SHIPPING TO THE IB GLOBAL CONFERENCE

We ask all exhibitors to send their shipment to our provider’s storage facilities. We will coordinate the delivery of your shipment(s) to the Hilton New Orleans Riverside.

All shipments should be sent to:

International Baccalaureate (IB) Conference  
ADCOM Worldwide Storage c/o Bergeron Freight  
150 Widgeon Drive, Saint Rose, LA 70087

ADCOM Worldwide will accept shipments from 8am – 4pm, Monday 24 June until Friday 12 July.

When you are ready to ship, please email our ADCOOM representative, Keli Davis at ibo@adcomworldwide.com with shipment details.

Ensure that all pieces are properly labeled with the following information:

- your company name,
- your contact information,
- the mention of “International Baccalaureate Conference”

Shipping labels can be found here.

RECEIVING SHIPMENT AT THE CONFERENCE

Shipments will be delivered directly to your exhibit table. Once in the exhibit hall, please confirm that all pieces have been delivered.

Exhibitor set-up times:

- 3pm – 5pm on Wednesday 17 July
- 8am – 11am on Thursday 18 July

SHIPPING FROM THE CONFERENCE

After the conference, all return shipments can be sent back through the on-site FedEx at the Hilton New Orleans Riverside. A shipping desk will be set up in the exhibit hall to handle outgoing shipments.

In addition to FedEx fees, vendors will be responsible for all storage and hotel handling fees. See storing and hotel handling fee information for more details.

Exhibitor tear down will be between 3pm-5pm on Saturday 20 July 2019. Tearing down earlier than noted times is not permitted.