

## EXPO FAQ's

*As of May 20, 2025 – Subject to Change*

ASLA is fully committed to holding the 2025 Conference on Landscape Architecture in New Orleans, LA. Please reference our Frequently Asked Questions that will be updated monthly.

### Quick Links:

- [Attendee FAQ's](#)
- [Register Your Team and Book Discounted Hotel Rooms](#)
- [Submit your certificate of insurance \(COI\)](#)
- [Submit your booth plan if your booth is larger than 100 sq ft.](#)
- [Pledge for a more sustainable exhibit experience](#)
- [Order exhibit materials and services from Freeman](#)

### Q: When and where will the 2025 Conference on Landscape Architecture be held?

A: ASLA will host the conference October 10-13, in the New Orleans Ernest N. Morial Convention Center

### Q: What are the official exhibit hall hours?

A: The EXPO is open on Saturday, October 11 from 9:30 A.M – 5:30 P.M. and Sunday, October 12 from 10:00 A.M. – 2:00 P.M. Exhibitor move-in and move-out times can be found on the [exhibitor site](#).

### Q: What does the EXPO floor offer to attendees at the 2025 Conference on Landscape Architecture?

- More than nine hours of dedicated networking time with exhibitors
- Complimentary food and beverage events on the EXPO floor
- Educational opportunities for attendees provided right on the EXPO floor that qualify for PDH credit
- Home to the ASLA Bookstore, where attendees can shop and meet their favorite authors

### Q: What is the exhibit space cancellation policy?

A: If you cancel your exhibit space reservation prior to December 31, 2024, ASLA will return 75% of your deposit. If you cancel after December 31, you forfeit all monies paid and priority points to-date.

## Registration

### **Q: How many badges come with my exhibit space?**

**A:** Your company will receive two complimentary booth staff registrations and one full conference registration for each one hundred square feet of booth space you book. Additional badges are available for purchase. Unfortunately, we do not offer an upgrade rate from expo booth staff badges to full conference registration badges.

### **Q: When will attendee registration open?**

**A:** Registration is currently available for both attendees and exhibitors. Visit [www.aslaconference.com](http://www.aslaconference.com) to register today.

### **Q: Can I access the education sessions with an exhibitor badge?**

**A:** Exhibitor badges allow access to the EXPO Hall. If you wish to attend PDH-eligible education sessions, you'll need to upgrade to a full conference registration.

### **Q: What does a full event registration include?**

**A:** Registration in the Professional, Associate, Student, Exhibitor Full Conference, and Emeritus categories includes admission to the opening General Session, all education sessions, the Professional and Student Awards Ceremony, and all activities and education sessions in the ASLA EXPO. Professional Daily registrations may attend these activities if they occur on the day they are registered.

### **Q: What conference sessions and/or events require an additional fee?**

**A:** Field sessions (Friday and Monday), Deep Dive Workshops (Friday-Sunday), Council of Fellows Investiture Dinner (Sunday), and the President's Lunch (Monday) are all ticketed. Fees increase after the June 25th and August 27th deadlines.

### **Q: Can an exhibitor attend the general session and education sessions?**

**A:** An exhibitor with an Exhibitor Full Conference registration has all the conference privileges of a full conference registrant and may attend all sessions and the awards ceremony. An exhibitor with a *Booth Personnel* registration is limited to the EXPO. The Professional and Student Awards Ceremony on Saturday is open to all.

### **Q: Can I offer my clients a discounted pass to visit my booth?**

**A:** Approximately 30 days before the conference, exhibitors will receive a link to a *Complimentary EXPO Only Pass* unique to their company. All exhibitors need to do is send this link to anyone they want to invite to the EXPO, and those individuals will be able to register for a complimentary EXPO-only pass (valued at \$145 per person). The pass is valid for both Saturday and Sunday for all EXPO activities. The fee will be deducted from the registration when the registrant completes the registration process at check-out, giving them a free EXPO-only pass.

## Housing and Travel

### **Q: When will housing open?**

A: Discounted hotel rooms are now available through your registration dashboard portal. If you have any general registration questions you can email our dedicated exhibitor housing team at [ASLAexhibitor@maritz.com](mailto:ASLAexhibitor@maritz.com). If you are interested in booking a room block of ten or more rooms, please contact Michelle Mobley at [mmobley@asla.org](mailto:mmobley@asla.org).

### **Q: Where is the headquarter hotel?**

A: New Orleans Hilton Riverside | Two Poydras Street, New Orleans, LA 70130

### **Q: What is the policy regarding access to exhibitor registration and hotels?**

A: All exhibitors must have your Certificate of Insurance submitted and approved before you can proceed with registering your booth staff or reserving discounted hotel rooms.

### **Q: I've been contacted by a company offering discounted hotel rooms for the ASLA Conference. Is this legitimate?**

A: No. These companies are often referred to as “housing pirates” or “rogue housing companies,” and they are not affiliated with ASLA. They may offer lower rates or claim to represent ASLA, but these offers are often misleading or fraudulent.

Maritz is the **only official housing partner** for the ASLA Conference on Landscape Architecture. To ensure the safety and legitimacy of your hotel reservation—and to receive the exclusive discounted rates negotiated by ASLA—**you should only book your hotel room through the registration dashboard** provided by ASLA.

Booking through unauthorized sources may put your reservation, credit card information, and personal data at risk. If you have any doubts or questions about your reservation, please contact ASLA or Maritz directly.

### **Q: How do I book my hotel room?**

A: Hotel booking is available through your registration dashboard. Simply log in and follow the prompts to secure your reservation with ASLA's official housing partner.

## Booth Logistics

**Q: Who is the official general service contractor for the event?**

**A:** Freeman is the general service contractor for the 2025 ASLA EXPO. They handle booth furnishings, material handling, labor, and other services. Contact details are included in the Exhibitor Service Manual.

**A:** Services for plumbing, electrical, internet, and catering services will be provided by the Ernest N. Morial Convention Center. [You can order services directly with their team.](#)

**Q: Where can I find shipping and move-in/move-out information?**

**A:** All shipping, move-in, and dismantle information is available in the [Exhibitor Service Manual](#), which can be accessed via the Freeman exhibitor portal.

Get live help from a representative.

US or Canada: (888) 508-5054 International: 1 (817) 210-4869

Call or text: Mon - Thu 7am – 7pm CT | Fri 7am-5pm CT

**Q: When will I receive my booth number and placement?**

**A:** Booth assignments are provided upon confirmation of your exhibit space. You received confirmation of your booth number via email.

**Q: Will there be Wi-Fi in the exhibit hall?**

**A:** Basic Wi-Fi is generally available in public areas of the venue. If you require dedicated internet access for your booth, it must be ordered separately. Internet services are provided by the Ernest N. Morial Convention Center, and you can place your order directly through their team with this [link](#).

**Q: Can I rent monitors or AV equipment for my booth?**

**A:** Yes, AV rentals are available through our official AV provider, Freeman AV. Ordering instructions and pricing are listed in the Exhibitor Service Manual.

**Q: Will lead retrieval be available?**

**A:** Yes, lead retrieval devices and mobile app licenses will be available for purchase through Maritz, our official provider. The order form for this service is available in the Exhibitor Kit.

## Marketing & Engagement

**Q: How can I promote my presence at the conference?**

**A:** ASLA provides digital marketing tools such as social media graphics, email banners, and customizable invites. You can access these tools in the [conference Social Media Toolkit](#).

**Q: Are there sponsorship opportunities available?**

**A:** Yes! We offer a [variety of sponsorships](#) to increase your visibility before and during the conference. Contact our team at [sales@asla.org](mailto:sales@asla.org).

**Q: When can I download the mobile app?**

**A:** The conference mobile app will be available for download approximately 30 days before the conference. You will need the email you used to register and your registration confirmation/badge number to log in.

**Q: I would like to hold a meeting for my team onsite or find space for a special event. Can you help with that?**

**A:** There is limited meeting space available at the convention center during conference hours, however, if it is available, we are happy to assist. We have connections at our headquarters hotel, all overflow hotel properties, several offsite venues, as well as the convention center. Exhibitor and sponsor meetings and events should not conflict with scheduled conference sessions or events. For more information, contact [conferences@asla.org](mailto:conferences@asla.org).

**Q: Can I serve food, bring in entertainment, or set up a bar in my booth?**

**A:** The answer to all three is yes, however timing is important. In consideration of the booths around you, entertainment should be limited to the hours of the LABash Block Party @EXPO on Saturday from 4:30 pm to 5:30pm and the sound kept within the confines of the booth. All food and beverage must be purchased from the exclusive caterer for the convention center. Booth catering menus can be found in the Exhibitor Service Kit.

## Other Common Questions

**Q: Where and when is the next ASLA Annual Conference?**

**A:** ASLA 2026 Conference on Landscape Architecture will be held in Los Angeles, CA at the Los Angeles Convention Center, September 16-18, 2026.

**Q: Who should I contact if I have additional questions?**

**A:** Please contact Michelle Mobley, Manager, Exhibits and Sponsorship at [mmobley@asla.org](mailto:mmobley@asla.org).