New Orleans
ERNEST N. MORIAL
CONVENTION CENTER

EXHIBITOR POLICIES & INFORMATION

Revised - December 14, 2020

Your event's Exhibitor Rules may prohibit certain services, features, or booth design elements outlined in these facility regulations.

Please review the specific rules for your event for any prohibitions that may apply.

NOENMCC EXHIBIT SERVICES

The NOENMCC Exhibit Services Team is here to serve you with excellent customer service. Your Exhibit Services Coordinator is the primary contact for your electrical, plumbing, internet and telephone needs. Our goal is to provide you with personalized support in advance of your event, during your event at the service center located on the exhibit floor, and after your event when ordering our services.

Please place your advance order through our online ordering portal at least 21 days before your event's first contracted move in date to receive the best prices available at https://services.mccno.com

If you need assistance navigating our online ordering system, have questions or need to make revisions to an existing order, please contact our team either by email at exhibit_services@mccno.com or by phone at 504-582-3036. The NOENMCC Exhibit Services Department is dedicated to making your event a success!

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TABLE OF CONTENTS

ACCESS POLICY 1
ANIMALS 1
ATM'S 1
BALLOONS 2
BOOTH STORAGE AND CRATES 2
BUILDING DAMAGE 2
COOKING GUIDELINES 3
FOOD/BEVERAGE DISPENSING 3
COOKING AND COOKING APPLIANCES 4
COOKING SAFETY RULES 4
OPEN FLAME 5
COMPRESSED GASES 5
COPYRIGHT FEES 5
ELECTRICAL TRANSFORMERS 6
EMERGENCY EQUIPMENT 6
EXITS 6
EXHIBIT CONSTRUCTION & DECORATION 6
EXPLOSIVES 7
FLAMMABLE LIQUIDS 7
FLOOR LOAD 7
FREIGHT AND DELIVERIES 8
GRATUITIES 8
HAZARDOUS MATERIALS 9
LASERS 9
MULTIPLE-STORY & ENCLOSED BOOTHS 10
PARKING 10
PERSONAL PROPERTY 10
POOLS, FOUNTAINS, PONDS, LANDSCAPES, ETC. 11
RIGGING 11
RUNNING FUEL-POWERED MOTORS OR MACHINERY 11
SMOKING 12
TENTS, AWNINGS, CANOPIES 12
UPS BUSINESS CENTER 12
VEHICLES ON STATIC DISPLAY 13
WASTE DISPOSAL 13
FACILITY CONTACT INFORMATON 14

ACCESS POLICY

The NOENMCC requires that all Event Organizers, general contractors, suppliers, and exhibitors on property display an appropriate credentials at all times.

Event organizers may require additional credentials, such as wristbands, to access show specific areas such as exhibit halls.

The NOENMCC requires that all Exhibitor-Appointed Contractors and their workers wear ESCA (WIS) badges at all times. Workers without correct credentials will not be allowed to enter the facility.

(EAC) Workers must use only designated doors to enter or exit the facility. Violation of

NOENMCC's access policy will result in suspension from the facility.

Any after hour access to exhibit hall must be approved through Event Organizer.

ANIMALS

An exhibitor wishing to display live animals as an integral part of an exhibit must furnish the NOENMCC with Event Organizer's written approval before any waivers can be made.

Event Organizer is required to furnish type, sizes, weights, and ages of the animals, as well as detailed plans of pens, cages, or barriers that will contain them.

The owner or handler will be fully responsible for the animal(s) at all times. Animals must be removed from the facility to be relieved.

The general contractor will be responsible for floor protection.

Animals must be removed from the NOENMCC after event closes each day.

A certificate of insurance may be required based on animals considered as an endangered species or wildlife type of animal. Please contact your Event Manager for details.

ATM'S

NOENMCC has (4) four ATM machines conveniently located throughout the lobby areas.

BALLOONS

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

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

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

BOOTH STORAGE AND CRATES

NOENMCC does not provide storage for crates or freight of any kind. Exhibitors must make arrangements with the general 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.

NOENMCC inspects all exhibits to ensure compliance. Please contact the general contractor for assistance regarding storage.

BUILDING DAMAGE

Painting of any kind within the NOENMCC is strictly prohibited.

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

Any reports of building damage will be reported by the NOENMCC Public Safety Department and could result in additional charges.

COOKING GUIDELINES

Centerplate – Exclusivity

Centerplate is the exclusive catering provider at the NOENMCC. All food and beverage including samples, sodas, coffee, all forms of potable water, all refrigerated product storage; coat, bag, and luggage check are exclusive.

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

Centerplate is solely licensed to sell, dispense, and/or serve alcoholic beverages.

An NOENMCC bartender must dispense all alcoholic beverages. **Louisiana State Law prohibits alcoholic beverages from being brought into the NOENMCC.**

Please contact (504) 670-7200 for assistance with catering, food preparation, paper products, or ice.

FOOD/BEVERAGE DISPENSING

Exhibitors may not dispense food and/or beverages of any kind, including bottled water, without written permission from NOENMCC and Centerplate. Contact Centerplate for specific details and approval forms. All requests for cooking are to be submitted 30 days in advance to Centerplate.

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

The NOENMCC and Centerplate are solely licensed to sell, dispense, and/or serve alcoholic beverages.

Louisiana State Law prohibits alcoholic beverages from being brought into the NOENMCC. The NOENMCC rigorously enforces this law.

COOKING AND COOKING APPLIANCES

Cooking in the NOENMCC 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.

All frying equipment must be equipped with a grease shield.

Any deep frying will require a Type K Fire Extinguisher within the booth. A Fire Watch is required. Please contact the Event Manager for additional information.

No propane tanks are allowed to be used within the NOENMCC.

COOKING SAFETY RULES

Exhibitors demonstrating or using cooking appliances must have at least two *3-A: 40-B: C* 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 NOENMCC. No overnight cooking is allowed.

Grease may be disposed of ONLY in Event Organizer or general contractor provided grease containers.

NOENMCC restrooms or concession stands may not be used for cleaning of cooking utensils or equipment. Please use the clean-up area designed and installed by the association.

OPEN FLAME

No open-flame lighting devices may be used in the NOENMCC.

Portable cooking equipment not fuel 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 NOENMCC is necessary.

A permit from the City of New Orleans is required. A Fire Watch may be required. Please contact the Event Manager for more information.

COMPRESSED GASES

Compressed gases are not allowed inside of the NOENMCC 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 NOENMCC.

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 NOENMCC.

The NOENMCC does not allow heavier- than-air gases (propane, butane) or Liquefied Petroleum Gas (LPG) to be used or brought into the center.

Natural gas is available from the NOENMCC upon request.

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 Event Organizer must make arrangements directly with the applicable copyright agency.

ELECTRICAL TRANSFORMERS

The NOENMCC has a limited supply of transformers available to boost or step down electrical voltage. Due to limited supply we encourage you to supply your own. However, should you need us to provide this item, please contact our Exhibitor Services Department by email at exhibit_services@mccno.com or by phone at (504) 582-3036 for pricing and availability at least 60 days in advance.

NOENMCC cannot supply electrical converters, exhibitors must furnish these. All connections must conform to NEMA configurations.

EMERGENCY EQUIPMENT

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

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.

NOENMCC reserves the right to request battery operated exit signs to structures that obstruct the view to any exit.

EXHIBIT CONSTRUCTION & 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 NOENMCC rigorously enforces this regulation and may field flame test any questionable materials.

EXPLOSIVES

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

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

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

FLOOR LOAD

The flooring of the NOENMCC 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 NOENMCC 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 NOENMCC at least three (3) months prior to the event.**

The NOENMCC reserves the right to utilize outside consultants, at exhibitor's expense, for field inspections and weight verifications. Please contact the NOENMCC Event Manager or additional information.

FREIGHT AND DELIVERIES

The NOENMCC cannot accept freight shipments or packages for exhibitors, event organizers, or contractors at any time.

Freight must be arranged and managed through the official general contractor. There are no exceptions to this policy.

Exhibitors carrying in their equipment and displays must use a freight gate.

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

Loading and unloading through the lobby glass doors are prohibited. Only hand carried or wheeled items that can be rolled through a single glass lobby door is allowed.

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 event's general contractor.

GRATUITIES

We are here to serve you, therefore the NOENMCC 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 NOENMCC or its vendors.

Any request for gratuities, tips, or gifts by any employee of the NOENMCC or its vendors should be reported at once to the NOENMCC Management.

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 NOENMCC at least 60 days prior to move-in.

Any container not clearly labeled and identified will be removed from within the NOENMCC, 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 general contractor. Exhibitor is responsible for all disposal costs.

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.

MULTIPLE-STORY & ENCLOSED BOOTHS

Detailed plans of multiple-story or enclosed booths must be submitted **60 days prior to move- in**. Plans must indicate if the exhibit is multiple-story and/or enclosed with a ceiling.

Ceiling clearances in the NOENMCC 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.

A permit from the City of New Orleans is required. A Fire Watch may be required. Please contact the NOENMCC Event Manager for more information.

PARKING

The NOENMCC manages and operates several adjacent parking lots. The standard daily rate is $20 per vehicle, with no in/out privileges. Oversized vehicle parking is available at variable rates.

No overnight parking is allowed in any NOENMCC parking lots. Please contact the Event Manager for additional information.

PERSONAL PROPERTY

Exhibitors should not leave valuables or personal items (laptops, cell phones, tablets, 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.

POOLS, FOUNTAINS, PONDS, LANDSCAPES, ETC.

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

Fountains, aquariums, pools, etc., may not be filled from NOENMCC restrooms or janitors' closets.

Portable hot and cold-water may be ordered for exhibitors' use. Please contact the Exhibit Services Department for more information. They can be reached at exhibit_services@mccno.com or by phone at (504) 582-3036.

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

RIGGING

NOENMCC'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 NOENMCC or the general contractor is authorized to rig within the facility. Exhibitors requiring hanging of signs, lights, etc., must submit rigging plans to the general contractor at least 60-days before move-in.

Electrical service for hanging sign motors is not included with the rigging costs and must be ordered separately. Be sure to include overhead service when placing your electrical order.

Lighting ordered from and installed by the NOENMCC 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 NOENMCC Exhibit Services Department for more information.

RUNNING FUEL-POWERED MOTORS OR MACHINERY

All fuel-powered motors must have an exhaust system that will prevent any fumes from being emitted. Prior NOENMCC approval is required.

A Fire Watch may be required. Please contact the NOENMCC Public Safety Department.

SMOKING

The NOENMCC promotes a smoke free environment for its customers and employees.

Smoking and vaping is prohibited at all times in all areas, including exhibit halls, loading docks, lobbies, food service areas, public and service corridors, and restrooms.

Exhibitors and attendees are allowed to smoke outside in front areas of facility.

TENTS, AWNINGS, CANOPIES

The use or display of tents, awnings, or canopies requires prior written approval of both the NOENMCC and the New Orleans Fire Prevention Division.

Written requests must be submitted to the **NOENMCC at least 60 days in advance** to move-in and must include detailed plans showing size, height, location, anchoring details, and certification of flame retardancy for all materials.

NOENMCC does not allow contractors to anchor tents, awnings, or canopies to the floor, walls, or columns of the facility.

A permit from the City of New Orleans is required. A Fire Watch or fire extinguisher may be required. Please contact the NOENMCC Event Manager for additional information.

UPS BUSINESS CENTER

The NOENMCC manages and operates the UPS Store which is conveniently located in Lobby F.

On-site printing and shipping needs are available, as well as finishing services such as laminating, collating, stapling, and binding.

Signs and banners can be ordered.

VEHICLES ON STATIC DISPLAY

Vehicles may not be displayed without the prior written approval of the NOENMCC 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, or 1/4th tank for diesel, whichever is less.

The gas cap must be locked or sealed by tape; batteries must be disconnected. The general contractor must keep a key nearby at all times.

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

The date/time vehicle is to arrive is to be provided 14 days in advance. NOENMCC Public Safety Department will perform inspection upon arrival.

WASTE DISPOSAL

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

FACILITY CONTACT INFORMATON

NEW ORLEANS ERNEST N. MORIAL CONVENTION CENTER
(504) 582-3000
900 Convention Center Boulevard New Orleans, LA 70130

EVENT SERVICES
(504) 582-3011
Your Event Manager will provide you with information on the NOENMCC, and its operating policies, procedures, and regulations.

PRODUCTION SERVICES DEPARTMENT
(504) 582-3018
Your Ancillary Production Manager will assist with any production and rigging questions or requirements.

EXHIBIT SERVICES DEPARTMENT
(504) 582-3036
Email: exhibit_services@mccno.com
Online Ordering Portal: https://services.mccno.com
The Exhibit Services Department will manage the service desk and assist you with your electrical, technology, utility orders, and the scheduling of electrical labor.

FOOD & BEVERAGE
(504) 670-7200
CENTERPLATE is the exclusive provider of all food and beverage and has exclusive rights to all novelty sales, coat and luggage check within the NOENMCC.

PUBLIC SAFETY DEPARTMENT
(504) 582-3040: 24-Hour Base Station
(504) 582-3050: Public Safety Department
The Public Safety Department is responsible for maintaining security and safety in all areas of the NOENMCC. The Public Safety Department will identify the level of security required for your event, and is the sole liaison between your event and City and State Fire Prevention Authorities.