both spaces will receive equal foot traffic. We will not be able to determine your exhibit space until you arrive.

Each exhibit space is about 8' wide x 4' deep with one 6' table (unless you indicated more tables). The table comes with a black or white table cloth (we won't know which until we arrive) but you are welcome to bring your own table dressing. You will not know your space ahead of the event but when you arrive, a nameplate will be on your table. If you indicated you need electricity, you will have access to that.

As always, table security can be a challenge. We share that in advance, so you are prepared to secure anything of value when you are away from your table.

Shipping:

We ask that you ship directly to the hotel, to your own name and the name of the event. Ship so that your packages arrive no more than a couple days before the event. You will be charged for receiving by the hotel based on weight.

The shipping address is:

(Exhibitor Name), Guest arriving (date)
(Exhibitor Organization)
ELCA Youth Ministry Network Extravaganza
Sheraton New Orleans
500 Canal St.
New Orleans, LA 70130

If you need to ship items home, please check with the hotel for convenient options.

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Table Hours:

There are no set table hours but we expect you will check the event schedule and be at your booth and available to participants at these times:

- Wednesday evening Early Arrival Reception
- Thursday evening Welcome Reception
- Before and after General Sessions
- When participants are moving between workshops or attending other gatherings/receptions

Depending on the location of your booth, it may be more advantageous to be present before and after general sessions or when participants are moving between workshops.

We hope you are able to stay with us from Wednesday-Sunday but if you need to depart on Saturday for financial reasons, we hope you will at least stay through as much of the day as possible. If you do need to come late or leave early, please let Anne know. Aside from these times we invite you to participate fully in the Extravaganza!

[Click here for the Extravaganza Schedule.](#)

Exhibitor Giveaways:

We encourage you to bring an item or experience to give away to Extravaganza participants. This can be done at your own table and you can choose how to contact the winning participant. This is an excellent way to connect with participants!

Attendance:

As this is a Youth Gathering year and the Extravaganza is in the Gathering city, we expect around 1000 participants. Keep that in mind as you prepare brochures and other table favors.

Exhibitor Team Contact Information:

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We look forward to seeing you soon!

Peace,
Anne and Moses