



# Exhibitor Registration Information

## February 18, 2026

**MAY 26-28, 2026 | ERNEST N. MORIAL  
CONVENTION CENTER | NEW ORLEANS, LA**



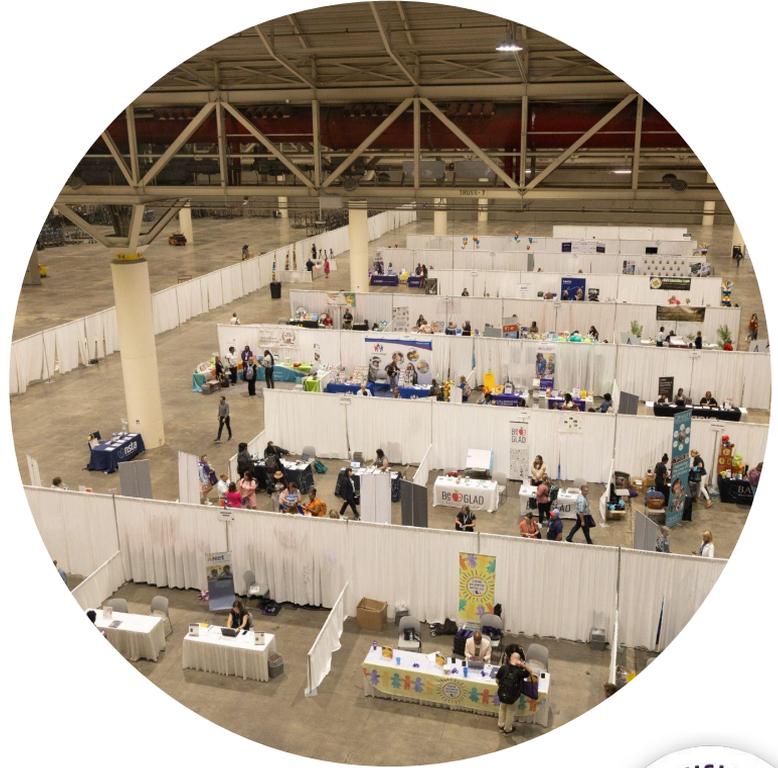
# Agenda

- Welcome
- About the Education Expo
- Expectations
- Exhibitor Registration
- Exhibitor Portal
- Exhibitor Outreach and Marketing
- Freeman Event Services
- Schedule
- Q&A
- Next Steps



# 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 2026

The 2026 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 2026-2027 school year.

## Theme

Big Ideas Start  
Here

## Dates

Tuesday, May 26-  
Thursday, May 28

## 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.



# 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.



# Exhibitor Registration



# Exhibitor Registration

- Exhibitors received an email with a PDF attached, detailing registration information on **January 16**. Many have already submitted payment. Thank you!
- Payment is due **March 2**.
- In case, the PDF was lost, use this general [guidance](#) and if needed, reach out to [ldoeevents@la.gov](mailto:ldoeevents@la.gov) about your allotment for the classroom lab or the playground.



# Exhibitor Registration

- Please use this [link](#) to complete registration.
  - This will allow payment for the booth, the optional classroom lab or playground, and any additional attendee registrations.
- Payment can only be submitted via **credit card**. Once payment is complete, an invoice can be downloaded for your records.
- Should additional attendees be needed after the initial registration is completed, go back to the email confirmation and select “Modify Registration” to add more attendees.
- Exhibitors receive two complimentary admissions. The registration will prompt a fee if more than two attendees are registered.



# Exhibitor Registration

- Enter primary vendor/attendee information. This is the first **complimentary** admission.
- Agree to Terms and Conditions.
- Under “Exhibitor Pass Access,” select “Next.”
- Complete Booths and Add-ons (Only one booth type can be selected.)
- Review registration.
- If needed, select “Add Additional Member” to register remaining attendees. Anyone attending should be registered.
  - Select “Exhibitor Complimentary” and complete registration. The cost will display as \$0.00.
  - If additional attendees are added, the cost will display as \$249.
- **Once all attendees are added**, review registrations at the top, and booths and add-ons at the bottom.
- Submit payment via credit card. Checks are not accepted.



# Exhibitor Portal



# Exhibitor Portal

- An email was sent from Cvent with the link for the Exhibitor Portal. It will allow you to update your profile, add roles, add booth staff, order lead capture licenses, and select your booth location.
- If you need the email resent, please drop a note in the chat.
- Review the [Exhibitor Portal Training \(5 min\)](#) and refer to this [guidance](#) as needed.



# Lead Capture

- The LDOE does not provide attendee lists.
- Exhibitors can collect this information through Lead Capture.
- Licenses can be secured through the Exhibitor Portal for an additional fee.



# Upcoming tasks

- On **March 3**, the booking links for the Classroom Lab and Playground Labs will be live. An email reminder with the link will be sent out to all who have submitted payment. Booking is on a first come, first-served basis.
- Booth locations cannot be provided until all have registered. Once that is complete, the LDOE will work with Freeman Services to develop a floor plan.
- The floor plan will be provided to exhibitors via email, **and booths can be selected within the Exhibitor Portal**. All will be notified when the floor plan is uploaded, and when booth selection is open. The LDOE anticipates it will open at the end of March.
- Booth selection will be on a first-come, first-served basis.

# 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 2026 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.



# Possible Venues

The Ralph Brennan group has offered their services.

- Contact: Mike Schline
- 504-919-8033
- [mschline@neworleans-food.com](mailto:mschline@neworleans-food.com)
  - VIP/exhibitor receptions and sponsor socials
  - District or content-team dinners
  - Off-site networking events and full restaurant buyouts
  - Can accommodate groups from 15 to 600 with custom menus
  - Sample menus and floor plans available



# Freeman Event Services



# Freeman Event Services

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

10' x 20' booth	10' x 40' booth
<ul style="list-style-type: none"><li>● 8' high back wall</li><li>● 3' high side drape</li><li>● 2 -6' white draped tables (30" high)</li><li>● 4 -Limerick side chairs</li><li>● 2-Wastebaskets</li><li>● Booth identification sign</li></ul>	<ul style="list-style-type: none"><li>● 8' high back wall</li><li>● 3' high side drape</li><li>● 4 -6' white draped tables (30" high)</li><li>● 8 -Limerick side chairs</li><li>● 2-Wastebaskets</li><li>● Booth identification sign</li></ul>

# 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.

# Schedule



# Schedule

Date	Expo Hours	Exhibitor Setup	Exhibitor Tear Down
May 25th	-	8:00 a.m. - 5:00 p.m.	-
May 26th	8:00 a.m. - 5:15 p.m.	-	-
May 27th	8:00 a.m. - 4:00 p.m.	-	-
May 28th	8 a.m. - 12:00 p.m.	-	12:00 p.m. to 4:00 p.m.

- Exhibitors must be in place and ready to function by 8:00 a.m. on Tuesday, May 26th.
- Exhibitors will begin tear down on Thursday, May 28th at 12:00 p.m. and must be finished by 4:00 p.m.
- Lunch will be provided for all expo vendors of Tuesday and Wednesday.



# 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](mailto:ldoeevents@la.gov)
- Thank you!



# Next Steps

- Complete registration/payment by **March 2**.
- Join us for optional [Office Hours](#) on **February 26**, at 4 p.m.
- **March 23**, 1 p.m. or **March 25**, 4 p.m.
  - Next [mandatory meeting](#) to discuss logistics and convention center details





## Exhibitor Event Information March 27 and 30, 2026

**MAY 26-28, 2026 | ERNEST N. MORIAL  
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# Teacher Leader Summit 2026



A vertical promotional graphic with a purple background on the left and a light grey background on the right. The purple section contains the text: 'KEYNOTE SPEAKER' in white, 'KIM MULKEY' in large white letters, 'LSU WOMEN'S BASKETBALL HEAD COACH' in white, 'MAY 26-28 | NEW ORLEANS' in white, and an orange button with 'REGISTRATION OPEN' in white. At the bottom left is the Louisiana Department of Education logo. The grey section features the 'BIG IDEAS START HERE' logo at the top, a portrait of Kim Mulkey in a blue jacket in the center, and a row of five colored dots (orange, teal, purple, orange, teal) at the bottom.

LSU Women's Basketball Head Coach Kim Mulkey will kick off Teacher Leader Summit 2026 on May 26! A Louisiana native and championship leader, Coach Mulkey brings powerful insights on excellence, leadership, and teamwork that reflect the heart of educators' daily work.



# Agenda

- Health and Safety
- Logistics
- Arrival and Check-in
- Cvent
- Q&A



# 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](#)

## Visitor Safety Statement

Updated March 3, 2026

### Overview

When it comes to public safety, New Orleans & Company's top priority is the visitors to our great city. New Orleans successfully hosts some of the most iconic major sporting and cultural events to hundreds of meeting and convention goers. New Orleans reached its lowest homicide levels since the 1970s.



# Logistics



# Logistics

- The vendor kit link to purchase additional services has not yet been provided by Freeman.
- 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. If you have not yet chosen your booth #/location, please do so as soon as possible.
- A floor plan that shows each booth's location is also available in Cvent.
- Please be sure to add your booth attendees to Cvent (more information on slide 41).



# 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. **This will be shared during the May webinars.**



# 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, May 25th**. Check-in on subsequent days is not necessary.
- Starting **Tuesday, May 26th**, 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 2026 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)
- 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





**Final Exhibitor Webinar**

**May 5th @ 1:00 pm and May 7th @ 10:00 am**

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# 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](mailto:ldoeevents@la.gov).
- Thank you!

We cannot wait to see you in May!

