



Exhibitor Registration Information

February 18, 2026

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



Agenda

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- Exhibitor Registration
- Exhibitor Portal
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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 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.



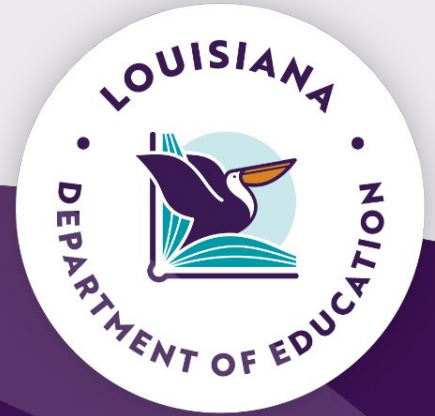
Lead Capture

- 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.



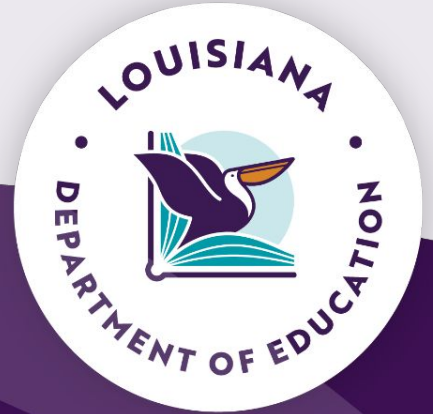
Possible Venues

The Ralph Brennan group has offered their services.

- Contact: Mike Schline
- 504-919-8033
- mschline@neworleans-food.com
 - 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

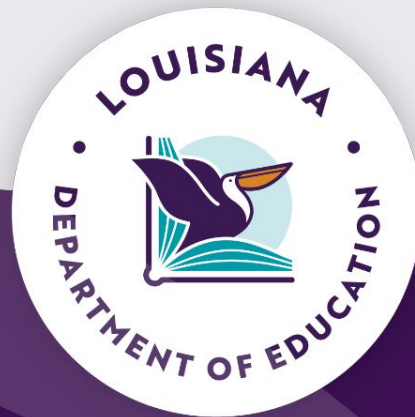


Freeman Event Services

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">• 8' high back wall• 3' high side drape• 2 - 6' white draped tables (30" high)• 4 - Limerick side chairs• 2 - Wastebaskets• Booth identification sign	<ul style="list-style-type: none">• 8' high back wall• 3' high side drape• 4 - 6' white draped tables (30" high)• 8 - Limerick side chairs• 2 - Wastebaskets• Booth identification sign

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.	-	4:00 p.m. - 6:00 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 25th.
- 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
- 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

