

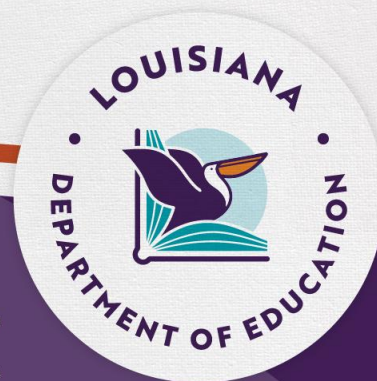
TEACHER LEADER SUMMIT 2025



A *New Story* for LOUISIANA EDUCATION

Education Expo Exhibitor Webinar
May 6th and May 8th, 2025

JUNE 10-12, 2025 | ERNEST N. MORIAL
CONVENTION CENTER | NEW ORLEANS, LA



Agenda

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- About the Education Expo
- Schedule
- Expectations
- Health and Safety
- Exhibitor Outreach and Marketing
- Freeman Event Services
- Logistics
- Arrival and Check-in
- Cvent
- Q&A



Welcome

We are truly thankful for the hundreds of educators and partner organizations who generously share their time, knowledge, and expertise each year. Your partnership plays a vital role in the success of the Teacher Leader Summit, and we deeply appreciate your continued contributions.



Teacher Leader Summit 2025

The 2025 Teacher Leader Summit is an annual professional learning conference that brings together Louisiana's birth to grade 12 educators and content experts. Educators participating in the event will share their knowledge, learn new skills, and prepare for the 2025-2026 school year.

Theme

A New Story for
Louisiana
Education

Dates

Tuesday, June 10-
Thursday, June 12

Location

New Orleans
Ernest N. Morial
Convention Center



About the Education Expo



The Education Expo

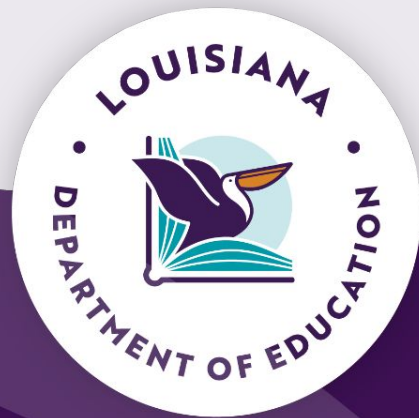
The Education Expo is designed to connect Louisiana educators with high-quality professional learning partners and non-profit organizations outside of scheduled sessions for Q&A opportunities, relationship building, and the sharing of best practices.

The LDOE strongly encourages and recommends that those operating the booth be **content experts**.

Exhibitors agree only to discuss products/services for which they are approved as outlined in their application acceptance letters.



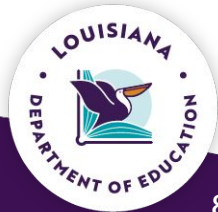
Schedule



Schedule

Date	Expo Hours	Exhibitor Setup	Exhibitor Tear Down
June 9th	-	1:00 p.m. - 5:00 p.m.	-
June 10th	8:00 a.m. - 5:00 p.m.	-	-
June 11th	8:00 a.m. - 4:00 p.m.	-	4:00 p.m. - 6:00 p.m.

- Exhibitors must be in place and ready to function by 8:00 a.m. on Tuesday, June 10th.
- Exhibitors will begin tear down on Wednesday, June 11th at 4:00 p.m. and must be finished by 6:00 p.m.
- Lunch will be provided for all expo vendors.



Expectations



Expectations

All exhibitor booths must have an attendant from your organization in place during show hours. Having 2 booth attendants registered will allow attendants relief during lunch hours and as needed during Expo hours.



Health and Safety



Health and Safety

The LDOE is working with New Orleans & Company and the Morial Convention Center to prioritize the safety and well-being of the Summit attendees.

New Orleans & Company has a strong partnership with the New Orleans Police Department. The city is making rapid strides to make New Orleans safer for all.

Together with NOPD, New Orleans & Company asks visitors to use the same personal safety precautions and to stay as vigilant as they would at home or in any metropolitan destination.

[New Orleans Visitor Safety Statement](#)



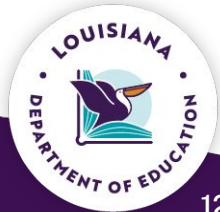
[ing Tools](#) / [FAQs](#) / [Visitor Safety](#)

Visitor Safety Statement

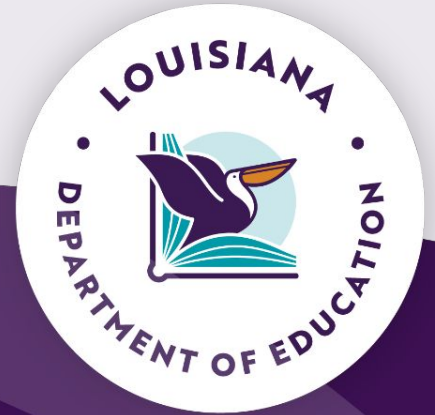
Updated April 2025

Overview

Our top priority is the safety and well-being of our visitors, residents, and those who work in the city. Efforts by the New Orleans Police Department led to a significant decrease in overall crime last year. Following a terror attack on Bourbon Street on January 1, the NOPD, along with the assistance of state and federal law enforcement, have put together a plan to help make the city safer for visitors. The



Exhibitor Outreach and Marketing



Exhibitor Outreach and Marketing

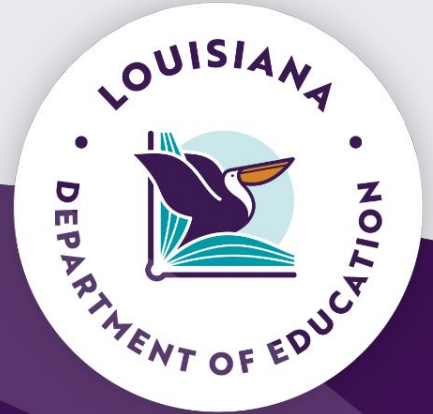
To increase attendee satisfaction and provide participants with networking opportunities, the LDOE is encouraging outreach opportunities to our Exhibitors.

The LDOE is compiling a list of exhibitor-sponsored after-hours events to feature in the Cvent app. Please use [TLS 2025 Exhibitor After-Hours Event Submission](#) form to submit your event details. Events must be relevant, appropriate, and occur outside of official TLS hours.

Once approved, engagement opportunities will be communicated through the Cvent app.



Freeman Event Services

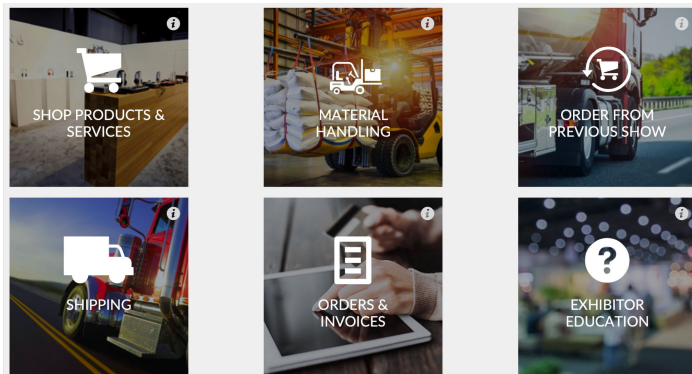


Freeman Event Services

LDOE has contracted with Freeman to be the exhibitor logistics vendor.

What's included in your 10' x 20' booth:

- 8' high back wall
- 3' high side drape
- 2-6' white draped tables (30" high)
- 4-Limerick side chairs
- 2-Wastebaskets
- Booth identification sign



All requests for shipping, additional booth needs, and electricity can be found on the ***Freeman Teacher Leader Summit event link***, which will be posted as a task in the Exhibitor Portal soon.

Freeman Event Services

Any Personal Owned Vehicles (POVs) will need dock passes located towards the dock at **101 Henderson St, New Orleans, LA 70130** and then drive to the dock for **Hall B**.

Checkpoint will be determined shortly:

- Either **Parking Lot I** *1351 Tchoupitoulas St, New Orleans, La 70130*
- Or straight to the dock security gate *101 Henderson St, New Orleans, LA 70130*

If bringing boxes in directly from the entrance, please be aware that wheels are not allowed to roll over the carpet of the lobby. Carrying items is fine.



Logistics



Logistics

- Once Freeman determines a final date for exhibitors to order services for your booth, it will be notated/assigned as a task to complete in the Exhibitor Portal. That task will be posted soon.
- Freeman Exhibitor Support can be reached at (888) 508-5054.
- Booth numbers are listed in the Exhibitor Portal.
- A floor plan that shows each booth's location is also available in Cvent.



Arrival and Check-In



Arrival and Check-in

The LDOE and the Convention Center do not provide assistance with loading and unloading of materials. Exhibitors are responsible for loading and unloading their own materials.

Exhibitors will load and unload materials for their booth at the assigned loading dock for the event. Exhibitors will be provided detailed instructions on how and where to access the loading dock in the information received from Freeman.



Arrival and Check-in

Ample [parking](#) is available at and around the Convention Center for a daily fee. Some [parking lots](#) only accept cash. Overnight parking is prohibited.

We encourage exhibitors to utilize ridesharing services, use [public transportation](#), or carpool on set up day and on the Summit days.

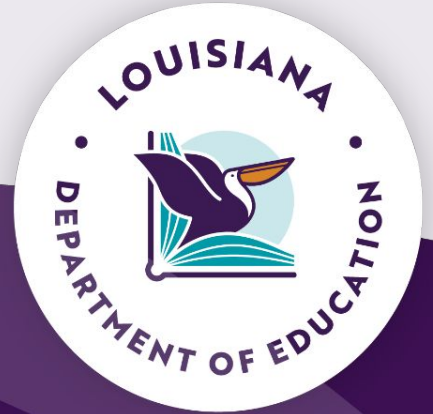


Arrival and Check-in

- All registered exhibitors must check in to Teacher Leader Summit upon arrival on **Monday, June 9th**. Check-in on subsequent days is not necessary.
- Starting **Tuesday, June 10th**, check in at the counter labeled “Help Desk” in Hall A-B.
- At check-in, each registered booth attendant will receive a lanyard with an event pass.
- The lanyard and event pass must be worn at all times during the event to access the lunch halls and meeting rooms as needed.
- Only exhibitor attendants that have been listed on the booth registration will gain entry during expo hours.



Cvent



Cvent

Cvent is the dedicated platform for 2025 Teacher Leader Summit. Cvent will be used by the LDOE to communicate announcements and updates before, during, and after the event.

The following features can be utilized by exhibitors within the Cvent app:

- Virtual attendee hub
- Lead collection capability through LeadCapture Licenses for your staff (additional cost)-**PENDING contract updates**
- Lead qualification questions
- Lead collection export

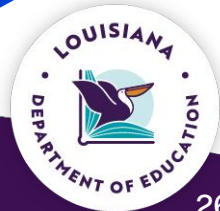
Once the Cvent app event code is available, it will be emailed to all attendees and exhibitors. We recommend all booth attendants login to the Cvent app to verify accessibility as soon as possible.



Cvent Exhibitor Portal

Please complete the following tasks in the Exhibitor Portal:

- Exhibitor booth profile
 - Contact information
 - Address
 - Company logo and information



Cvent Exhibitor Portal

- Add Booth Staff
 - At this time everyone should be registered, but they may not be added as booth staff.
 - **To add booth staff**, select “search attendee list.”
 - Enter the email address associated with registration
 - Hit Enter
 - Select Add
 - Registration is officially closed. If you need to register anyone else, please contact ldoeevents@la.gov for assistance.



Questions?

- Use the raise hand reaction at the bottom of your screen to unmute or send questions via chat.
- Send questions to ldoeevents@la.gov
- Thank you!

We cannot wait to see you in June!

