



# 2018 Service Manual Convention Center Information

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## Accessibility (ADA)

The New Orleans Ernest N. Morial Convention Center (NOMCC) is committed to providing superior service to all patrons and works closely with event organizers to provide reasonable measures to accommodate guests with disabilities.

The Convention Center provides service ramps to entrances and elevated areas, automatic doors, an array of passenger elevators, restroom facilities for the disabled, as well as braille instructions and directional signage at strategic locations throughout the building.

- Mobility scooter rental is available at NOMCC at the [UPS Store](#), located in Lobby F. Guests are encouraged to make arrangements in advance using the [Mobility Scooter Reservation Form](#). Wheelchairs are also available upon request.
- Parking for persons with disabilities is offered in surrounding [lots](#) and is available on the first-come, first-served basis. Spaces are marked accordingly, and the number of spaces fluctuates from event to event.
- Guests with mobility challenges may utilize the covered drives as drop-off and pick-up locations. You may view a map of the facility here to identify the location closest to your event destination: <http://www.mccno.com/meeting-planners/floor-plans/>.
- Service animals are permitted at NOMCC. The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. This includes psychiatric service animals that are individually trained to provide service to individuals with psychiatric or neurological disabilities, such as preventing or interrupting impulsive or destructive behaviors. It does not include emotional support or comfort animals. Service animals must be harnessed, leashed or tethered at all times. A guest whose service animal poses a threat to the safety of other guests and employees may be asked to escort the animal off the premises.
- Patrons requiring sign language / oral interpreters, assisted listening devices or other special needs during an event should contact the event organizer in advance. NOMCC's event services department can put you in touch with the appropriate event representative if you are unsure whom to contact. Event Services can be reached at 1-504-582-3011.

Visit [www.ada.gov](http://www.ada.gov) for more information about Federal ADA guidelines.

## Balloons

Helium-filled balloons are allowed only as part of a display and must be securely fastened to the booth.

***Balloons may not be given out to attendees.***

Exhibitors are solely responsible for all expenses incurred in removal of balloons that become entangled in the ceiling trusses. Compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling and must be removed from within the NOMCC during event hours.

## 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 exhibitor must make required payment directly to the applicable copyright agency.

## Emergency Equipment & Exits

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

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.

## Fire Safety - Covered Booths

**In addition to the below regulations, all multi-level booths must receive approval from Show Management. Requests for approval must be received no later than July 27, 2018**

### Request Approval for Multi-Level Booth

Prior to the show opening and at any time during the event, the Fire Marshal may inspect the booths to ensure these requirements are met. If a booth imposes a significant fire hazard, it will be prohibited from exhibiting.

#### **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 1st and 2nd 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.

[Download Fire Safety Guidelines](#)

## Flammable Liquids / Combustible Material

### **Flammable Liquids**

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

### **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 NOMCC rigorously enforces this regulation and may field flame test any questionable materials.

[Download Fire Safety Guidelines](#)

## 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 NOMCC at least two months prior to move-in. Any container not clearly labeled and identified will be removed from within the NOMCC, 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 NOMCC's contracted waste-handling firm. Exhibitor is responsible for all disposal costs.

## Parking

Ample parking is available at the Convention Center for a daily fee. Overnight parking is prohibited.

[View Map of Available Parking](#)

## 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.