



## **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 of the  
services, features,  
or booth design  
elements outlined  
in these facility  
regulations.  
Please review the  
specific rules for  
your show for any  
prohibitions that  
may apply.**

## **FOR MORE INFORMATION**

### **MORIAL CONVENTION CENTER**

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

### **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**