



ERNEST N. MORIAL CONVENTION CENTER

NEW ORLEANS®

EXHIBITOR POLICIES

EMERGENCY EQUIPMENT

No equipment, booths, signs, displays, or other items can block or obstruct any emergency phones, alarms, sprinkler valves, or hose connections.

EXITS

No furnishings, decorations, or other objects can obstruct exits, access to exits, or visibility of emergency exits. The path of travel to exits may not be blocked by furniture or any other movable objects.

EXHIBIT CONSTRUCTION AND DECORATION

All combustible materials used in exhibit construction must be treated with an effective flame-retardant. Only non-combustible materials or fire-retardant wood may be used for exhibits, scenery, or props. All curtains, drapes, carpet, carpet padding, and decorative materials must be treated with a flame-retardant. The MCC rigorously enforces this regulation, and may field flame test any questionable materials.

FLAMMABLE LIQUIDS (KEROSENE, GASOLINE, MINERAL SPIRITS, ETHER, ETC.)

Flammable liquids are not allowed within the MCC. Filling of any tank or device with any flammable liquid inside the MCC is not permitted.

SMOKING

Smoking is prohibited at all times in all areas of the MCC, including exhibit halls, lobbies, food service areas, public and service corridors, restrooms, and telephone banks.

MULTIPLE-STORY BOOTHS AND ENCLOSED BOOTHS

Detailed plans of multiple-story or enclosed booths must be submitted **at least two months prior to move-in**. Plans must indicate if the exhibit is multiple-story and/or enclosed with a ceiling.

- Ceiling clearances in the MCC vary from 26'4" to 59', with most areas having a minimum of 30' clearance. Multiple-story booths cannot be located under passenger or utility truss ways.
- Booth plans must specify the maximum number of occupants, and must have a structural engineer's stamp certifying the maximum occupant load capacity.
- Certain booths may require Fire Watches, electrical ventilation, smoke detection devices, fire extinguishers, multiple exits, etc., as required by Fire Prevention Officials. Contact the MCC Public Safety Department for specific requirements for your exhibit.

BOOTH STORAGE AND CRATES

MCC does not provide storage for crates or freight of any kind. Exhibitors must make arrangements with the General Service Contractor for storage of crates and other packing materials. Combustible materials such as brochures, literature, give-aways, etc., within exhibit booths are limited to a one-day supply.

NOTHING may be stored behind booths. All packing containers, wrapping materials, carrying cases, etc., must be stored off the exhibit floor. MCC inspects all exhibits to ensure compliance. Please contact the General Service Contractor to make arrangements for storage.

VEHICLES ON STATIC DISPLAY

Vehicles may not be displayed without the prior written approval of the MCC Public Safety Department.

Any fuel-powered vehicle on static display must have the smallest possible amount of fuel, not more than 1/8th tank or 10 gallons, whichever is less. The gas cap must be locked or sealed by tape; batteries must be disconnected. One key to the vehicle must remain in the booth at all times.

Vehicles may not be started, run, or moved during event hours.

RUNNING FUEL-POWERED MOTORS OR MACHINERY

All fuel-powered motors must have an exhaust system that will prevent any fumes from being emitted. Prior MCC approval is required. A Fire Watch may be required; please contact the MCC Public Safety Department.

EXPLOSIVES

No one is allowed to bring into the MCC any substance of an explosive nature such as fireworks or Class B or Class A explosives without prior written approval from the MCC and the New Orleans Fire Prevention Division. A Fire Watch is required.

TENTS, AWNINGS, CANOPIES

The use or display of tents, awnings, or canopies requires prior written approval of both the MCC and the New Orleans Fire Prevention Division. Written requests must be submitted to the MCC **at least two months** prior to move-in and must include detailed plans showing size, height, location, anchoring details, and certification of flame retardancy for all materials. MCC does not allow exhibitors to drill into the floor.

COMPRESSED GASES

Compressed gases are not allowed inside of the MCC in other than approved containers. Only a one-day supply will be allowed in the display area and must be secured. No storage of compressed gases is allowed in the MCC. Wherever compressed gases are used in a booth or display area, a "CAUTION" sign must be posted. The amount of compressed gas used in the booth or display area must have prior approval from the MCC.

The MCC does not allow heavier-than-air gases (propane, butane) or Liquefied Petroleum Gas (LPG) to be used or brought into the MCC. Natural gas is available from the MCC upon request.

HAZARDOUS MATERIALS

OSHA requires that all containers of hazardous materials be labeled and display appropriate warnings. Exhibitors displaying or using hazardous materials must submit Material Safety Data Sheets and manifests to the MCC at least two months prior to move-in. Any container not clearly labeled and identified will be removed from within the MCC, tested, and disposed of at exhibitor's expense.

Fluids, chemicals, petroleum-based products, medical and biological waste, hazardous waste, and contaminated materials must be identified and disposed of in the manner mandated by Federal, State, and local regulations. Arrangements for the disposal of wastes can be made through the MCC's contracted waste-handling firm. Exhibitor is responsible for all disposal costs.

ELECTRICAL TRANSFORMERS

The MCC has available certain transformers to step power from 480 volts, 3 phase, to 380 volts, 3 phase. Also available are transformers to step 208 volts, 3 phase or single phase to 230 volt/ 240 volt, 3 phase or single phase. For availability contact the MCC Operations Department at least two months in advance. MCC cannot supply electrical converters; exhibitors must furnish these.

All connections must conform to NEMA configurations.

RIGGING

MCC's prior written authorization is required for any rigging installation that exceeds the limit of 250 lbs. per hanging point in peaked-ceiling areas of the Exhibit Halls.

Only the MCC or the General Service Contractor is authorized to rig within the facility. Exhibitors requiring hanging of signs, lights, etc., must submit rigging plans to the General Service Contractor at least 60-days before move-in. Lighting ordered from and installed by the MCC does not require prior approval.

Rigging in finished-ceiling areas of Halls E, F, G, H, I1, I2, and J requires special arrangements. Please contact the MCC Exhibit Services Department for more information.

FLOOR LOAD

The flooring of the MCC exhibit halls is concrete slab with a maximum load capacity of 350 pounds per square foot; some areas in Halls H through J have a maximum floor load of 500 pounds per square foot.

If any equipment in an exhibit exceeds the stated weight limits, exhibitor must supply the MCC with detailed plans of original equipment and weight load on all points, as well as plans showing proposed method of weight redistribution. A licensed structural engineer must certify plans. These plans must be received by the MCC **at least three months** prior to the event.

The MCC reserves the right to utilize outside consultants, at exhibitor's expense, for field inspections and weight verifications.

Please contact MCC's Operations Department for more information.

LASERS

Exhibitors demonstrating or displaying lasers must comply with all provisions of ANSI Z136.1.

Any potentially dangerous laser beams must be enclosed or otherwise made inaccessible to spectators. All laser beams must terminate in a beam block sufficient for the wavelength and energy of the beam. Precautions must be taken to eliminate exposure to stray beams or spurious reflections.

FOOD/BEVERAGE DISPENSING

Exhibitors may not dispense food and/or beverages of any kind, including bottled water, without written permission from MCC and Aramark. Contact the MCC Event Services Department for specific details and approval forms.

Food and/or beverage purchased outside of the MCC may not be brought into or consumed within the MCC.

The MCC is solely licensed to sell, dispense, and/or serve alcoholic beverages. **Louisiana State Law prohibits alcoholic beverages from being brought into the MCC. The MCC rigorously enforces this law.**

COOKING/ COOKING APPLIANCES

Cooking in the MCC is permitted on a limited basis. Prior written approval is required. Small electric cook-tops and ovens will be allowed for warming. Small 2½-gallon electric deep-fat fryers and small grills of not more than 200 square inches will be allowed. A Fire Watch may be required; contact the MCC Public Safety Department.

COOKING SAFETY RULES

Exhibitors demonstrating or using cooking appliances must have at least two **4A40BC** extinguishers in the booth at all times. Cooking appliances must be isolated from spectators by at least four feet or by a barrier between the appliances and the spectators. Use of cooking appliances requires prior approval of the MCC. No overnight cooking is allowed.

OPEN FLAME

No open-flame lighting devices may be used in the MCC. Portable cooking equipment not flue-connected is permitted if equipment is fueled by small heat sources that can be readily extinguished by water, such as alcohol or solid alcohol gel. Proper precautions must be made to prevent ignition of combustible materials. Prior written approval of MCC is necessary.

WATER, WASTE DISPOSAL, AND WARE WASHING

No oils, combustibles, or any liquids other than water may be poured in the MCC drainage or sewer systems. No tools, machines, cookware, or other items may be emptied, washed, or rinsed in MCC restrooms.

Cookware, dishes, utensils, etc., may not be filled from MCC restrooms or janitors' closets. Portable hot and cold-water sinks are available for exhibitors' use. Please contact the MCC Operations Department for more information.

POOLS, FOUNTAINS, PONDS, LANDSCAPES, ETC.

All fountains, pools, ponds, etc., must be watertight and free of leaks.

Any exhibitor using soil, humus, or other landscaping materials must provide a covering between the MCC flooring and the exhibit, to prevent damage to finished floor and to ensure safety. MCC personnel will inspect all such exhibits.

Fountains, aquariums, pools, etc., may not be filled from MCC restrooms or janitors' closets. Portable hot and cold-water sinks are available for exhibitors' use; contact the MCC Operations Department for more information.

ANIMALS

All live animals are prohibited, with the exception of guide and service animals. An exhibitor wishing to display live animals as an integral part of an exhibit must furnish the MCC with Show Management's written approval before any waivers can be made.

Waiver of this prohibition is contingent on description and number of animals, handler/trainer supervision, required insurance certificates, etc. Contact the MCC Event Services Department for information.

COPYRIGHT FEES

All ASCAP, BMI, SESAC or other copyright fees applicable to music or entertainment used as part of an exhibit are the sole responsibility of the exhibitor. The exhibitor must make required payment directly to the applicable copyright agency.

FREIGHT AND DELIVERIES

The MCC cannot accept freight shipments or packages for exhibitors, show management, or contractors at any time. Freight must be consigned through the designated General Service Contractor. There are no exceptions to this policy.

Exhibitors carrying in their equipment and displays must use a freight gate. **Loading and unloading through the Lobby glass doors are prohibited.**

Exhibitor-owned or leased vehicles are NOT allowed to drive on to the exhibit floor to unload or load. Access to the exhibit floor for tractor-trailer trucks, cranes, etc., must be arranged in advance through the show's General Service Contractor.

The MCC does **NOT** provide carts, dollies, pallet jacks, labor etc., for exhibitors' use.

FACILITY ACCESS

The MCC requires that all Exhibitor-Appointed Contractors and their workers must wear both an MCC Access Credential and individual event credentials at all times. Workers without correct credentials will not be allowed to enter the facility.

Workers must use only designated doors to enter or exit the facility. Violation of MCC's access policy will result in suspension from the facility.

Contact MCC Event Services for more information.

BUILDING DAMAGE

Painting of any kind within the MCC is strictly prohibited.

Nothing may be glued, taped, tacked, nailed, or in any way affixed to any interior or exterior surface of the MCC. Nothing may be attached to exhibit floor columns, even within booths; drilling into MCC concrete floor is prohibited.

Glitter and adhesive-backed (stick-on) decals are strictly prohibited and may not be distributed or used for any purpose within the MCC.

Exhibitors are responsible for the removal of booth-marking tape, carpet tape, and tape residue left on exhibit hall floors. Exhibitors who do

not remove tape and residue will be billed for all labor and materials charges for MCC removal of tape and residue.

Procedure for removal of tape must meet MCC guidelines. Contact the MCC operations Department for more information.

TELEPHONES

To avoid unauthorized local or long-distance charges, please lock up all telephone sets whenever your booth is unoccupied.

Please return telephones to the MCC Exhibitor Service Desk promptly at show break; exhibitors are billed for unreturned telephone sets.

GRATUITIES

The MCC has a very strict "no tipping" rule. No exhibitor, or contractor or representative of an exhibitor, may give any gratuities, tips, or gifts of any kind to any employee of the MCC or its vendors.

Any request for gratuities, tips, or gifts by any employee of the MCC or its vendors should be reported at once to the MCC Service Desk in the Exhibitor Service Center.

PERSONAL PROPERTY

Exhibitors should not leave valuables or personal items (laptops, cell phones, PDA's, purses, cameras, briefcases, etc.) on tabletops, behind booth drape, or in any unsecured areas of the exhibit. Please remove all such items from the building at the close of show each day.

During move-out, please do not leave your booth unattended until all of your display materials have been packed and crated.

EXCLUSIVE SERVICES

The MCC and Aramark provide the following services on an exclusive basis. Please contact the MCC Event Services Department for more information.

MCC

Electrical, steam, compressed air, natural gas, plumbing, advertising, telecommunications and Internet, Business Center Services and supplies, and Medical Services.

Aramark

All food and beverage including coffee and bottled water, refrigerated product storage, shoeshine, and coat, bag, and luggage check.

SHOW REGULATIONS

**Your show's
Exhibitor Rules
may prohibit
certain of the
services, features,
or booth design
elements outlined
in these facility
regulations.
Please review the
specific rules for
your show for any
prohibitions that
may apply.**

FOR MORE INFORMATION

MORIAL CONVENTION CENTER

900 Convention Center Blvd.
New Orleans, Louisiana 70130
504.582.3000
504.582.3088 (Main Fax)

Aramark

504.582.3575
504.582.3569 (Fax)

Event Services

504.582.3011
504.582.3020 (Fax)

Exhibit Services

504.582.3036
504.582.3088 (Fax)

Medical Services

504.582.3096
504.582.3196 (Fax)

Operations

504.582.3041
504.582.3013 (Fax)

Production Services

504.582.3018
504.582.3076 (Fax)

Public Safety

504.582.3050
504.582.3051 (Fax)

Technology Services

504.582.3095
504.582.2394 (Fax)

**24-HOUR EMERGENCY
TELEPHONE NUMBERS:**

504.582.3040

In-house Extension 1911