

New Orleans Ernest N. Morial Convention Center Exhibit Hall Move In/Move Out

Pack In/Pack Out Guide

We are introducing a Pack In/Pack Out guideline at the New Orleans Ernest N. Morial Convention Center for 2025. This is an effort to reduce some of the largest, but preventable, impacts we see from events.

Why Pack In/Pack Out?

- We have introduced many recycling programs for exhibit halls and increased the diversion rate for events.
- However, through our waste auditing process, we have observed that up to 25% of the waste in shows is re-usable and recyclable.
- Several major items are going to be restricted in the landfill going forward, to encourage re-use, rental and recycling.

What is Pack In/Pack Out?

- A guideline that keeps major event items that are re-usable and recyclable out of the waste stream. There are existing systems in place by the event industry to make this happen. We ask that Event Organizers use these **Best Practices**.
- For example – General Service Contractors rent carpet and padding that are used multiple times or recycled. Booth components like furniture and pipe and drape can be rented so that they can be reused as well.
- Exhibitors can follow this practice by packing out booth items and anything that cannot be recycled onsite.

What are the main items we see left on the show floor that end up in the landfill?

- Carpet padding and carpet, and carpet tubes.
- Vinyl flooring and signage.

The flyer and signage will highlight the following:

Booth items; Carpet; Padding; Carpet Tubes; Flooring; Packing Materials; and Pallets.

*Note: Items like cardboard, Visqueen, metal and wood (unpainted) can be **recycled here at the facility**. Please see our **Know Where to Throw Program at: [Know Where to Throw - MCCNO](#)** and in Spanish at: [Saber Dónde Tirar - MCCNO](#)

What should we do?

- First – **Communicate**. Please see attached flyer to send to exhibitors, and announcement for that can be played during Move in/Move out.
- Second – **Work with your GSC** to build this communication into your systems. Encourage them to implement excessive trash fees.
- Third – **Build our building guidelines into your policies** by requiring that Exhibitors:
 - **Rent or Return:**
 - Strongly encouraging renting carpet and padding. Although may seem more expensive to some vendors; please note that they will reduce their shipping, labor and disposal costs.
 - YOU as the client will see much lower disposal fees.
 - Require that their items that are not rented are returned, as stated above.
- Fourth – **Please also take advantage of New Orleans & Company's donation program** for items useful to the local community. See attached flyer.

Will this cost money?

- This guideline will SAVE you money. One of the reasons we see so much waste by exhibitors is because they do not pay the event disposal fees, you do! You will see a cost reduction in those fees with this program in place.
- We also have added several recycling streams to events – at not cost to clients – so overall disposal costs have been reduced for clients.

What will success look like?

- We expect to see a significant reduction in the amount of reusable and recyclable items in the landfill. We now see that up to 25% of waste from major shows is single use carpet and padding. With your help, we can see these items re-used.
- Please send us your suggestions – We are looking for innovative ideas to make this a cost effective and streamlined program. Please share examples or changes that you implement so we can share with other events.

Questions?

- Please contact **Linda Baynham, Sustainability Director**, lbaynham@mccno.com; 504-606-7315.