

# MJBizConNEXT

## Exhibit & Signage Rules for Island Exhibit Spaces

An Island Booth is any size booth exposed to aisles on all four sides. To ensure a successful show for all exhibitors at MJBIZCON NEXT, please familiarize your team with these important exhibit and signage rules which follow the IAEE guidelines for Island Exhibit Spaces. These rules and regulations have been implemented to ensure that all exhibitors are treated fairly and have equal opportunity to present their brand and products in a compelling fashion.

### Island Exhibit Space Rules

- Please submit renderings for approval to [aliciaf@mjbizdaily.com](mailto:aliciaf@mjbizdaily.com) no later than **Wednesday, April 10<sup>th</sup>**.
- All hanging signs must be submitted and approved by Show Management no later than **Wednesday, April 10<sup>th</sup>**. Email design to [aliciaf@mjbizdaily.com](mailto:aliciaf@mjbizdaily.com) for approval.
- Exhibitors are responsible for producing the hanging sign and all related costs, including rigging and labor.
- Rigging request must be made by **Wednesday, April 10<sup>th</sup>** (60 days prior to show) through official show providers that can be found in the Exhibitor Service Manual (ESM).
- Hanging signs cannot exceed a maximum height of 4'. Maximum hanging height from the top of the sign to the floor, for all signs is 20' unless further restricted by the venue.
- Hanging signs must be placed above contracted exhibit space only.
- Signs should be centered within the exhibit space and cannot encroach on the aisle or any neighboring company's exhibit space.
- Hanging signs must be sent to the Freeman Advance Warehouse using the Hanging Sign label before **April 30<sup>th</sup>**.
- The entire cubic content of the space may be used up to the maximum allowable height, which is 20ft, including signage.
- For all suspended structures a Structural Integrity form must be filled out and sent to Freeman. This form must be included with your hanging sign order form.
- Variances may be issued at the Show Organizer's discretion, if a variance is issued it will need to be in writing and approved from Show Organizer 60 days prior to the show.
- If an EAC (Exhibitor Appointed Contractor) has been contracted for set up/ tear down of your space you must submit an EAC form with the EAC's insurance to [aliciaf@mjbizdaily.com](mailto:aliciaf@mjbizdaily.com) no later than **April 10<sup>th</sup>**. If EAC insurance is not submitted, they will not be allowed to perform work on show site.
- Electrical is NOT included with your island space and will need to be ordered by **May 21<sup>st</sup>** through the New Orleans Convention Center.
- Island spaces come with Tuxedo black carpet, if you are wanting to add padding or order a different style/ color of carpet you can do so through Freeman Online.

## Freeman Responsibilities

- Assembly and disassembly of electrical hanging signs, including rotating and header signs
- Lighting without dimmers
- Programmable theatrical lighting, production, related rigging and audio-visual
- Suspended trusses with or without legs that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors and/or video wall
- Hoist ground-supported stand-alone truss whose sole purpose is overhead distribution of electrical
- Suspended truss with motorized hoist and non-dimmable and non-programmable lights
- Installing chain hoist
- Special effects equipment
- Laser lighting
- Video monitors and plasma screens including units fed by a live camera or are part of multi-screen coordinated image.

Exhibits which are not in compliance with the above guidelines will be asked to adjust on-site.  
Failure to comply will impact future opportunities to exhibit at MJBizCon events.

# Island Booth

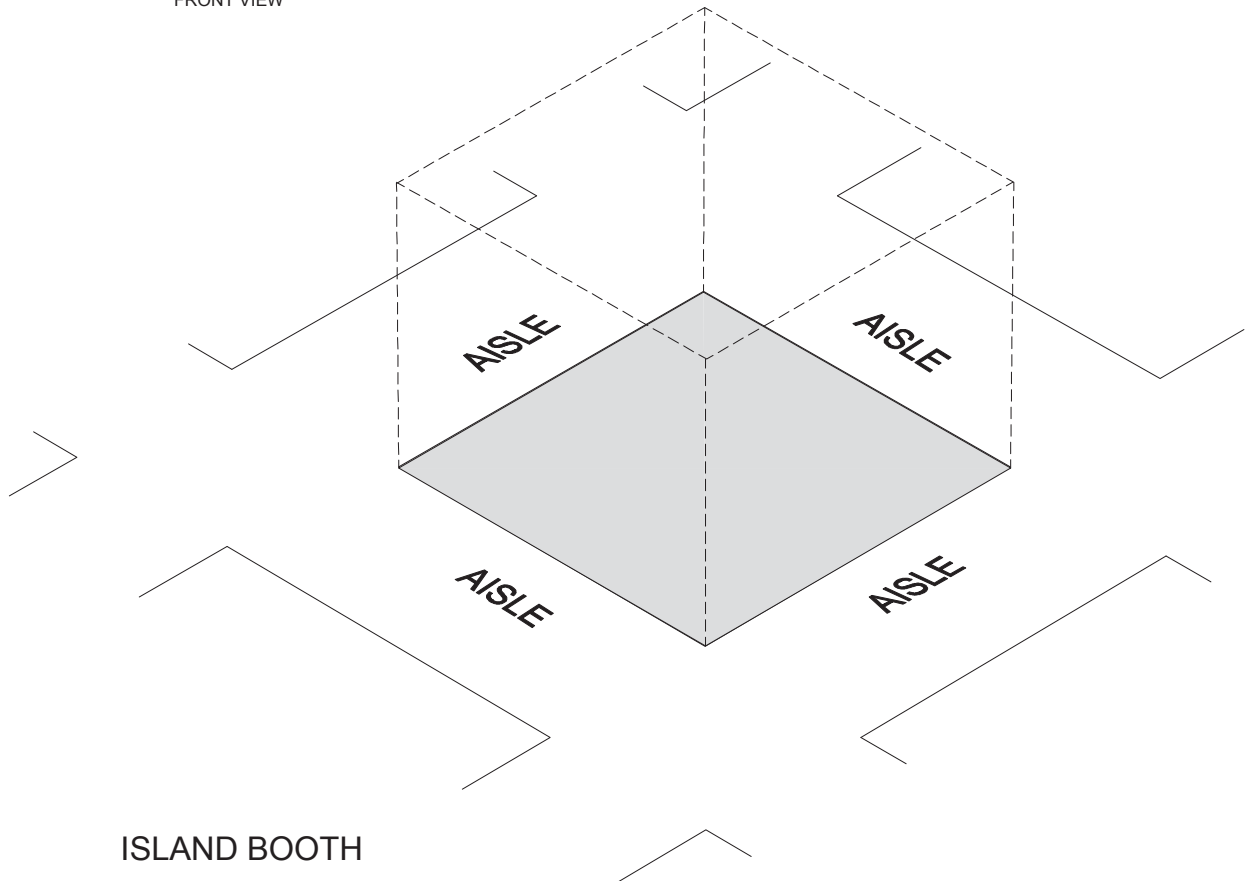
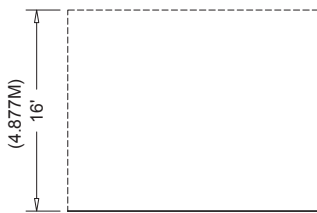
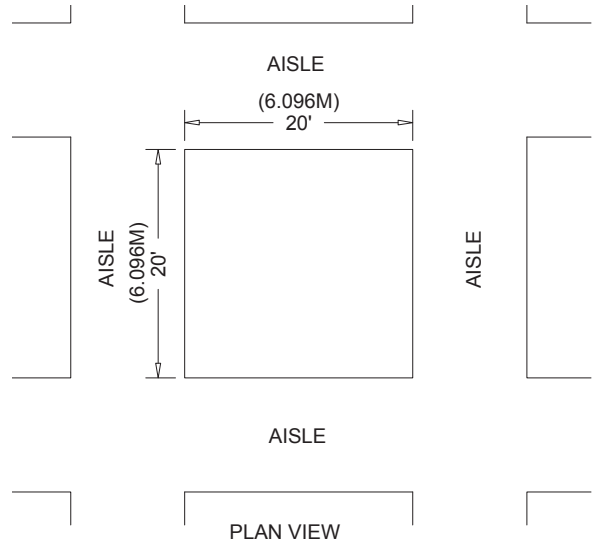
An Island Booth is any size booth exposed to aisles on all four sides.

## Dimensions

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

## Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.





# **DEPARTMENT OF FIRE**

**City of New Orleans**

**Fire Prevention Division**



## **Minimum Requirements For Single level covered exhibits or Multi-level exhibits**

1. Plans shall indicate if exhibit is multi-level or is covered with a ceiling.
2. No multi-level exhibit or exhibit covered with a ceiling shall be greater than 5,000 square feet unless it's protected by an automatic sprinkler system as per NFPA 101.
3. No multi-level exhibit shall be greater than two levels.
4. All multi-level exhibits must have a UL approved battery powered smoke detector within the exhibit area on each level per 500 square feet that emits alarms audible outside the enclosed or covered area.
5. All multi-level exhibits with closed sides must have electrical powered ventilation for 1<sup>st</sup> and 2<sup>nd</sup> level producing a minimum of 1200 cfms.
6. All multi-level exhibits shall have 4A:10BC fire extinguishers as per NFPA 10 guidelines.
7. All single level covered exhibits or multi-level exhibits which are not protected by an automatic sprinkler system shall, in addition to the previous stated requirements, also provide a NOFD Firewatch when the exhibits are greater than 600 square feet. (The number of firewatch personnel shall be determined by the New Orleans Fire Department for each show.)

In addition to the requirements enumerated above, all exhibits must adhere to NFPA 101 Section 8-7.5.3 and all other applicable codes and standards relative to exhibits.



## **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 booth 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 1/8<sup>th</sup> 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

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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

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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

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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

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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, I, and J requires special arrangements.** Please contact the MCC Exhibit Services Department for more information.

## FLOOR LOAD

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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

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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 EXCLUSIVITY

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All food and beverage items in the exhibit halls must be purchased through the MCC's Food and Beverage Department. This includes bottled water.

The MCC is solely licensed to sell, dispense, and/or serve alcoholic beverages. The MCC requires that a MCC Bartender dispense all alcoholic beverages. **Louisiana State Law prohibits alcoholic beverages from being brought into the MCC.**

## OPEN FLAME

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No open-flame lighting devices may be used in the MCC. Proper precautions must be made to prevent ignition of combustible materials. Prior written approval of MCC is necessary; a Fire Watch may be required.

## WASTE DISPOSAL

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No oils, combustibles, or any liquids other than water may be poured in the MCC drainage or sewer systems. No tools, machines, or other items may be emptied, washed, or rinsed in MCC restrooms. Please contact the MCC Operations Department for more information.

## POOLS, FOUNTAINS, PONDS, LANDSCAPES, ETC.

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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

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## ANIMALS

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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. All approved live animal displays must be located at least 150 feet from any food and/or beverage service.

Waiver of this prohibition may depend on type, size, and number of animals, their containment method; handler/trainer supervision, required insurance certificates, etc. Contact the MCC Event Services Department for information.

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## COPYRIGHT FEES

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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.

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## BALLOONS

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Helium-filled balloons are allowed in the MCC only as part of a display, and must be securely fastened to the booth. **Balloons may not be given out within the MCC.**

Exhibitor is responsible for all expenses incurred in removal of balloons that become entangled in the MCC's ceiling trusses.

Compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling, and must be removed from within the MCC during all event hours.

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## FREIGHT AND DELIVERIES

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**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.

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## FACILITY ACCESS

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**The MCC requires that all Exhibitor-Appointed Contractors and their workers 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.

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## TELEPHONES

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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.

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## BUILDING DAMAGE

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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.

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## GRATUITIES

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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.

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## PERSONAL PROPERTY

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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.

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## **EXCLUSIVE SERVICES**

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

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

All food and beverage including sodas, coffee, and all forms of potable water; all refrigerated product storage; shoeshine; and coat, bag, and luggage check.

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# **SHOW REGULATIONS**

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**Your show's  
Exhibitor Rules  
may prohibit  
certain 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)

### **Event Services**

504.582.3011

504.582.3020 (Fax)

### **Food and Beverage Services**

504.670.7200

504.670.7201 (Fax)

### **Exhibit Services**

504.582.3036

504.582.3088 (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**





## Exhibitor Appointed Contractor (EAC) Guidelines

Exhibitor Appointed Contractor- A contractor hired by the exhibitor to provide assistance with your equipment, display or products during move-in and/ or move-out and is not an employee of your company or of an official contractor for the show.

**Exhibitors and Exhibitor Appointed Contractors must comply with the following guidelines:**

1. An EAC shall have the right to provide services (except those services that are union exclusive) and utilize qualified employees on the exhibit floor at the request of an exhibitor. Exhibitors must submit the Exhibitor Appointed Contractor Authorization Form (page 2) to use an Exhibitor Appointed Contractor to [aliciaf@mjbizdaily.com](mailto:aliciaf@mjbizdaily.com) by Wednesday, April 10<sup>th</sup>, 2019.
  - a. The EAC must keep in effect an insurance policy covering the duration of the show dates- June 11<sup>th</sup> through June 14<sup>th</sup> that agrees with the Insurance Requirements set forth by MJBizCon.
  - b. Insurance must include worker's compensation/ employer's liability in the amount of \$1,000,000; and comprehensive general liability in the amount of \$1,000,000; and must meet the requirements established by the state of New Orleans.

**The Certificate Holder needs to be listed as: Anne Holland Ventures Inc. dba MJBizCon**

**The following parties need to be added as additionally insured:**

**Freeman and Ernest N. Morial Convention Center**

2. EAC must abide by existing labor regulations and/ or contracts and rules and regulations established by the Morial Convention Center and MJBizCon. All services provided by an EAC must be completed in a timely, professional manner within the established times for move-in/ move-out.
  - a. Move-in: Tuesday, June 11<sup>th</sup>, 8 AM-6 PM & Wednesday, June 12<sup>th</sup>, 8 AM- 2 PM (Show Floor must be cleared at 2PM for cleaning)
  - b. Move-out: Friday, June 14<sup>th</sup>, 3:00 PM-10:00 PM
3. The EAC must have all licenses, permits or bonding required by federal, state, county or municipal governments and Morial Convention Center prior to commencing work. The EAC must be able to provide show management with evidence of compliance if requested.
4. The exhibit floor, aisles, loading docks, service and storage areas will be under control of Freeman. The EAC must coordinate all activities with them and must fully cooperate and not interfere with the efficient utilization labor.
5. To gain admittance to the exhibit floor, the EAC must present their credentials to pick up a wrist band from show management in the registration area.
6. The EAC should always perform all services in a professional manner and not engage in solicitation of current or future business on the exhibit floor. Exhibitors are responsible for the conduct of the contractors they appoint.
7. The EAC must confine operations within the exhibit area of the exhibitor. Aisles and vacant areas may not be used as work, storage, or dispatch areas.
8. The Exhibitor is responsible for providing the EAC with any necessary information pertaining to the exhibit hall (i.e. utilities, order forms, dates, hours, shipping information etc.)



June 12-14, 2019  
 New Orleans Morial Convention Center  
 900 Convention Center Blvd.  
 New Orleans, LA 70130

## Exhibitor Appointed Contractor Authorization Form

**Deadline: Wednesday, April 10th, 2019**

**Exhibiting Company:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**Name and phone # of onsite exhibitor:** \_\_\_\_\_

We intend to use the following Exhibitor Appointed Contractor (EAC) to perform services in our booth:

**EAC Company Name:** \_\_\_\_\_

**EAC Onsite Contact and Phone Number:** \_\_\_\_\_

**Type of Service to be Performed:** \_\_\_\_\_

**Number of EAC's to perform work onsite:** \_\_\_\_\_

**Exhibitor's Authorizaiton of Exhibitor Appointed Contractor Agreement:**

I/we certify that I/we have authorized the EAC named above for services on our exhibit at MJBizCon NEXT. I/we further certify that I/we agree to and accept the Guidelines for EAC and that the EAC named above will adhere to all show, facility, and union rules and regulations and Guidelines for EAC. I/we will instruct the EAC to provide MJBizCon NEXT with a Certificate of Insurance verifying the required coverage no later than April 10, 2019. I/we understand that we are responsible for the actions of this EAC while completing services for our exhibit booth.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return to this form and insurance certificate to:**

Alicia Fresquez, Event Coordinator | E-mail: AliciaF@mjbizdaily.com | Phone: (720) 213-5868

# FREEMAN

1000 Elmwood Park Blvd.  
New Orleans, LA 70123  
(504) 731-6137 • Fax: (469) 621-5612

**INCLUDE THE FREEMAN METHOD OF  
PAYMENT WITH YOUR ORDER**

NAME OF SHOW: **MJBizConNEXT / June 12 - 14, 2019**

COMPANY NAME: \_\_\_\_\_

BOOTH#: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE#: \_\_\_\_\_

**RIGGING EQUIPMENT AND LABOR**

**Straight Time -** 8:00 A.M. to 5:00 P.M. Monday through Friday

**Overtime -** 5:00 P.M. to 8:00 A.M. Monday through Friday; All day Saturday and Sunday; Holidays

- **Show site prices will apply to all labor orders placed at show site**
- Start time guaranteed only at start of working day • Supervisor must check in at Service Desk to pickup labor
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

**Any personnel within the designated footprint of an overhead work area will be required to wear a Type 1 Class G Hard Hat**

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 187.50	\$ 262.50
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 243.75	\$ 341.25
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 205.00	\$ 287.00
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$ 255.50	\$ 357.75
3040150	Forklift w/operator - up to 15,000 lbs - ST*.....	\$ 222.50	\$ 311.50
3040151	Forklift w/operator - up to 15,000 lbs - OT*.....	\$ 272.75	\$ 382.00
3040300	Forklift w/operator - up to 30,000 lbs - ST*.....	\$ 298.75	\$ 418.25
3040301	Forklift w/operator - up to 30,000 lbs - OT*.....	\$ 359.00	\$ 502.75
304040	Forklift w/operator - 4-Stage - ST.....	\$ 222.50	\$ 311.50
304041	Forklift w/operator - 4-Stage - OT.....	\$ 274.25	\$ 384.00
*For 15,000 lb lifts or greater an additional ground rigging laborer is required.			
<b>RIGGING LABOR</b>			
3020100	Rigger - ST.....	\$ 93.50	\$ 131.00
3020101	Rigger - OT.....	\$ 140.25	\$ 196.50
<b>EQUIPMENT</b>			
3090600	Forklift Cage.....	\$ 39.75	\$ 39.75
3090700	Forklift Boom.....	\$ 39.75	\$ 39.75
3090800	Pallet Jack.....	\$ 39.75	\$ 39.75
<b>MOBILE UNIT SPOTTING*</b>			
257024	Round Trip.....	\$ 350.00	\$ 350.00

\* Towable mobile units will be assessed a one time spotting charge in addition to a one hour forklift/operator charge each way for unloading and loading.

**INSTALLATION**

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							2 %Tax	
							<b>Total</b>	

**DISMANTLE**

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							2% Tax	
							<b>Total</b>	

**FREEMAN rigging labor**

# FREEMAN

1000 Elmwood Park Blvd.  
New Orleans, LA 70123  
(504) 731-6137 • Fax: (469) 621-5612

## HANGING SIGN INSTRUCTIONS, RULES & REGULATIONS

- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign or advance pricing.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- **All overhead hanging (included but not limited to truss, hanging sign, banners and lights) must be assembled/attached, installed, and removed by Freeman.** Once removed, exhibitors are allowed to disassemble exhibitor-owned overhead items. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed MCCNO Electrical Service Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.
- Any non-Freeman supplied chain hoists will require current yearly maintenance records.
- Truss and motor plot must be included with your signage.

\*\*\*\*\* **LOW CEILING AREA** \*\*\*\*\*

\*\*\*\*\* **VERY LIMITED RIGGING AREA** \*\*\*\*\*

\*\*\*\*\* **ADVANCED ARRANGEMENTS REQUIRED** \*\*\*\*\*

Halls E & F: 25'-finished ceiling from entrance to column line approximately 100' inside hall

Hall G: 23'-finished ceiling from entrance to column line approximately 100' inside hall

Hall H,I & J: 22'-finished ceiling from entrance to column line 100' inside hall

**\*Truss & Motors are not allowed in Low Ceiling Area\***

**Any personnel within the designated footprint of the overhead work area will be required to wear a Type 1 Class G Hard Hat**

### PLEASE INCLUDE THE BELOW ITEMS WHEN PLACING YOUR ORDER

- Method of Payment
- Structural Integrity Statement
- Hanging Sign Order Form
- Chain Hoist / Truss / Sign Equipment Order Form (if applicable)

For more details or clarification regarding the above instructions / regulations, please contact Freeman New Orleans Rigging Department at 504-733-7469 or via email at [NewOrleansRigging@freeman.com](mailto:NewOrleansRigging@freeman.com).

FREEMAN hanging sign instructions

# FREEMAN

1000 Elmwood Park Blvd.  
New Orleans, LA 70123  
(504) 731-6137 • Fax: (469) 621-5612

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM & STRUCTURAL INTEGRITY  
STATEMENT WITH YOUR ORDER

NAME OF SHOW: MJBizConNEXT / June 12 - 14, 2019  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 504-731-6137 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

## HANGING SIGN LABOR AND EQUIPMENT EQUIPMENT AND LABOR RATES TO HANG SIGNS

### Straight Time

8:00 A.M. to 5:00 P.M., Monday through Friday

### Overtime

5:00 P.M. to 8:00 A.M. Monday through Friday, All Day Saturday & Sunday

### Double Time

Recognized holidays

Any personnel within the designated footprint  
of the overhead work area will be required  
to wear a Type 1 Class G Hard Hat.

### Equipment With Crew

- Show site prices will apply to all labor orders placed at show site
- Crew Size - MINIMUM of two people
- Materials- Cable, clamps, etc are additional and charged accordingly
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- **Straight time cannot be guaranteed**

### Sign Description, Size & Weight

• For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner \_\_\_ Metal or Wood \_\_\_ Other \_\_\_

Shape: Square \_\_\_ Triangle \_\_\_ Rectangle \_\_\_ Circle \_\_\_ Other \_\_\_

Size: Height \_\_\_ Length \_\_\_ Width \_\_\_

Weight of Sign: \_\_\_\_\_

Does Your Sign Require Electricity \_\_\_ Assembly \_\_\_

Is Your Sign Designed to Rotate? \_\_\_ Yes \_\_\_ No  
(Initial in the applicable space above)

Is a Motor include with your sign? \_\_\_ Yes \_\_\_ No

Is Your Sign Shipping to the Advance Warehouse? \_\_\_ Yes \_\_\_ No

### Labor Supervision

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

- \_\_\_ Freeman  
\_\_\_ Exhibitor Personnel  
\_\_\_ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

### Sign Placement

Is your hanging sign centered in the booth? Yes \_\_\_ No \_\_\_

If "No" please include detailed Rigging Plot Layout with your order.

### Hanging Signs Labor

	Straight Time	Overtime	Double Time
<b>Condor/Boom/Snorkel</b> With crew (up to 200 lbs lift capacity)			
Advance Price	\$654.00	\$815.00	\$935.50
<b>Show Site Price</b>	\$915.75	\$1141.00	\$1309.75

### Installation Estimate

\*\*Requested Install Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Approx Hours      Hourly Rate      Estimated Sub-Total\*  
\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

### Dismantle Estimate

\*\*Requested Dismantle Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Approx Hours      Hourly Rate      Estimated Sub-Total\*  
\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

**\*\*Requested dates and times are not guaranteed**

### Sign Assembly Labor

	Straight Time	Overtime	Double Time
<b>Assembly Labor/Additional Crew</b> (Per person / Per hour)			
Advance Price	\$107.50	\$161.25	\$214.75
<b>Show Site Price</b>	\$150.50	\$225.75	\$300.75

### Installation Estimate

Approx Hours      Hourly Rate      Estimated Sub-Total\*  
\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

### Dismantle Estimate

Approx Hours      Hourly Rate      Estimated Sub-Total\*  
\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

**\*2% tax to apply to all labor & 11.45% tax to apply to all materials**

Additional fees for materials, such as cable & clamps, may apply

ESTIMATED TOTAL COST	
Materials**	\$ _____
**11.45% Tax	+ \$ _____
Labor*	+ \$ _____
*2% Tax	+ \$ _____
<b>GRAND TOTAL</b>	<b>\$ _____</b>

FREEMAN hanging sign labor

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New Orleans, LA 70123  
(504) 731-6137 • Fax: (469) 621-5612

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM & STRUCTURAL INTEGRITY  
STATEMENT WITH YOUR ORDER

NAME OF SHOW: **MJBizConNEXT / June 12 - 14, 2019**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

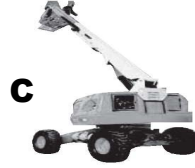
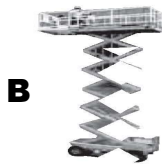
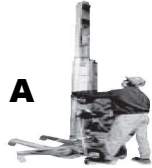
For Assistance, please call 504-731-6137 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

## OVERHEAD RIGGING

**STRAIGHT TIME:** 8:00 A.M. to 5:00 P.M. Monday through Friday

**OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday; All Day Saturday, Sunday **DOUBLE TIME:** Recognized Holidays



### A: Manual Lift

### B: Scissorlift

	Straight Time	Overtime	Double Time		Straight Time	Overtime	Double Time
<b>Manual Lift with 1 man crew</b>				<b>19' Scissorlift with 2 man crew</b>			
Advance Price	\$213.25	\$266.50	\$294.75	Advance Price	\$429.00	\$531.50	\$633.50
<b>Show Site Price</b>	<b>\$298.75</b>	<b>\$373.25</b>	<b>\$412.75</b>	<b>Show Site Price</b>	<b>\$600.75</b>	<b>\$744.25</b>	<b>\$887.00</b>
Note: Manual Lift cannot be used for sign hanging				Note: Scissorlift cannot be used for sign hanging			

### C: Telescoping Boom Lift

### Truss & Lighting Assembly Labor

	Straight Time	Overtime	Double Time		Straight Time	Overtime	Double Time
<b>Telescoping 60' Boom Lift with 2 man crew</b>				<b>Assembly Labor/Additional Crew (Per person / Per hour)</b>			
Advance Price	\$654.00	\$815.00	\$935.50	Advance Price	\$102.75	\$154.25	\$205.50
<b>Show Site Price</b>	<b>\$915.75</b>	<b>\$1141.00</b>	<b>\$1309.75</b>	<b>Show Site Price</b>	<b>\$144.00</b>	<b>\$216.00</b>	<b>\$287.75</b>

**Complete and return this form only if you are ordering truss, motors or hoists**

### INSTALLATION

Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____						Sub-Total	
_____						2 %Tax	
_____						<b>Total</b>	

### DISMANTLE

Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____						Sub-Total	
_____						2% Tax	
_____						<b>Total</b>	

### HOIST AND TRUSS EQUIPMENT (Truss rates are billed per linear foot)

Qty	Part #	Description	Price	Total	Qty	Part #	Description	Price	Total
___	1523121	12" Corner Block - Silver ....	108.70	_____	___	1523120	12" Box Truss- Silver.....	26.25	_____
___	1523121B	12" Corner Block - Black ....	130.40	_____	___	1523120B	12" Box Truss- Black.....	31.45	_____
___	1523200	20.5" Box Truss- Silver.....	38.40	_____	___	15295	1/4 Ton Hoist.....	464.60	_____
___	1523200B	20.5" Box Truss- Black.....	46.10	_____	___	15294	1/2 Ton Hoist.....	515.85	_____
___	1523124	20.5" Corner Block- Silver ..	125.30	_____	___	15293	1 Ton Hoist.....	668.65	_____
___	1523124B	20.5" Corner Block- Black ..	150.40	_____	___	152913	Rotating Motor.....	540.60	_____

Any non-Freeman supplied chain hoists will require current yearly maintenance records.

Booths that include the use of a chain hoist will be assessed a one-time design fee.

### TOTAL HOIST & TRUSS EQUIPMENT COST

Sub-Total \_\_\_\_\_ + Tax (11.45%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

FREEMAN chain hoist/truss/overhead equipment

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

**MUST DELIVER BY JUNE 4, 2019**

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O **FREEMAN**  
**905 SAMS AVE**  
**NEW ORLEANS, LA 70123**

**HANGING SIGN**

EVENT: \_\_\_\_\_ *MJBizConNEXT*

BOOTH # \_\_\_\_\_ NO. \_\_\_\_ OF \_\_\_\_ PIECES

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

**MUST DELIVER BY JUNE 4, 2019**

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O **FREEMAN**  
**905 SAMS AVE**  
**NEW ORLEANS, LA 70123**

**HANGING SIGN**

EVENT: \_\_\_\_\_ *MJBizConNEXT*

BOOTH # \_\_\_\_\_ NO. \_\_\_\_ OF \_\_\_\_ PIECES

# FREEMAN

1000 Elmwood Park Blvd  
New Orleans, LA 70123  
(504) 731-6137 Fax: (469) 621-5612

**PLEASE INCLUDE THIS FORM  
WITH YOUR HANGING SIGN  
ORDER FORM**

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## **STRUCTURAL INTEGRITY STATEMENT THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES**

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\_\_\_\_\_, the contracted exhibitor at the **MJBizConNEXT / June 12 - 14, 2019** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, MORIAL CONVENTION CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Display House/Builder (if applicable): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Complete and return form to address listed at the top  
of this form.**

**FREEMAN structural integrity statement**