



**JUNE 12-14, 2019**

Thank you for your participation in the **Spring 2019 MJBizConNEXT Conference & Expo!**  
As the show approaches, there are **several important items and deadlines** that you need to be aware of to ensure that your show participation is both a productive and successful experience.

### **Important Deadlines:**

April 10	Submit your proof of insurance to <a href="mailto:events@mjbizdaily.com">events@mjbizdaily.com</a>
April 10	EAC Form and EAC Insurance Deadline (submit to <a href="mailto:aliciaf@mjbizdaily.com">aliciaf@mjbizdaily.com</a> )
April 12	<a href="#">Lead Retrieval</a> Early Bird Deadline
April 24	Book your hotel rooms <a href="https://mjbizconference.com/next/hotel2019/">https://mjbizconference.com/next/hotel2019/</a>
May 8	Register your on-site staff
May 10	Shipments to Advance Warehouse Begin
May 21	Early Discount deadline for all Freeman/ additional services (electrical, internet, AV etc.)
June 4	Last day Advance Warehouse will receive shipments
<b>June 11</b>	Ship to Show site

### **What is included in my booth?**

Each 10'x10' space includes:

- 8' black pipe and drape back wall
- 3' black pipe and drape sidewalls
- 6' black draped table
- 2 standard chairs
- Wastebasket
- Booth ID sign
- **FREE** Material Handling
- **FREE** Standard Tuxedo black carpeting
- Online Booth profile
- Four (4) Free Passes for every 100 square feet of exhibit space

### **Exhibitor Services Manual**

Your Exhibitor Services Manual (ESM) contains all the necessary documentation needed to execute your experience at the Show. The ESM contains the forms, rules, guidelines, deadlines, and information for all your show services. **Important notes regarding the documents within the ESM:**

### **Material Handling**

Your onsite material handling is included in your booth fee up to 3,000 pounds per item. This means you will not get a large bill for moving your freight from dock to booth, storing your empties, returning them, and bringing them back to the dock for outbound shipping. There are a few exceptions such as late shipments, heavy machinery, etc., but follow the guidelines and your material handling is on the house!

### **Shipping**

You are responsible for shipping to the show and arranging return transportation. We **HIGHLY** encourage you to ship to the advance warehouse (with delivery no later than June 4). This will provide you a much smoother set-up day as your booth materials will be in your booth when you arrive.

### **Lead Retrieval**

You can purchase the Lead Retrieval App through CompuSystem (link can be found on the Exhibitor Resources website). This is a great way to track leads. Exhibitors can use the app on their own phone or tablet, allowing them to capture leads anywhere around the event, on and off the show floor. With the CompuLEAD app, Exhibitors can also do the following:

- Capture and view full lead contact information in real-time
- Send electronic literature to attendees directly from app
- Qualify leads extensively with action codes, surveys and notes

**Electrical**

Your booth package does **NOT** include electrical. If you need this service, please order through the convention center, link can be found on the Exhibitor Resources page in the Convention Center Services box.

**Carpet**

Tuxedo black carpeting is provided for your booth at no charge. Different color carpet and padding can be ordered for an additional charge through Freeman Online.

**Cleaning**

Your booth will be vacuumed at no charge on Wednesday evening. If you would like daily vacuuming and trash removal, order through Freeman Online.

**Insurance**

Per your sales agreement, you are required to carry Commercial General Liability Insurance with limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate, for the event. Failure to secure or provide the insurance does not limit the extent of your liability. If you do not have General Liability Insurance or your underwriter will not provide this to you, you can order a low-cost temporary event policy from Buttine Insurance. The dates on the insurance certificate must cover the dates of move-in through move-out which are June 11-14, 2019. **Anne Holland Ventures Inc. dba MJBizCon** needs to be listed as the certificate holder and **Ernest N. Morial Convention Center** listed as additionally insured. COI's need to be emailed to [events@mjbizdaily.com](mailto:events@mjbizdaily.com) by **April 10, 2019**.

Please note: The company name that you are exhibiting under **MUST** be listed somewhere on the COI.

**You will need to name the following as additional insured prior to the event**

Anne Holland Ventures Inc. dba MJBizCon  
3900 S. Wadsworth Blvd. Suite 100  
Denver, CO 80235

**-and-**

Ernest N. Morial Convention Center  
900 Convention Center Blvd.  
New Orleans, LA 70130

To order temporary event insurance through Buttine, click **HERE**.

**Exhibitor Move-in and Tear Down Schedule**

**Tuesday, June 11**

8:00 am – 6:00 pm Registration Hall J Foyer  
8:00 am – 6:00 pm Exhibitor Set-up Exhibit Hall I 2 & J

**Wednesday, June 12**

8:00 am – 7:00 pm Registration Hall J Foyer  
8:00 am – 2:00 pm Exhibitor Set-up Exhibit Hall I 2 & J  
2:00 pm – 5:00 pm General Session New Orleans Theater  
5:00 pm – 7:00 pm Exhibit Hall Opening Exhibit Hall I 2 & J  
(Cocktails on the floor)

**Thursday, June 13**

8:00 am – 6:00 pm Registration Hall J Foyer  
11:00 am – 6:00 pm Exhibit Hall Open Exhibit Hall I 2 & J  
(Cocktails on the floor 4pm-6pm)

**Friday, June 14**

8:00 am – 3:00 pm Registration Hall J Foyer  
11:00 am – 3:00 pm Exhibit Hall Open Exhibit Hall I 2 & J  
3:00 pm – 10:00 pm Exhibitor Tear-Down Exhibit Hall I 2 & J

**NOTE: Do not tear-down early or you will lose priority points**

If you have any questions, please don't hesitate to contact us!  
Alicia Fresquez, Event Coordinator | Phone: (720) 213-5887 | Email: [aliciaf@mjbizdaily.com](mailto:aliciaf@mjbizdaily.com)  
***We look forward to seeing you in New Orleans!***

**SERVICE INFORMATION**

**BOOTH EQUIPMENT**

Each 10' x 10' booth will be set up with 8' high black back drape, 3' high black side dividers, black booth carpet, 1 - 6' black draped table, 2 side chairs and 1 wastebasket.

Booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

**EXHIBIT HALL CARPET**

Aisles will be carpeted in midnight blue.

Tuxedo booth carpet is included with your booth package. If you would like to purchase another color, please use the carpet order form located in the service manual.

**DISCOUNT PRICE DEADLINE DATE**

Order early to take advantage of discount rates, place your order by **May 21, 2019**.

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

For more information & helpful hints on pre-show procedures and move-in please go to [Pre-Show FAQ](#).

Tuesday	June 11, 2019	8:00 AM - 6:00 PM
Wednesday	June 12, 2019	8:00 AM - 2:00 PM (Hall must be cleared by 2:00 PM for cleaning)

**Note: Overtime rates will apply to material handling for inbound shipments and to labor performed after 5:00 PM on Tuesday, June 11, 2019.**

**EXHIBIT HOURS**

Wednesday	June 12, 2019	5:00 PM - 7:00 PM
Thursday	June 13, 2019	11:00 AM - 6:00 PM
Friday	June 14, 2019	11:00 AM - 3:00 PM

**EXHIBITOR MOVE-OUT**

For more information & helpful hints on post-show procedures and move-out please go to [Post-Show FAQ](#).

Friday	June 14, 2019	3:00 PM - 10:00 PM
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**Note: Overtime rates will apply to Material Handling for outbound shipments and to labor performed after 5:00 PM on Friday, June 14, 2019.**

**DISMANTLE AND MOVE-OUT INFORMATION**

- All exhibitor materials must be removed from the exhibit facility by **Friday, June 14, 2019 at 10:00 PM**. Any materials remaining in the facility will be re-routed via Freeman's choice or returned to the warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **Friday, June 14, 2019 at 8:00 PM**.

**POST SHOW PAPERWORK AND LABELS**

Our Exhibitor Services Department will gladly prepare your outbound Material handling agreement and labels in advance. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

**EXCESSIVE TRASH AND BOOTH ABANDONMENT**

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (504) 731-6137 for a quote.

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

**FREEMAN**

1000 Elmwood Park Blvd.  
 New Orleans, LA 70123  
 Phone (504) 731-6137  
 Fax (469) 621-5612  
 FreemanNewOrleansES@freeman.com

**FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 Toll Free US & Canada  
 (512) 982-4187 Outside the US  
 (817) 607-5183 International Shipping Services  
 (469) 621-5810 Fax  
 exhibit.transportation@freeman.com

**FREEMANONLINE®**

**Take advantage of discount pricing by ordering online at [www.freeman.com](http://www.freeman.com) by May 21, 2019.** Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you’ve come to expect - **before, during and after your show.** Additionally, you can now access FreemanOnline from any device - **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

To place online orders you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the **“Create an Account”** link. To access FreemanOnline without using the email link, visit [www.freeman.com](http://www.freeman.com). You can also download and use the FreemanOnline Mobile App from the Apple or Android store, or here: [folmobile.freemanco.com](http://folmobile.freemanco.com). A mobile web version is available to extend mobile use for those users that do not have an Apple or Android devices or who do not want to download the app.

If you need assistance with FreemanOnline please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

**SHIPPING INFORMATION**

**Warehouse Shipping Address:**

Exhibiting Company Name / Booth #

**MJBizConNEXT**

C/O Freeman  
 905 Sams Ave.  
 New Orleans, LA 70123

Freeman will accept crated, boxed or skidded material beginning **Friday, May 10, 2019**, at the above address. Material arriving after **June 4, 2019** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108”H x 93”W. Warehouse receiving hours are 8:00 a.m. - 4:00 p.m., Monday - Friday. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (504) 731-6137.

**Show Site Shipping Address:**

Exhibiting Company Name / Booth #

**MJBizConNEXT**

C/O Freeman  
 Ernest N. Morial Convention Center  
 900 Convention Center Blvd.  
 New Orleans, LA 70130

Please note that all vehicles delivering materials to the Ernest N. Morial Convention Center must report to the Lot I Marshalling Yard (1315 Tchoupitoulas St., New Orleans, LA). This includes privately owned vehicles (cars, trucks, vans, etc.) who choose to unload their own materials at the established unloading area.

**No vehicle will be allowed to the dock area without a pass.**

**Please see the Marshalling Yard Map for important directions information.**

Freeman will receive shipments at the exhibit facility beginning **Tuesday, June 11, 2019**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. If required, provide your carrier with this phone number: (504) 731-6137.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

**LABOR INFORMATION**

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 504-731-6137.

**WE APPRECIATE YOUR BUSINESS!**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICE**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman New Orleans Exhibitor Services at 504-731-6137 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (512) 982-4186 Local & International.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early to take advantage of discount rates, place your order by **May 21, 2019**.

#### **AVOID DELAY**

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

#### **SAFETY TIPS**

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

Per show management, children under the age of 16 are not permitted in the exhibit hall during installation and dismantle.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

#### **EXHIBITOR ASSISTANCE**

For more information & helpful hints on pre-show procedures and move-in please go to [Pre-Show FAQ](#).

For more information & helpful hints on post-show procedures and move-out please [Post-Show FAQ](#).

Call Freeman's Exhibitor Services department at 504-731-6137 with any questions or needs you may have.



# REDUCING YOUR FOOTPRINT

Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

## Green Tips for Exhibitors

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

### Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways are smart and trendy, like a USB storage drive with your content already loaded.

### Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

### Shipping and Transportation

- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.

### Personnel and Best Practices

- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact [goinggreen@freemanco.com](mailto:goinggreen@freemanco.com).







## **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

**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**



# **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.

## Freeman Marshalling Yard

Please note that all vehicles delivering materials to the Ernest N. Morial Convention Center must report to the marshalling area to obtain a dock pass. This includes privately owned vehicles (cars, trucks, vans, etc.) who choose to unload their own materials at the established unloading area. **No vehicle will be allowed to the dock area without a pass.**

### Approach from the West ➡

From I-10 take Highway US-90 and exit on Tchoupitoulas St/South Peters. Continue on Calliope St and take right on Tchoupitoulas St. Lot I will be to your right.

Please note that Google Maps often directs drivers to take the Annunciation St exit from US-90; this is a non-truck route and should not be taken.

### Approach from the East ⇨

From Highway US-90 take the Tchoupitoulas St. exit and turn slight right onto Tchoupitoulas St. Lot I will be to your right.

- ➡ Path to Marshalling Yard incoming from West
- ⇨ Path to Marshalling Yard incoming from East
- ➡➡➡ After checking in with Marshalling Yard, path to unloading/loading docks

