NEW ORLEANS HOLIDAY MARKET
NOVEMBER 6-8, 2026 (Friday Opening)
at the Pontchartrain Convention Center
HALL C & Lot
4545 Williams Blvd | Kenner, LA

Dear Exhibitor:

Please read all the following move-in schedule, rules, and regulations carefully.

MOVE-IN HOURS	Thursday	November 5	7:00 A.M. – 7:00 P.M.
	Friday	November 6	8:00 A.M. – 9:00 A.M. *by approval only
EXHIBIT HOURS	**Friday**	November 6	10:00 A.M. – 5:00 P.M.
	Saturday	November 7	10:00 A.M. – 5:00 P.M.
	Sunday	November 8	10:00 A.M. – 4:00 P.M.

ATT Expo Market will not renew the contract of any exhibitor who departs from the show prior to 4:00 P.M. on the last scheduled day of the show. A $300 FINE WILL BE ASSESSED FOR ANY EXHIBITOR WHO DISMANTLES BEFORE 4:00 P.M.

*** * * ATTENTION EXHIBITOR * * ***

The sale of counterfeit goods is a federal crime subject to a substantial monetary penalty or fine and imprisonment. Because it is impossible for ATT Expo Market to know if any particular exhibitor is selling counterfeit goods, as in year's past, U.S. Customs Service and other federal and state officials may be on the show floor. We thank you for your understanding and cooperation.

BOOTH SET-UP

Booths will be set up per the specified equipment listed in the contract according to booth size. **Any changes to this standard set-up must be indicated on the exhibitor's equipment form and emailed to ATT Expo Market.** To avoid late charges, place all equipment orders two weeks in advance of the show. **No electricity will be included in the booth package.** On-site booth charges are $100 per change.

ALL MERCHANDISE MUST BE DISPLAYED ON DISPLAY EQUIPMENT ONLY – NOT IN CARDBOARD BOXES. IF YOU DO NOT ADHERE TO THIS RULE, YOUR BOOTH WILL BE CLOSED DOWN AND YOU WILL BE ASKED TO LEAVE. You are permitted to sell only what has been approved from your contract, you may be asked to remove those items and/or asked to leave.

BOOTH PAYMENT

You may choose to pre-authorize booth deposits to be processed at the time of booth assignment. This option requires a credit card number on file and includes authorization for the final balance due to be processed 60 days before the show. All credit card payments are subject to 3% processing fee.

ELECTRICAL

Electric is **not** included in booth packages. Service is provided by Pontchartrain Convention Center, however ordered through ATT Expo Market all forms are provided online her at New Orleans Holiday Market.

SALES TAXES

Exhibitors **NEED** an Occupational License to exhibit at the show. Orleans Parish Sales Tax Forms (local) will be available at the show and must be completed and mailed by the exhibitor. The local sales tax is 5%. Each exhibitor will also be responsible for filing and paying the Louisiana State Tax. The state sales tax is 5%. **THIS IS A CASH & CARRY SHOW. Sales tax must be collected - Local and State Sales Tax is 10%.**

All signs must be approved by show management before they are displayed in the booth. There will be no handwritten signs or two-way signs allowed. Booth walls and signs cannot exceed 8' in height and sidewalls cannot extend more than 5' from back wall. Signs advertising discount prices must have specific documentation. **Products displayed: Any product displayed not listed on your submitted contract could result in the closing of your booth at management's discretion.**

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DRAYAGE Drayage services are not included in your booth fee and can be scheduled with ATT Expo Market. Please refer to the decorator form on our website New Orleans Holiday Market under Contract Services to ship your merchandise and arrange delivery. Advance freight warehousing is not included. Freight charges are not included.

SHOWCASES Please use the Decorator Service online order form for your showcase rental needs, you can access the link here. Place showcase orders early. **Notice to Exhibitors:** 4-foot full showcase orders received **prior** to show set-up, are guaranteed availability. Onsite showcase orders are not guaranteed availability.

WIFI **FREE** WiFi available.

HOTEL Make your reservations early. Visit website for hotel information.

MOVE-IN/ MOVE-OUT No blocking of aisles when unpacking and repacking. No smoking allowed during unpacking and repacking due to fire regulations. Place all rubbish in the aisles. Cleaning crews are not allowed in your booth.

CROSS-PROMOTION REQUIREMENT By executing this Agreement, exhibitor acknowledges and agrees that cross-promotion of the Event is a material component of participation. Exhibitor shall promote the Event through a minimum of one (1) or more of the following channels: social media, email marketing, website posting, or other reasonable marketing outlets.

Exhibitors understands that participation in event marketing initiatives is a standard component of exhibitor eligibility and ongoing participation. Failure to make a good-faith effect to promote the Event may result in limitation of future participation eligibility or marketing benefits.

EXHIBITOR CODE OF CONDUCT

A. No selling in the aisle, all business to be conducted in your booth
B. No yelling or hawking at customers from your booth
C. No disturbing other exhibitors or their customers
D. No touching buyers and/or exhibitors without their consent

ID BADGES ID Badges must be picked up at the Exhibitor Registration Desk prior to access to the floor for set-up. There will be a maximum of two (2) badges per paid 10 x 10 booth. Your badge order must be received by **October 23, 2026.** $20 Will Be Charged For: 1.) Each Additional Badge. 2.) For Reprint of Lost Badges. These rules will be strictly enforced. Badges must be worn at all times. Check-in Policy: Personal ID must be shown before you are issued your badges. Do not invite relatives or guests.

SECURITY Security officers are here for your protection. They have been instructed not to allow anyone into the hall without a badge (Exhibitors) or a wristband (Attendees). Officers will be stationed throughout the hall to enforce this and other show rules.

INSURANCE ATT Expo Market, Inc. and the PONTCHARTRAIN CONVENTION CENTER or any officer or staff member of either organization will not, under any circumstance be responsible for any loss sustained by any exhibitor or any other person by reason of fire, theft, water, accidents or any cause or reason, but will use reasonable care to protect the exhibitor from such loss. It is agreed that each exhibitor shall assume responsibility for damage to the property and shall indemnify and hold blameless ATT Expo Market, Inc. for all liability, which might ensue from any cause whatsoever, including accidents or injuries to exhibitors or their employees.

Exhibitors must obtain their own insurance, special event insurance link here, if necessary.

The Louisiana Department of Agriculture, Division of Weights & Measures has informed us that all measuring devices or scales used in the sale of your products must be checked for accuracy by the Division of Weights & Measures prior to use in any show in the State of Louisiana. If you use such devices in the sale of your products, you should contact the Division of Weights & Measures at **(504) 568-5472,** in order to set up an appointment to have your scales checked. Once your scales have been checked and validated, the inspection is good for one year from the date of inspection.

These rules and regulations are necessary for a successful show and your cooperation is appreciated. The aim of the show management is to present a market which will attract buyers and increase attendance, which creates a profitable situation for all.

All final payments must be made PRIOR to move in. Any booths paid after September 4, 2026, will incur a 4% late fee. NO payments will be accepted onsite.

ATT Expo Market

New Orleans HOLIDAY MARKET

NEW ORLEANS HOLIDAY MARKET

NOVEMBER 6-8, 2026

PONTCHARTRAIN CENTER, KENNER
HALL C & TENT LOT

5x10 Booth
8x10 Booth
10x10 Booth

EXHIBITOR CHECKLIST AND DEADLINE DATES
NEW ORLEANS HOLIDAY MARKET
Kenner, LA

November 6-8, 2026

Listed below are some important dates. Be sure to meet the discount deadlines to save money! The forms can be found in your Exhibitor Kit or by visiting New Orleans Holiday Market, contractor services section and click on the underlined link.

ATT Expo Deadline Dates

Final Payment	September 4, 2026
Certificate of Insurance	October 6, 2026
Exhibitor Badge List	October 23, 2026

Decorator/Electric Deadline Dates	ADVANCED	PRE-ORDER
Booth Rental Equipment/Accessories	October 6, 2026	October 23, 2026
Electric Order Service Form	October 6, 2026	October 23, 2026

All orders are placed online, click here.

301 W. Mondamin St., Unit #663 | Minooka, IL 60447
P: 630.320.6720 | F: 331.481.5762
www.attexpomarket.com

DEADLINE: October 23, 2026

EXHIBITOR BADGES
NEW ORLEANS HOLIDAY MARKET
NOVEMBER 6-8, 2026

Exhibitor Name: _____ Booth No. _____

Badges will be **required** for those working in your booths during show dates.

List the names of team members who will be in attendance in exhibit booths so that their badges can be prepared. Badges will be available at EXHIBITOR REGISTRATION. There will be a maximum of two (2) badges per paid 8' x 10' booth. There will be a $20.00 fee for: 1.) Each additional badge. 2.) For reprint of lost badges.

PLEASE PRINT - NO INITIALS

FIRST NAME (REQUIRED)	LAST NAME (INITIALS OK)	FIRST NAME (REQUIRED)	LAST NAME (INITIALS OK)
1.		5.	
2.		6.	
3.		7.	
4.		8.	

To ensure there is no delay in unloading or gaining access to set up your booth send this form early.

DEADLINE: October 23, 2026

Email: laura@attexpomarket.com
Fax: 331.481.5762