



Dear Exhibitor:

As the Official General Service Contractor, we would like to welcome you to **Demolition New Orleans**.

We have, along with Show Management, compiled this Exhibitor Services Manual to provide you with all of the necessary forms and vital information that you will need for a successful exposition experience.

In order to qualify for discount prices where available, please take time to review this manual now. To receive the discount prices your order(s) along with full payment must be received by the date indicated on the particular form. Please do not miss out on this opportunity to secure discounted prices. The savings offered to you are substantial.

Should you have any questions regarding any of the services or need assistance in planning your exhibit, please do not hesitate to contact our customer service department at (253)437-0031 or via email at operations@levyexpo.com. We will be happy to assist you in any way possible to ensure that you have a successful experience at **Demolition New Orleans**.

Thank you and we look forward to servicing your needs at **Demolition New Orleans in New Orleans, LA**.

Sincerely,

Levy Exposition Services, Inc.



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DEMOLITION NEW ORLEANS

QUICK FACTS

SERVICE CONTRACTOR CONTACT: LEVY EXPOSITION SERVICES INC.
14900 Interurban Avenue S., Suite 271
Seattle, WA 98168
T: 253 437 0031 F: 253 437 0032 E: operations@levyexpo.com

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

EXHIBITOR MOVE-IN: Monday, March 3, 2025 (*Equipment move-in by appointment only*)
Tuesday, March 4, 2025 No move-in/Dark Day
Wednesday, March 5, 2025 8:00 am – 5:00 pm
Thursday, March 6, 2025 8:00 am – 5:00 pm

EXHIBITION DATES: Thursday, March 6, 2025 6:30 pm – 8:00 pm (*Expo Opening Reception*)
Friday, March 7, 2025 10:30 am – 4:30 pm
Saturday, March 8, 2025 10:00 am – 1:00 pm

EXHIBITOR MOVE-OUT: Saturday, March 8, 2025 1:00 pm – 8:00 pm
Sunday, March 9, 2025 8:00 am – 12:00 pm
****Please note that all exhibit materials must be removed from the exhibit Facility by 12:00 pm on Sunday, March 9, 2025.**

BOOTH EQUIPMENT: Each 10' x 10' booth space includes the following:
• 8' high drapery backwall – black
• 3' high drapery sidewall – black
• 1 - 7" x 44" booth identification sign

If you require additional furnishings or services please complete and return the appropriate enclosed order form(s).

AISLE CARPET: The aisles will be carpeted in Tuxedo. Tuxedo carpet is a mix of black, white and grey.

BOOTH CARPET: To maintain a consistent and professional appearance on the show floor, Demolition New Orleans show rules **require** that all exhibitor booths have carpeting or an alternative floor covering. If you are not bringing your own carpeting or floor covering, please see the Levy Carpet Order Forms for options and ordering

CEILING HEIGHT: The ceiling height in the exhibit hall is 60 feet.

DISCOUNT PRICE DEADLINE: In order to receive the discount rates listed on the enclosed order forms, your **PAID** order is to be received by **February 12, 2025**.

SUSPENDED SIGN HANGING: All overhead hanging must be assembled, installed, and removed by Levy. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign. Sign assembly requires a two-person crew. All hanging signs must be hung at 20' from the floor to the top of the sign. Hanging signs are only permitted in island booths.

PRESSURE WASHING: Pressure washing and detailing services will not be available.

DEMOLITION NEW ORLEANS

QUICK FACTS

LEVY ONLINE ORDERING:

The online ordering link and instructions will be sent via email to all exhibitors. Please provide your correct contact information to the show organizer to ensure you receive all necessary show information.

SHIPPING:

Please refer to the Material Handling order form in this manual for further information and associated costs.

*****Please note that move-out occurs during overtime hours, therefore overtime rates will automatically apply to Material Handling*****

All ADVANCE WAREHOUSE shipments should arrive between January 29, 2025 – February 26, 2025. Shipments arriving before or after these dates will incur an early/late surcharge.

Shipments sent to the advance warehouse should be consigned as follows: (Labels are provided in the Material Handling Section of the manual)

Demolition New Orleans
Exhibiting Company Name
Booth # ____
Levy Exposition Services, Inc.
c/o Liberty CFS NV, Inc.
400 Shrewsbury Road
Jefferson, LA 70121

All **DIRECT** shipments should not arrive prior to 8:00 am on **Wednesday, March 5, 2025**. Shipments arriving prior to this time will be refused.

Direct shipments should be consigned as follows: (Labels are provided in the Material Handling section of manual)

Demolition New Orleans
Exhibiting Company Name
Booth # ____
Ernest N Morial Convention Center
c/o Levy Exposition Services, Inc.
900 Convention Center Blvd
New Orleans, LA 70130

*****Due to the Convention Center being a central hub for Mardi Gras taking place during move-in, there will be no access to the Exhibit Hall on Tuesday, March 4th. Neither Levy Exposition Services nor NDA will be onsite this day to coordinate any deliveries or set-up. Please refer to the schedule for designated set-up times and coordinate deliveries accordingly*****

LIVE DEMO FREIGHT: Any Exhibitor Freight that needs to be delivered, picked up or transported to or from the Live Demo site will be subject to an hourly labor charge and a charge for a truck or transportation vehicle. This includes improperly labeled freight or last-minute shipments to the Demolition New Orleans Advanced Warehouse.

DEMOLITION NEW ORLEANS

QUICK FACTS

**DISMANTLE AND
MOVE-OUT
INFORMATION:**

All exhibitor materials **MUST** be removed from the facility by 12:00 pm on Sunday, March 9, 2025. To ensure that all exhibitor materials are removed by this time, please have your carrier check in at the show site no later than 9:00 am on March 9th. If your carrier does not check-in at the show site by this time, your shipment will be rerouted via the official carrier, Liberty CFS NV, Inc.

**POST SHIPPING
PAPERWORK:**

Our customer service center will have outbound bills of lading and shipping labels for your convenience. Please note that Levy Exposition Services Bills Of Lading's (BOLs) **MUST** be filled out and turned into the service center once your materials are packed for all outbound shipments.

It is vital that your carrier knows your company name and booth # when you make your outbound shipping arrangements. Additionally, if your carrier plans to use a freight forwarding company to pick up your shipment(s), you **MUST** include this company's name as well as the actual shipping company's name on the bill of lading that you fill out. In the event someone other than the company listed on your outbound bill of lading arrives to pick up your shipment, it will be rerouted via the official show carrier.

**MARSHALLING
YARD:**

To control traffic during the install and dismantle, we will utilize a marshalling yard for all exhibitors. The yard will be operational for driver check-in and staging on the following dates and times:

Monday, March 3, 2025: *Equipment move-in, by appointment only*

Tuesday, March 4, 2025: *No Service/Dark Day*

Wednesday March 5, 2025: *8:00 am – 5:00 pm*

Thursday, March 6, 2025: *8:00 am – 5:00 pm*

Saturday, March 8, 2025: *1:00 pm – 8:00 pm*

Sunday, March 9, 2025: *8:00 am – 12:00 pm*

Please notify your carriers that their driver must check in prior to being dispatched to the Ernest N Morial Convention Center for both delivery and pick-up. A \$75.00 usage fee will apply to all inbound and outbound carriers. We have included the Marshalling Yard Lot J address below:

Address: 102 Henderson Street, New Orleans, LA 70130

ONLINE ORDERING INSTRUCTIONS

We are pleased to offer online ordering for **Demolition New Orleans**. This system is designed to assist in fulfilling your exposition needs simply, conveniently and securely.

Our online ordering links are unique to each exhibitor and are generated when exhibitors are imported to our online system. This creates a streamlined experience for exhibitors and eliminates the need to create a username and password.

1. You will receive an email from Levy Exposition Services with a copy of the PDF Exhibitor Kit and your account specific online ordering link. →
NOTE: If you do not receive your email, please email agaudet@levyshow.com and you will be sent one directly.

Levy Online Ordering Link:

[Click here to begin online ordering](#)

2. Once you have accessed the online ordering portal, you will be directed to the Welcome Page where you can access the Exhibitor Kit, Show Facts and other ancillary service forms. To begin online ordering, you can click the red "Order Booth Services" button. →
5. After making your service or rental selections, click the "Add to Cart" button. Once you have finished adding all items or services to your cart, click on the "My Cart/Orders" tab on the menu at the top of the page to view your order.
6. To complete your purchase click on the "Proceed to Checkout" button.
7. Complete your billing details and enter your credit card information to confirm and complete the order.
NOTE: Alternatively, to expedite the check out process, you may enter your card details before online shopping by clicking the "My Profile/CC" tab on the menu at the top of the page, then click "Credit Cards" and fill out the required information.

Exhibitor Information

ETK TEST
Booths: LEVY

Order Booth Services

Exhibitor Kit

Show Facts

Please click the blue links above for important show information and services.

OTHER HELPFUL INFORMATION:

1. To find your username and password, please click on the "My Profile/CC" tab on the menu at the top of the page.
2. To access and view your invoice(s), please click on the "My Invoice" tab on the menu at the top of the page.



DEMOLITION NEW ORLEANS

March 5-8, 2025
New Orleans, LA

Tradition Meets
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GENERAL SHOW INFORMATION & INSTRUCTIONS

A. IMPORTANT DATES AND TIMES

Location: New Orleans Ernest N. Morial Convention Center, Hall B

Exhibitor Move-In:

Monday, March 3: 8:00 a.m. – 5:00 p.m. (**equipment move-in only, by appointment only**)

Levy to send targeted move-in times to individual exhibitors based on position on floor plan.

Tuesday, March 4: DARK DAY - No Service / No Move-in Available (Fat Tuesday)

Wednesday, March 5: 8:00 a.m. – 5:00 p.m. – All Exhibitors

Thursday, March 6: 8:00 a.m. – 5:00 p.m. – All Exhibitors

All exhibits must be set up by 5:00 p.m. on Thursday, March 6, 2025.

***Please note:** Late move-in will be available on Wednesday, March 5 due to no scheduled move-in on Tuesday, March 4.

Expo Hours:

Thursday, March 6: 9:00 a.m. – 4:30 p.m. Live DEMOLition Event™ (Offsite)

Thursday, March 6: 6:30 p.m. – 8:00 p.m. Expo Opening Reception in Exhibit Hall

Friday, March 7: 10:30 a.m. – 4:30 p.m.

Saturday, March 8: 10:00 a.m. – 1:00 p.m.

Exhibitor Move-Out:

Saturday, March 8: 1:00 p.m. – 8:00 p.m.

Sunday, March 9: 8:00 a.m. – 12:00 p.m.

The Expo will be open according to the schedule shown above. All exhibits must be opened and staffed during show hours. Exhibitors will be allowed into the Expo **two hours** before the opening. Exhibitors will be required to exit the Expo as soon as the show closes each night.

Exhibitors may begin to pack equipment, supplies, and literature when the show closes on Saturday, March 8 at 1:00 p.m. and must be completely out of the hall by Sunday, March 9 at 12:00 p.m. Any materials remaining in the facility will be re-routed via Levy's choice at the exhibitor's expense.



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EXPO ADMISSION HOURS

Location: New Orleans Ernest N. Morial Convention Center, Hall B

Exhibitors will be allowed on the Expo floor at the following times:

Monday, March 3	8:00 a.m. – 5:00 p.m. (equipment move-in only, by appointment only)
Wednesday, March 5	8:00 a.m. – 5:00 p.m.
Thursday, March 6	8:00 a.m. – 8:00 p.m.
Friday, March 7	8:30 a.m. – 4:30 p.m.
Saturday, March 8	8:00 a.m. – 8:00 p.m.
Sunday, March 9	8:00 a.m. – 12:00 p.m.

Exhibitors must have a name badge in order to gain access to the Expo. If an exhibitor needs additional time in their booth during exhibitor move-in/move-out, please contact NDA Show Management onsite to receive an Early/Late Pass. Stop by registration for assistance onsite.

B. OFFICIAL SERVICE AND MATERIAL HANDLING CONTRACTOR

Levy is the Official General Service Contractor for Demolition New Orleans. Other official show suppliers are listed in the Exhibitor Services Directory. Levy will maintain an Exhibitor Service Desk located during the event, including move-in and move-out.

D. SHIPPING & INSURANCE

Shipping instructions and shipping labels are included in the Levy materials. NDA encourages exhibitors to purchase insurance coverage for their booth in the event your display is damaged or lost in transit.

While making shipping arrangements, be sure to plan for a company representative to be on-site to oversee the outbound shipment of your display and products. It is also a good idea to place a rider on your insurance policy to cover your display and products from the time they leave your possession until their return. Remember that your company is responsible for your exhibit and product. It is expected that exhibitors have or purchase adequate insurance to protect against all perils. Your insurance agent should be consulted to be sure of adequate coverage.

E. TRUCK DELIVERIES

All truck drivers delivering freight to the show should check in with the shipping and receiving dock at the convention center. Freight will be unloaded on a first-come, first-served basis in accordance

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with Levy's move-in schedule, the availability of appropriate manpower and equipment for the job and access to the exhibitor's booth location.

F. EMPTY CRATES

It is important that crates be removed from the floor and placed in storage as soon as they are empty. All crates should be closed securely, and "empty" stickers should be attached as soon as they are emptied. Stickers can be picked up at the Levy Exhibitor Service Desk. Open crates will not be accepted for storage.

A clearly marked "empty" sticker containing your booth number and company identification securely attached to your empty crates will expedite their return to you at the close of the show. No empty boxes or crates may be stored in the exhibit area or in the service aisle due to Fire Marshal regulations.

G. SECURITY

Independent guards will be engaged to provide protection for the overall exhibition from the beginning of move-in to the end of move-out, but not for any particular exhibit. The National Demolition Association (NDA), Smithbucklin, Levy, New Orleans Ernest N. Morial Convention Center and the security vendor are not responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes. NDA strongly recommends that each exhibiting company secure a rider policy through its insurance agent to cover all booth and display items during transportation to and from this convention, as well as during installation, exhibit days, and dismantling. NDA insurance policies do not extend to cover liabilities of exhibitors.

H. HOUSING INFORMATION

NDA has reserved a block of rooms at the Hilton New Orleans Riverside. To take advantage of these rates, click on the link below and reserve your room today!

Hilton New Orleans Riverside
Two Poydras St.
New Orleans, LA 70130

\$284.00/night

[Book your reservation online at the Hilton Riverside!](#)

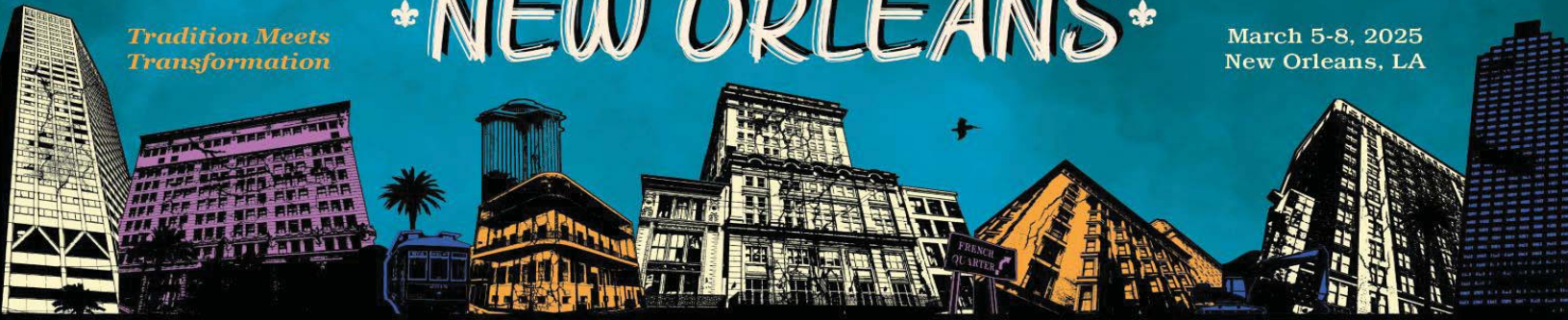
This rate is available through Friday, February 14 or until the block sells out. After this date, rooms can be booked on a space-available basis at the prevailing rate.

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Please note that all official Demolition New Orleans hotel information will come from NDA Show Management. Please disregard any communications coming from suspicious third party companies. NDA cannot verify the authenticity of such companies or their representations and will not be able to provide a resolution to issues related to such reservations. If you have any questions about the booking of your hotel reservation, contact exhibit@demolitionassociation.com.

I. REGISTRATION INFORMATION

NDA is pleased to offer online registration for all Demolition New Orleans exhibitors. Exhibitors receive one complimentary full conference badge **per booth** and one complimentary Exhibitor Additional Staff badge per 100 sq. of booth space.

Please note: Exhibitor Additional Staff passes include access to Live DEMOLition Event® and Expo hours at Convention Center. These passes do not include social events; each event can be purchased for an additional fee. Exhibitor Additional Staff passes **do** include admittance to the LIVE DEMOLition Event™.

Booth Size	Comp Expo Only Badges
400 sq. ft.	1
500 sq. ft.	2
600 sq. ft.	3
700 sq. ft.	4
800 sq. ft.	5
900 sq. ft.	6
1000+ sq. ft.	7

Each company has the opportunity to purchase Full Conference and Exhibitor Additional Staff passes for additional employees.

On or before January 8, 2025, all additional Full Conference Exhibitor Badges can be purchased at the early bird rate of \$875.00, and Exhibitor Additional Staff for \$350. After January 8, 2025, additional Full Conference Badges can be purchased at the standard rate of \$975/badge (standard rate, January 9, 2025 – March 4, 2025). After March 8, 2025, badges can be purchased at the late/onsite rate of \$1,075/badge. If you do not have your registration instructions or password, email the NDA Registration team at registration@demolitionassociation.com.

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J. RULES AND REGULATIONS

Exhibitors are responsible for compliance with all pertinent regulations and codes concerning fire, safety and health, which may be applicable in the Expo during the event. Exhibitors must comply with NDA's Contract Conditions/Rules & Regulations and the IAEE Display Rules and Regulations as included in this kit.

K. NDA EXHIBIT BOOTH PACKAGE

Each exhibitor will be provided with the following benefits per [10' x 10'] space:

- A standard identification sign (7" x 44") indicating company name and booth number
- Eight-foot (8') black high back wall drape and three-foot (3') black high side rail drape
- One (1) complimentary full conference registration per booth
- Perimeter security guard service during all show hours (24-hours)
- Daily cleaning of the Expo aisles and common area (if your booth requires daily cleaning, please reference the booth cleaning form in this kit)**
- Exhibitor listing and booth number in the pocket guide and mobile app
- Pre-Event/Post-Event attendee list of all registered attendees (to include contact, company name, e, title, mailing address, phone and email for those that opted-in)

****Exhibitors must carpet or provide floor covering for booth space. Please refer to the order form in this kit.**

L. AMERICANS WITH DISABILITIES ACT CONFORMANCE

All Exhibitors shall be responsible for compliance with the Americans with Disabilities Act (ADA). The Exhibitor shall hold NDA and its directors, officers, employees, agents or subcontractors harmless from any consequences of exhibiting the company's failure in this regard. For more information on the Americans with Disabilities Act and how to make your exhibit accessible to persons with disabilities, please contact:

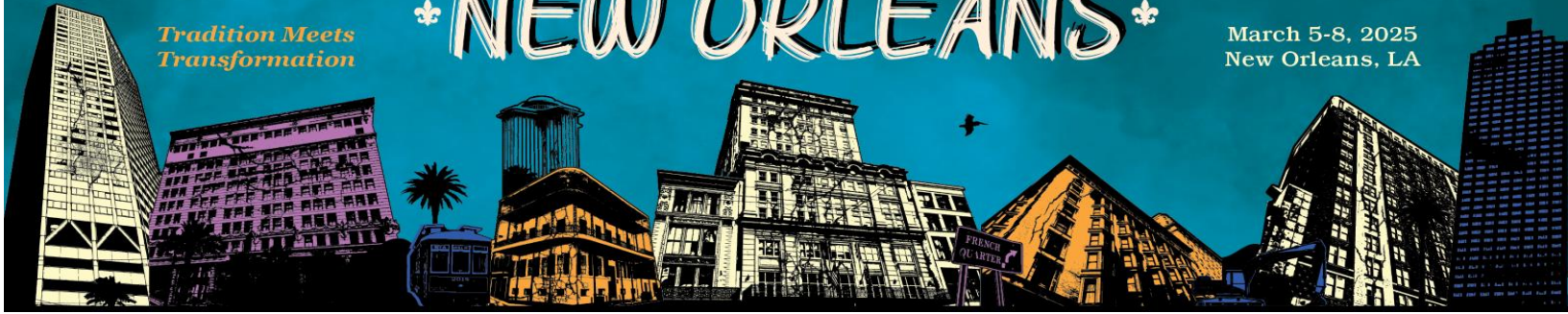
ADA
Civil Rights Division
U.S. Department of Justice
950 Pennsylvania Avenue, NW
Civil Rights Division
Disability Rights Section - NYAV
Washington, D.C. 20530
Phone: 800.514.0301
Website: www.ada.gov

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EXHIBITOR SERVICES DIRECTORY

Audio Visual

David Michael Productions, Inc
Office: (630) 972-9640 EXT. 308
Contact: Ray Braasch
NDA@davidmichaelproductions.com

Business Center – UPS

Phone: 504.670.8941
Fax: 504.670.8887
store6216@theupsstore.com

Electrical & Plumbing

Ernest N. Morial Convention Center
900 Convention Center Blvd., New Orleans, LA
70130
Phone: 504.582.3023
exhibit_services@mccno.com
www.services.mccno.com

Food & Beverage

Ernest N. Morial Convention Center
Phone: 504.670.7254
linsey.marriott@sodexo.com

General Services Contractor

Levy Exposition Services Inc.
14900 Interurban Ave, Suite 271
Seattle, WA 98168
253.437.0031
operations@levyshow.com

Hotel & Travel

Hilton New Orleans Riverside
Room Rate: \$284/night
Cut-Off: Friday, February 14, 2025
[Book here](#)

Internet/WIFI

Ernest N. Morial Convention Center
www.services.mccno.com
Phone: 504-582-3023

NDA Show Management

2001 K Street NW, 3rd Floor North
Washington, DC 20006
Phone: 312.673.5612
exhibit@demolitionassociation.com

Registration

2001 K Street NW, 3rd Floor North
Washington, DC 20006
Phone: 312.673.4993
Email: registration@demolitionassociation.com

Rigging

Levy Exposition Services Inc.
Phone: 253.437.0031
operations@levyexpo.com

Shipments – Advanced Warehouse

Demolition New Orleans
<Company Name & Booth #>
Levy Exposition Services Inc.
c/o Liberty CFS NV, Inc.
400 Shrewsbury Road
Jefferson, LA 70121

Shipments – Direct to Show Site

Demolition New Orleans
<Company Name & Booth #>
Ernest N. Morial Convention Center
c/o Levy Exposition Services Inc.
900 Convention Center Blvd
New Orleans, LA 70130

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EXHIBITOR CRITICAL DATES & CHECKLIST

Tuesday, December 3

- All exhibit space must be paid for in full
 - In the event of cancellation, no refunds are available after this date

Wednesday, January 8

- Deadline to register at the Exhibitor Full Conference Early Rate (\$875). After this date, registration rates increase to the Exhibitor Full Conference Regular Rate (\$975).

Friday, January 17

- All exhibitors occupying island booths must submit floor plans and/or prospective drawings with the dimensions of their booth to NDA for review to ensure compliance with IAEE's Guidelines for Display Rules and Regulations. Please email your booth drawing to exhibit@demolitionassociation.com.

Friday, January 24

- NDA Exhibitor Appointed Contractor (EAC) Form due.

Wednesday, January 29 – Wednesday, February 26

- Advance shipments accepted at the Levy warehouse.
 - To avoid additional after-deadline charges, materials must arrive by February 26, 2025

Friday, February 14

- Book your hotel reservations at the Hilton Riverside by this date to receive discounted room rates

Monday, February 10

- Electrical, internet, and plumbing order discount deadline through Ernest N. Morial Convention Center

Wednesday, February 12

- Levy discount pricing deadline

Wednesday, February 19

- Lead Retrieval discount deadline

Thursday, February 20

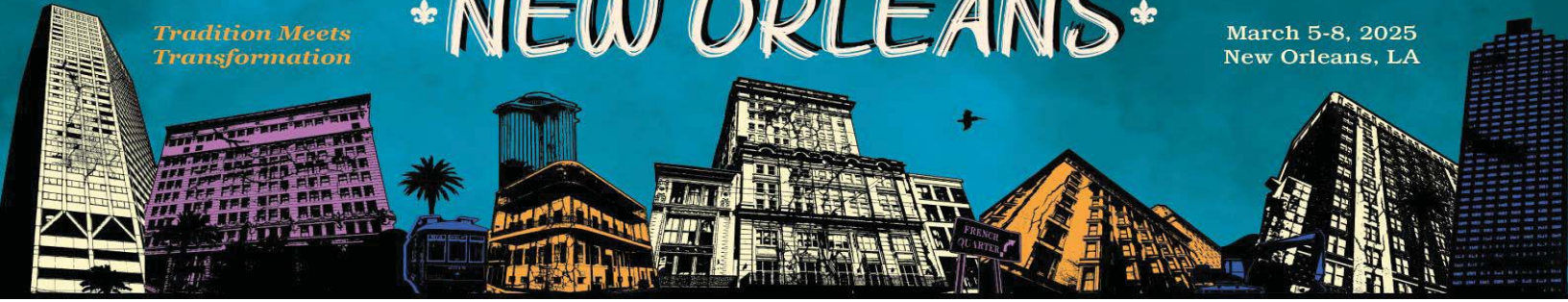
- Pre-Show Attendee List sent to exhibitors

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Monday, March 3

- Equipment move-in by appointment only

Wednesday, March 5

- Show site shipments accepted at the Ernest N. Morial Convention Center
- Exhibitor Move-In 8:00 am – 5:00 pm
- Registration Open/Badge Pick Up 8:00 am – 6:30 pm

Thursday, March 6

- Exhibitor Move-In 8:00 am – 5:00 pm
- Expo Opening Reception 6:30 pm – 8:00 pm

Friday, March 7

- Expo Open 10:30 am – 4:30 pm

Saturday, March 8

- Expo Open 10:00 am – 1:00 pm
- Exhibitor Move-Out 1:00 pm – 8:00 pm

Sunday, March 9

- Exhibitor Move-Out 8:00 am – 12:00 pm
 - All carriers must check-in by 9:00 am. All materials must be removed by 12:00 pm.

Monday, March 10

- Post-Show Attendee List sent out

QUESTIONS?

Contact the NDA Show Management Team at exhibit@demolitionassociation.com

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New Orleans, LA



HOUSING

NDA has reserved a block of rooms at the Hilton New Orleans Riverside and the Renaissance New Orleans. To take advantage of these rates, click on the link below and reserve your room today!

Hilton New Orleans Riverside

Two Poydras St.

New Orleans, LA 70130

\$284.00/night

Cut-off Date: Friday, February 14

[Book your reservation online at the Hilton Riverside!](#)

Renaissance New Orleans Arts Warehouse District 700 Tchoupitoulas St.

New Orleans, LA 70130

\$349/night

Cut-off Date: February 7, 2025

[Book your reservation online for Renaissance here](#)

Limited Availability

This rate is available through Friday, February 14, 2025, or until the block sells out. After this date, rooms can be booked on a space-available basis at the prevailing rate.

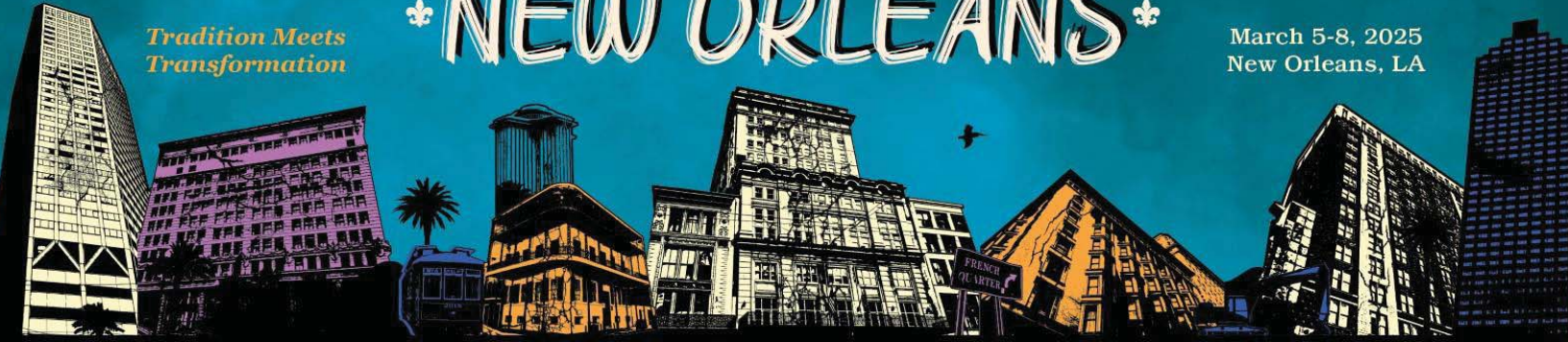
Please note that all official 2025 Demolition New Orleans hotel information will come from NDA Show Management. Please disregard any communications coming from companies such as the Convention Housing Authority, Global Housing, etc. as they are not working in conjunction with NDA. NDA cannot verify the authenticity of such companies or their representations, and will not be able to provide a resolution to issues related to such reservations. Feel free to contact exhibit@demolitionassociation.com if you have any questions about your hotel reservation.

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EXHIBITOR REGISTRATION

NDA is pleased to offer online registration for all 2025 Demolition New Orleans exhibitors. Each exhibitor receives one complimentary Full Conference badge **per booth** and one complimentary Exhibitor Additional Staff badge per 100 sq. of booth space. Each company has the opportunity to purchase Full Conference and Exhibitor Additional Staff passes for additional employees. See below for registration rates.

Registration Type	Early Bird Pricing Ends Jan 8, 2025	Standard Pricing Ends Mar 4, 2025	LATE/Onsite Ends Mar 8, 2025
Exhibitor Full Conference	\$875	\$975	\$1075
Exhibitor Additional Staff	\$350		
* Please note: Exhibitor Additional Staff passes do not include social events, each event can be purchased for an additional fee. Exhibitor Additional Staff passes do include admittance to the LIVE DEMOLITION Event®.			

If you do not have your registration instructions with your Complimentary Promotional Code, email the NDA Registration Team at registration@demolitionassociation.com.

Click [HERE](#) or the link below to access the exhibitor registration site:
<https://www.edgereg.net/er/Registration/StepRegInfo>

To begin your registration, please follow these steps:

1. Login to your NDA account
2. Choose to either register yourself or register as a group. **If you plan to register as a group, the allotments must be used at one time. Substitutions may be made.**
3. Select the packages per registrant, either Expo Only or Full Conference
4. Add the employees from your organization to register.
5. Provide RSVP information about social events and activities.
6. Review the summary and add the registrations to the cart
7. Click "Checkout"
8. Under "Add a discount or promotional code" add the applicable code to receive complimentary registration.
9. If necessary, complete payment information.
10. Choose checkout to complete the registration.

If you have any questions regarding registration, please contact registration@demolitionassociation.com.

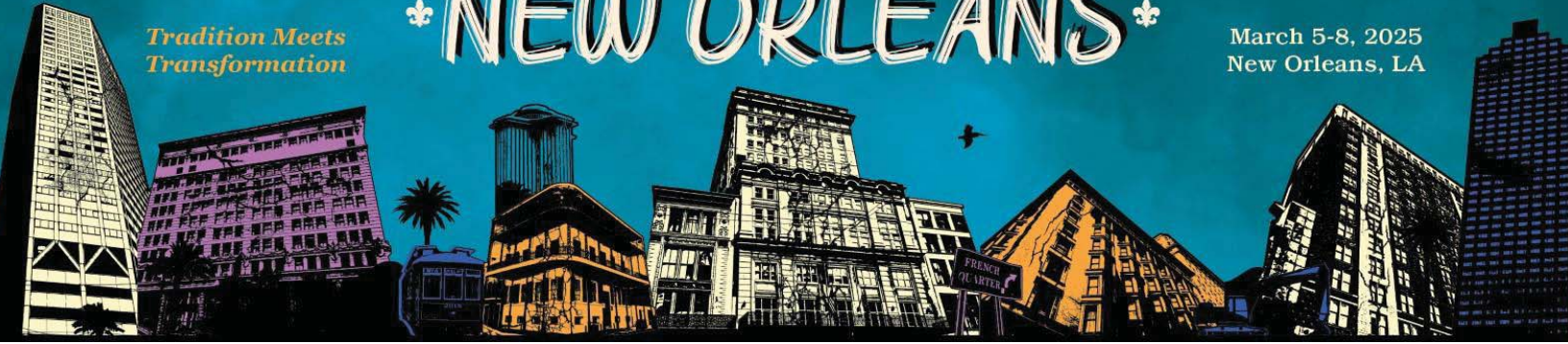
If you need assistance with your login and password information, please visit
<https://www.demolitionassociation.com/Membership/Member-Login-Help>.

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Please note:

- There will be a \$100 processing fee for all cancellations received on or before Wednesday, February 19, 2025. After that time, there will be no refunds for registrations cancelled after Wednesday, February 19, 2025. Cancellations must be emailed to registration@demolitionassociation.com prior to this date for refunds to be issued. Name substitutions are allowed to transfer a paid registration to another colleague. Registrations cannot be transferred or applied as a credit to a future event. Telephone cancellations are NOT accepted for refunds. Hotel reservations must be cancelled separately.
- Once your company has used your complimentary full conference registration badge, you may purchase additional badges at the rates listed above.
- As an Exhibitor, regardless of if you have a full conference badge or an expo only badge you will receive exclusive access to the Expo for scheduled move-in and move-out hours.
- Exhibitor registration badges (Full Conference and Exhibitor Additional Staff) allow access to the Expo during the following times:

Move-In (New Orleans Ernest N. Morial Convention Center, Hall B)

Monday, March 3:	8:00 a.m. – 5:00 p.m. (equipment move-in only, by appointment)
Tuesday, March 4:	NO SERVICE/MOVE-IN (FAT TUESDAY, HOLIDAY)
Wednesday, March 5:	8:00 a.m. – 5:00 p.m.
Thursday, March 6:	8:00 a.m. – 5:00 p.m.

Show Hours

Thursday, March 6:	9:00 a.m. - 4:00 p.m. Live DEMOLition Event®(offsite)
Thursday, March 6:	6:30 p.m. – 8: p.m. pm Expo Opening Reception at Henry B. Gonzalez Convention Center
Friday, March 7:	10:30 a.m. – 4:30 p.m.
Saturday, March 8:	10:00 a.m. – 1:00 p.m.

Move-Out

Saturday, March 8:	1:00 p.m. – 8:00 p.m.
Sunday, March 9:	8:00 a.m. – 12:00 p.m.

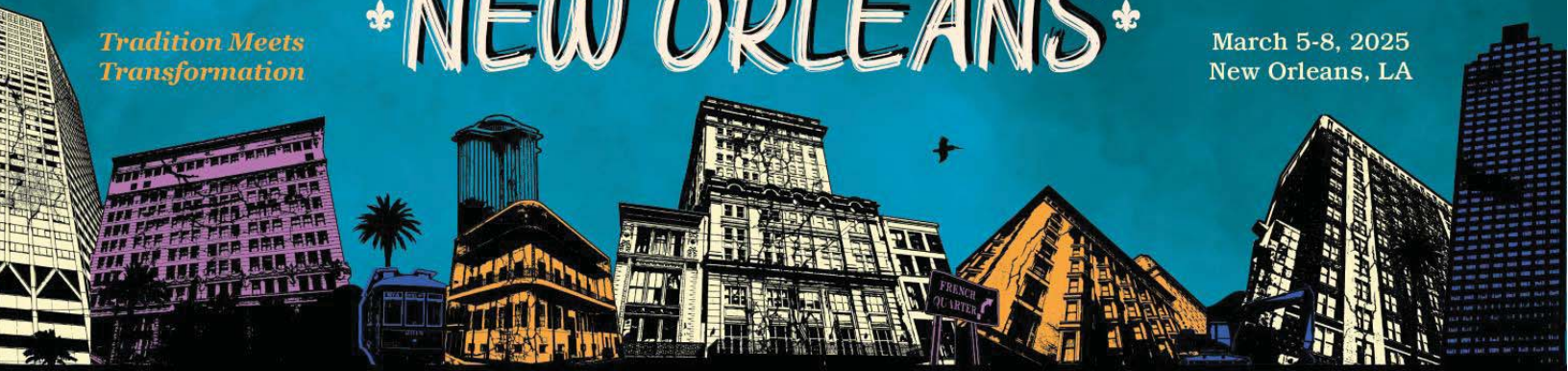
The full convention schedule of events can be found [here](#).

DEMOLITION NEW ORLEANS



Tradition Meets
Transformation

March 5-8, 2025
New Orleans, LA



NOTICE OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR(S)

Please fill out this form **ONLY** if you plan to use labor other than that provided by the general service contractor, Levy. **Notices are due Friday, January 24, 2025.**

We have contracted with the following firm to install and/or dismantle our exhibit display at 2025 Demolition New Orleans.

EAC COMPANY NAME: _____

CONTACT: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____

It is understood that the above contractor will service and maintain insurance coverage as follows:

- a) Workman's Compensation insurance in the minimum amounts required by the laws of the State of Louisiana.
- b) Comprehensive General Liability insurance with minimum combined single limits of \$1,000,000 for bodily injury and/or property damage in any once occurrence.

Such insurance must be maintained in full force during the period when exhibitor appointed contractor is working on the display at **2025 Demolition New Orleans.**

The exhibitor appointed contractor must furnish NDA Show Management with an original certificate of insurance attesting to this coverage. The exhibitor appointed contractor will not be allowed to work at the show until Show Management has received this form and an original certificate of insurance.

EXHIBITING COMPANY: _____

CONTACT: _____ BOOTH NUMBER: _____

AUTHORIZED SIGNATURE: _____

RETURN FORM TO:
NDA Show Management
2001 K Street NW, 3rd Floor North,
Washington, DC 20006
Phone: 312.673.5612
Email: exhibit@demolitionassociation.com

DEMOLITION NEW ORLEANS



*Tradition Meets
Transformation*

March 5-8, 2025
New Orleans, LA



Lead Retrieval

Order by Wednesday, February 19 for early pricing

Pre-ordering your package is encouraged. There will be limited availability for orders onsite.

Order your lead retrieval system online here:

<https://events.smithbucklin.com/client/NDA/537>

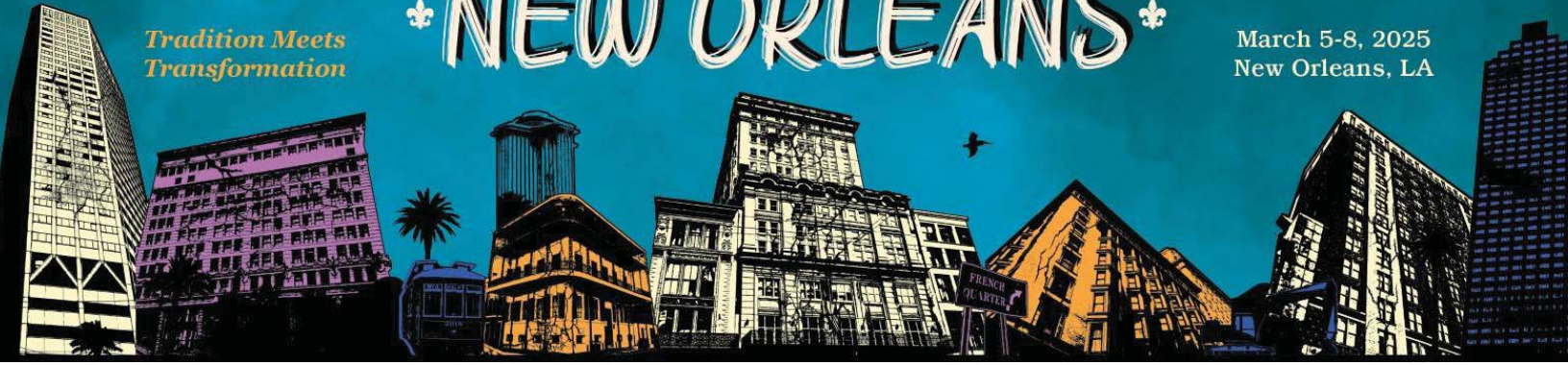
If you have any questions regarding lead retrieval, please email itevents@smithbucklin.com.

DEMOLITION NEW ORLEANS



*Tradition Meets
Transformation*

March 5-8, 2025
New Orleans, LA



NDA Rules & Regulations

Please review the (2) Rules and Regulations documents in preparation for the event.

1. NDA Exhibit Contract Rules & Regulations

[https://www.demolitionassociation.com/Portals/0/2025 Exhibit
Contract Rules and
Regulations.pdf?ver=jzivqAFFcBbVnRwBOFpfVA%3d%3d](https://www.demolitionassociation.com/Portals/0/2025%20Exhibit%20Contract%20Rules%20and%20Regulations.pdf?ver=jzivqAFFcBbVnRwBOFpfVA%3d%3d)

2. IAEE Rules & Regulations

[https://www.demolitionassociation.com/Portals/0/IAEE%20Rules%20a
nd%20Regulations.pdf?ver=thdPOZydAZzSmYAev1GLCQ%3d%3d](https://www.demolitionassociation.com/Portals/0/IAEE%20Rules%20and%20Regulations.pdf?ver=thdPOZydAZzSmYAev1GLCQ%3d%3d)

If you have questions relating to these documents, reach out to
exhibit@demolitionassociation.com

Application and Contract for Exhibit Space

NDA Demolition Convention and Expo

Event Dates: March 5-8, 2025

Event Location: Ernest N. Morial Convention Center, New Orleans, LA



1. Assignment of Space

The National Demolition Association (hereinafter "NDA") may at its discretion accept or reject any Application & Contract for Exhibit Space and reserves the right to relocate or reassign exhibit space at any time. Space assignments are scheduled in September 2024. Application & Contracts received after space selection will be assigned on a first-come, first-served basis following space selection.

The primary consideration in the assignment of space to exhibitors shall be in the best interest of NDA. Space determinations are also contingent upon a receipt of Application & Contract; the size of exhibit space requested; physical layout and characteristics of the Expo; and compatibility of exhibitors.

All applications for space must be completed via the Application & Contract. Please keep a copy for your records. Each exhibiting company must have contiguous booths, unless other set-up is approved by NDA Show Management at its discretion.

If an Exhibitor is acquired by another exhibitor after their initial space selection, the acquired exhibitor can move to the acquiring exhibitor's booth without any financial liability. Alternatively, the acquired exhibitor may retain its contracted space to exhibit its own products and also may display the company name of the acquiring exhibitor but not the acquiring exhibitor's products.

Exhibitor should frequently review its space location and changes to neighboring booths/areas for updates to the floor plan. It is the Exhibitor's responsibility to keep up with changes to their assigned area. NDA anticipates alterations to the initial plan and cannot be held responsible for changes that may affect a participating Exhibitor's selection of space.

2. NDA Priority Points

A priority point system has been established to equitably assign space to exhibitors. All points are accrued based on the previous 18 calendar years for the company's participation in NDA Demolition Convention and Expo including: exhibit space, sponsorship and membership. All exhibit space assigned after onsite space selection will be on a first-come, first-served basis.

3. Payments, Cancellations & Refunds

Exhibitor must remit a 50% percent deposit of the total Exhibit Booth Fee by September 3, 2024 in order to participate in space selection. The remaining balance of the Exhibit Booth Fee must be paid prior to December 3, 2024. Notwithstanding the foregoing, a Contract submitted on or after December 3, 2024 must be accompanied by full payment of the Exhibit Booth Fee at the time of submission.

Contracts submitted on or after September 3, 2024 must be accompanied by 50% of the total Exhibit Booth Fee at the time of submission.

A Contract will not be processed, nor space assigned, without the required Exhibit Booth Fee payments. Credit card payments can be made online using

American Express, Discover, MasterCard or Visa.

Checks must be payable to NDA and can be remitted to the following address via the U.S. Postal Service:

NDA
8657 Solution Center
Chicago, IL 60677-8006

Please email exhibit@demolitionassociation.com for remittance instructions for ACH/wire payments,

NDA reserves the right to hold or revoke Exhibitor badges for any Exhibitor with an unpaid balance and to instruct all official show contractors to deny goods and services.

Cancellation of exhibit space must be directed via email to exhibit@demolitionassociation.com, provided that the cancelling exhibitor obtains confirmation of NDA's receipt of the email on or before the cancellation deadline.

There will be no cancellation penalty for all cancellations and space reductions made prior to or on September 3, 2024. For cancellations of space received between September 3, 2024 and December 3, 2024, exhibitor is responsible for, and NDA retains, 50% percent of the total space rental charge as a cancellation fee. Should an exhibitor cancel a portion of their space between their initial space selection and December 3, 2024, exhibitor is responsible for, and NDA retains, the 50% percent deposit on the cancelled partial space as a cancellation fee. No refunds will be granted after December 3, 2024.

If for any reason beyond NDA's control NDA determines that 2025 Demolition New Orleans must be cancelled, shortened, delayed, dates changed, or otherwise altered or changed, Exhibitor understands and agrees that NDA will direct any monies paid to the following options at the discretion of the exhibitor: updated NDA exhibitor opportunity at 2025 Demolition New Orleans, Live DEMO participation, NDA sponsorship opportunities, NDA advertising opportunities, or booth space at 2025 Demolition New Orleans.

Exhibitor, as a condition of being permitted by NDA to be an Exhibitor in the Event, agrees to indemnify, defend and hold harmless NDA its directors, officers employees, agents and subcontractors from any and all loss which Exhibitor may suffer as a result of Event cancellation, duration, delay or other alterations or changes caused in whole, or in part, by any reason outside NDA's control. The terms of this provision shall survive the termination or expiration of this Contract.

4. Subletting of Exhibit Space & Care of Building

Exhibitor is prohibited from assigning or subletting a booth or any part of the space allotted to it nor shall it exhibit or permit to be exhibited in its space any products or advertising materials which are not a part of its own regular products, or which are not compatible with the purpose and/or character of Demolition New Orleans as determined by NDA in its sole discretion.

5. Exhibitor Benefits

The following services will be provided to exhibitors at no additional charge:

- A standard identification sign (7" x 44") indicating company name and booth number
- Eight-foot-high (8') back wall drape and three-foot-high (3') side rail drape
- Perimeter security guard service during all show hours (24-hours)
- Daily cleaning of Expo aisles and common area
- Exhibitor listing and booth number in the Convention Mobile App
- One (1) complimentary full conference badge per company
- One (1) complimentary expo only badge per 100 sq. ft. of contracted booth space
- Pre-Show attendee list of all Annual Convention attendees (made available 2 weeks prior to the Convention – to include contact, company name, title, mailing address, phone and email)
- Post-Show attendee list including: contact, company name, title, mailing address, and email (made available two weeks after Convention)

Pre-Show/Post-Show Attendee List: Attendee lists from the Event are distributed only to exhibiting companies, other official partners and attendees. Please note that Exhibitor and no other individual or organization are authorized to market or to sell attendee lists of NDA. Such lists shall only be used for mailings of promotional material relating to Exhibitor's booth at the Event and shall not be reproduced, transferred or used in any other manner. In using such lists for mailings, Exhibitor must ensure compliance with all country, state and local laws and regulations including, but not limited to, the European Union's General Data Protection Regulations (GDPR) and the California Consumer Privacy Act (CCPA). The Exhibitor shall indemnify, hold NDA, its directors, officers, employees, agents or subcontractors harmless from the performance or breach of this provision by Exhibitor, its employees, agents or contractors. The terms of this provision shall survive the termination or expiration of this Contract.

6. Booth Construction Rules & Regulations

Exhibitors must abide by all of the facility rules and regulations of the New Orleans Ernest N. Morial Convention Center. Rules and regulations will be included in the Exhibitor Services Manual, made available to exhibitors 90 days prior to the show opening. All display rules and regulations outlined by the International Association of Exhibitors and Events (IAEE) in "Guidelines for Display Rules and Regulations" (2023 Update) apply.

Please contact exhibit@demolitionassociation.com to obtain these rules and regulations prior to November 2024. The Ernest N. Morial Convention Center has reserved the right to update, change or amend its rules and regulations after publication in the Exhibitor Services Manual.

*NOTE: Booth carpeting is not provided. Exhibitors are required to carpet their booths.

Application and Contract for Exhibit Space

NDA Demolition Convention and Expo

Event Dates: March 5-8, 2025

Event Location: Ernest N. Morial Convention Center, New Orleans, LA



7. Exhibitor Services Manual & Shipping Instructions

An official general service contractor (GSC) for the NDA Demolition Convention and Expo will be in charge of show production. NDA will make arrangements on behalf of all exhibitors with GSC to receive and deliver exhibits directly to the exhibit area. Exhibitor Services Manuals are made available 90 days prior to the show opening.

8. Exhibitor Liability, Indemnification & Insurance

Exhibitor remains solely responsible for the safety of its personnel and property at all times during transit to and from the Expo and within the Expo. Show Management is not responsible for the exhibitor's personnel and/or property or any loss thereto from any cause.

EXHIBITOR HEREBY WAIVES AND RELEASES ANY CLAIMS OR DEMAND IT MAY HAVE AGAINST ANY OF THE SHOW MANAGEMENT BY REASON OF INJURY, ANY DAMAGE OR LOSS OF ANY OF ITS PERSONNEL OR PROPERTY.

The National Demolition Association and the Ernest N. Morial Convention Center are to be listed as additional insureds on a primary and non-contributory basis with respect to general/automobile liability.

Exhibitor agrees that it will indemnify and hold Show Management harmless against all claims on account of injury to any person to the extent that any such injury was caused wholly or in part by any act or omission of exhibitor or any agents, employees, contractors, guests, licensees or invitees.

This indemnification of Show Management by exhibitor is effective unless such injury was caused by the sole negligence or gross negligence or willful misconduct of Show Management. If Show Management is made a party to any litigation commenced by or against exhibitor, or relating to this lease or the premises leased hereunder, then EXHIBITOR WILL PAY ALL COSTS AND EXPENSES, including reasonable attorneys' fees, INCURRED BY OR IMPOSED UPON SHOW MANAGEMENT BY REASON OF LITIGATION. NDA recommends that exhibitor obtain its own insurance at its expense for loss or damage to property or injury to persons, and cover its obligation under this paragraph 8.

9. Care Of Building

Exhibitor is liable for any damage caused by fastening displays or fixtures to the building floors, walls or columns, or to standard booth equipment or for damage caused in any other manners. Exhibitors may not use paint, lacquer, adhesives or any other coating on the building columns, floors or standard booth equipment.

10. Meetings & Displays Outside Exhibit Area

In order to ensure the success of the Event and avoid dilution of benefits extended to all partners, Exhibitor may not extend invitations, call meetings or otherwise encourage absence of other

exhibitors/sponsors/attendees from any program or other component of the Event during Show Hours or any function sponsored in connection with the Event without prior notice to and approval by NDA.

Absolutely no exhibits are permitted outside the Facility. There are to be no displays in hotel rooms, hotel public areas or other facilities or areas contracted or used by NDA.

11. Handouts/Giveaways/Selling/ Product Demonstration

Exhibitors who distribute items to participants are expected to adhere to the professional environment of the Expo. Items should be limited to those routinely produced for sale that can be used in professional setting or during 2025 Demolition New Orleans.

Items considered appropriate for distribution are educational materials, bags, pens, pencils, luggage tags, calendars, note pads, mugs and key chains. Noisemakers and tobacco products are prohibited as well as other items at the discretion of NDA Show Management.

NDA and the Exhibitor agree that the purpose of the Exhibition is exclusively for the education of persons attending the Convention, and will conduct themselves accordingly. "Over the Counter" sales of goods or services for onsite delivery is expressly prohibited.

If models are utilized for product demonstration, their conduct and manner must adhere to the professional environment of the Expo. Gimmicks such as clowns, mimes, jugglers, cartoon characters, etc. may not be used in product or booth demonstrations.

12. Exhibitor Registration

Advance exhibitor registration is provided to all exhibitors. All exhibitors are required to register. Exhibitor will receive one complimentary full conference badge per company and one complimentary expo only badge per 100 sq. ft. of booth space contracted (i.e. 400 sq. ft. = 4 expo only badges). Additional full conference badges and expo only badges are available for purchase. "No Show" badges are non-refundable. Admission to the Expo is by badge only.

13. Special Regulations

NO SMOKING POLICY – NDA's policy is No Smoking. Therefore, smoking is not allowed within the Expo at any time including installation and dismantle. All exhibitors are required to obey local fire ordinances.

AUDIO-VISUALS – Audiovisual presentations must be arranged so that aisles are not blocked and must be presented in a sound-proof room.

COURTESY – The right and privileges of an exhibit shall not be infringed upon by any other exhibitor. Interviews, demonstrations, distribution of literature, etc. must be made from inside the exhibitor's booth. Exhibitors may not enter another exhibitor's booth or photograph/ investigate another exhibitor's products at any time without the express permission of that exhibitor.

CANVASSING – Canvassing outside the booth is forbidden. Vendors and/or exhibitors may not distribute materials to other exhibitors at any time. All business must be conducted from within each exhibitor's booth.

CONDUCT – Unethical conduct or infraction of rules on part of the exhibitor or its representatives will subject the exhibitor or both to dismissal from the Expo. In this event, it is agreed no refund shall be made by NDA.

MUSIC – Exhibitors are responsible for establishing any necessary license agreements for copyrighted music within the booth space or hospitality functions. Music has to be kept at a level so as not to disturb or interfere with the other exhibits.

HOTEL ACCOMMODATIONS – Information regarding hotel accommodations will be included in the Exhibitor Service Manual under the General Information tab. Exhibitors are responsible for making their own hotel reservations.

INTERPRETATION – The rules and regulations outlined are to be construed as part of the Application & Contract for Exhibit Space. NDA reserves the right to interpret them as well as make final decisions on all points the rules and regulations do not cover.

LOGO REQUIREMENT AND USE – If sponsoring, to ensure that your company receives the highest quality logo recognition, NDA must receive your logo in a Vector-based .eps format, as well as in a high resolution .jpg format. Logo size will be based on the following criteria:

- The level of sponsorship (this will determine size of logo in relation to other logos on general sponsorship signage).
- Sponsored item (NDA Show Management will determine the appropriate size for item).

NDA RESERVES THE RIGHT TO EJECT AND EJECT ANY EXHIBITOR AND "BAR IT FROM FUTURE PARTICIPATION" FOR CONDUCT DETRIMENTAL TO THE NDA DEMOLITION CONVENTION AND EXPO, IN NDA'S SOLE JUDGMENT, WHOSE DECISION SHALL BE BINDING UPON THE EXHIBITOR. LIKEWISE, NDA SHALL HAVE THE RIGHT TO LEVY FINES AGAINST EXHIBITORS WHO VIOLATE THE ABOVE RULES & REGULATIONS IN A MONETARY SUM UP TO \$2,500 AND RESERVES THE RIGHT TO EJECT THE EXHIBITOR IN ADDITION TO THE ASSESSMENT OF THE FINE.

14. Personal Information Consent

EXHIBITOR ACKNOWLEDGES THAT PERSONAL INFORMATION OF ALL ITS COMPANY CONTACTS MAY BE USED BY NDA: (A) TO FULFILL THE PURPOSE AND OBLIGATIONS OF THIS CONTRACT; (B) TO COMMUNICATE OTHER INFORMATION ABOUT NDA; (C) TO ENGAGE IN OUTREACH TO SOLICIT CORPORATE SUPPORT OF NDA IN THE FUTURE; AND (D) IN FURTHERANCE OF ANY OTHER PURPOSE OUTLINED IN NDA'S PRIVACY POLICY. EXHIBITOR REPRESENTS IT IS AUTHORIZED BY ALL ITS COMPANY CONTACTS TO PROVIDE THE PRECEDING ACKNOWLEDGEMENT ON THEIR BEHALF. TO LEARN MORE ABOUT OUR PRIVACY POLICY, [CLICK HERE](#).



International
Association of
Exhibitions and Events®

Guidelines for Display Rules and Regulations

2023 North American Update



Made possible by a generous grant from

Freeman⁺

The following **Guidelines for Display Rules and Regulations** have been established by the International Association of Exhibitions and Events® (IAEE) to assist in promoting continuity and consistency among North American exhibitions and events. This revised 2023 edition is offered as a resource for exhibition and event organizers to use in creating consistent and fair exhibiting standards for their events.

Recognizing that every show is unique, IAEE presents the information contained within as recommendations or suggestions for exhibiting standards each Organizer should consider. Organizers are encouraged to review the **Guidelines** and then develop their own show-customized set of exhibiting rules and regulations based on the individual features of their specific exhibition or event.

Once an Organizer has finalized their show's official set of display rules, it is good practice to provide access to a digital copy within the show's exhibitor prospectus, an exhibitor services kit, and the official rules and regulations pertaining to exhibitor participation. By providing exhibitors with the professional standards expected of their displays and participation, they will be prepared to properly design, build and plan their booth's layout and content allowing for an environment where all exhibitors will have the opportunity for successful interaction with their audiences.

Important Note: Although compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements have been addressed, Organizers should always check with exhibition service contractors and the facility for specific details on local regulations and requirements.

*IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations, and these **Guidelines** are the model for most North American exhibitions and events but in all instances, organizations should consult their legal counsel. In no event shall IAEE be held liable for damages of any kind in connection with the material, methods, information, techniques, opinions or procedures expressed, presented, or illustrated in these **Guidelines** or related materials.*



International
Association of
Exhibitions and Events®

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IAEE EXTENDS A SPECIAL THANK YOU TO THE FOLLOWING VOLUNTEERS FOR THEIR INPUT:28

IAEE has identified two distinctly different styles of show display regulations. One style is “Line-of-Sight” while the second is “Cubic Content.” Organizers should decide which style is best suited to their event or designated section of the event. Organizers might find line of sight rules are best for linear booths and cubic content rules for configurations of island, peninsula or perimeter booths.

LINE-OF-SIGHT STYLE

Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight regulations.

LINEAR OR IN-LINE BOOTH

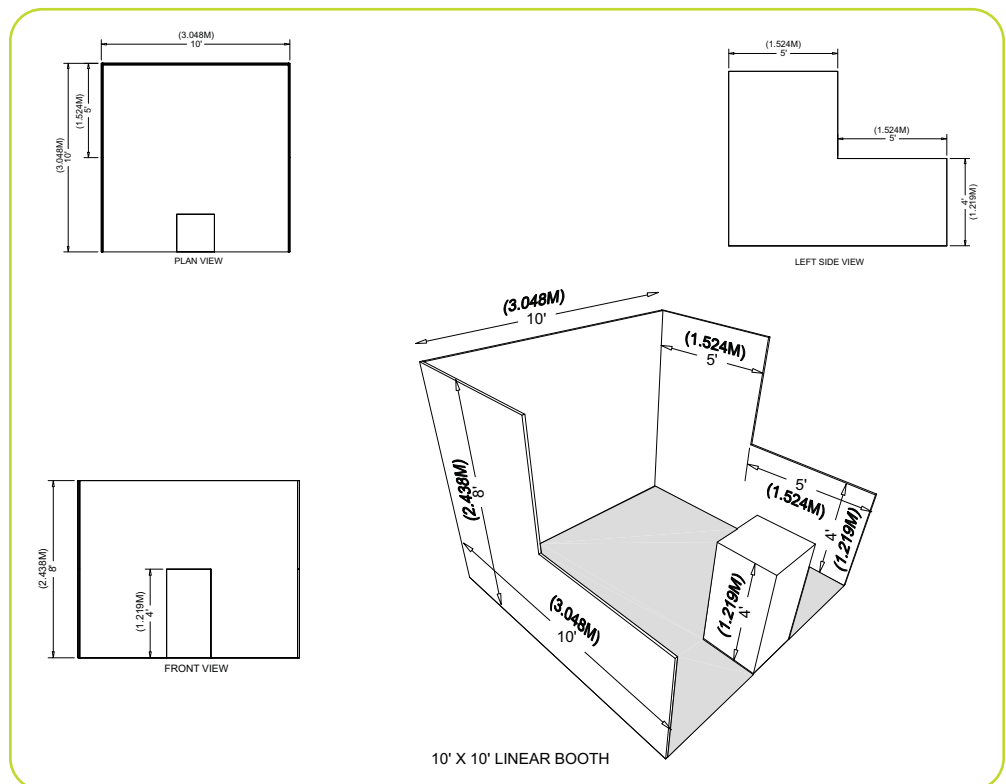
The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is specified to prevent display materials from imposing on neighboring exhibits behind the back wall.

Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

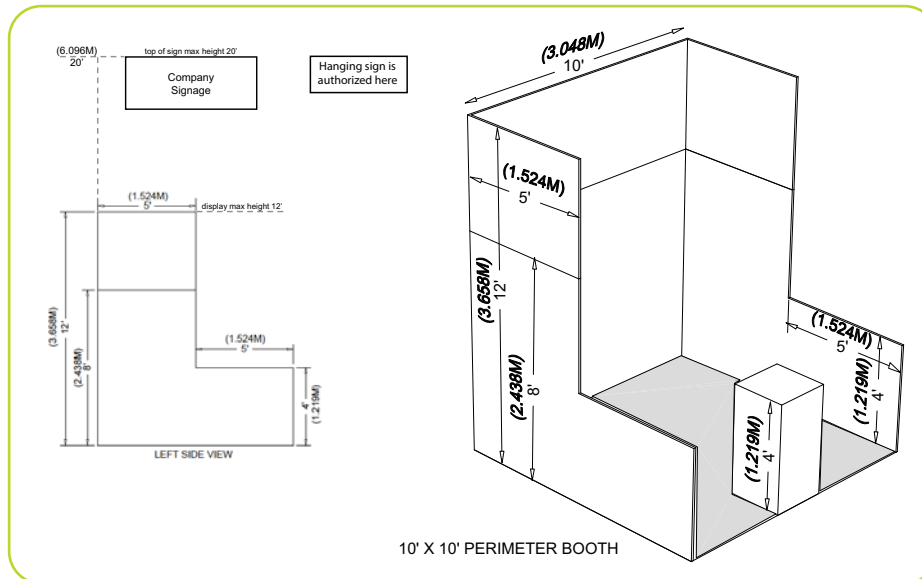


CORNER BOOTH

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

PERIMETER BOOTH

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

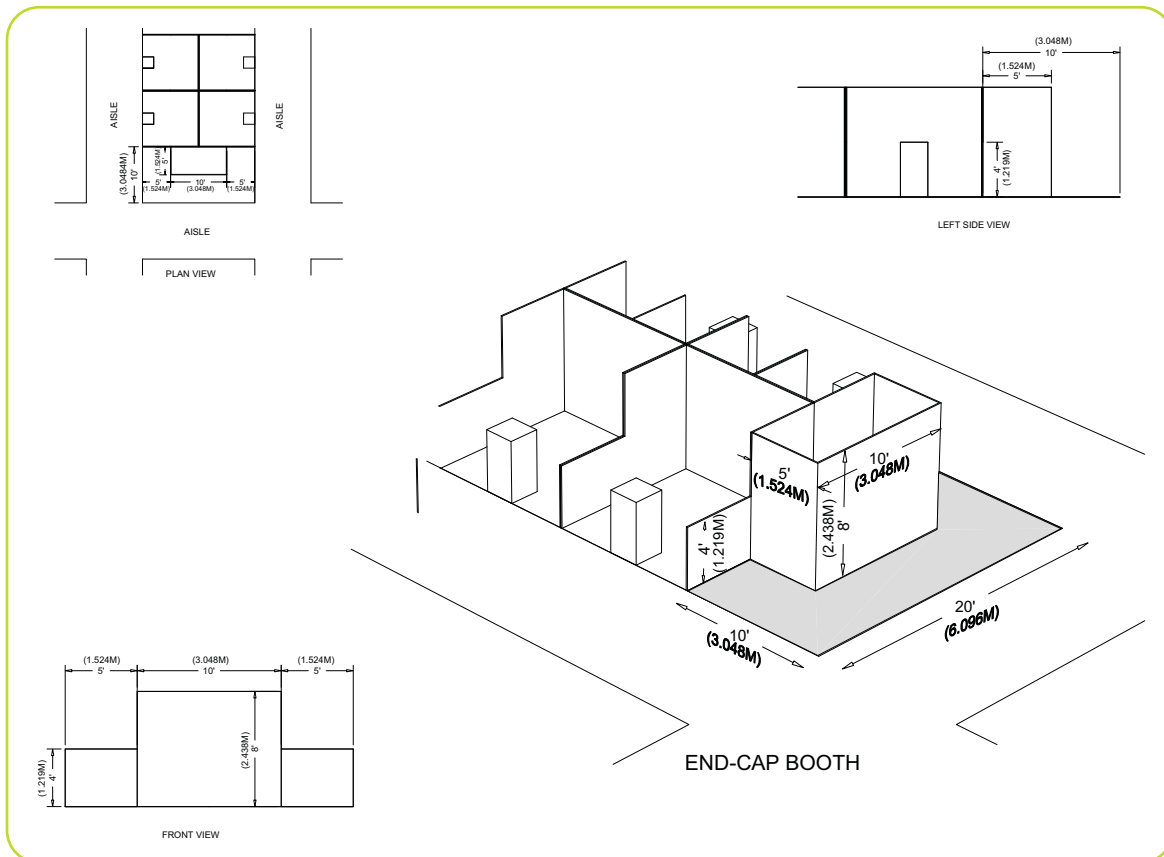


Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height for Perimeter Booths is 12ft (3.66m).

END-CAP BOOTH

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not Cubic Content, this configuration must follow the dimensions below. Organizers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits. (In most cases, this booth style is not recommended due to the Line-of-Sight issues, and Organizers should be aware of these challenges when using them.)

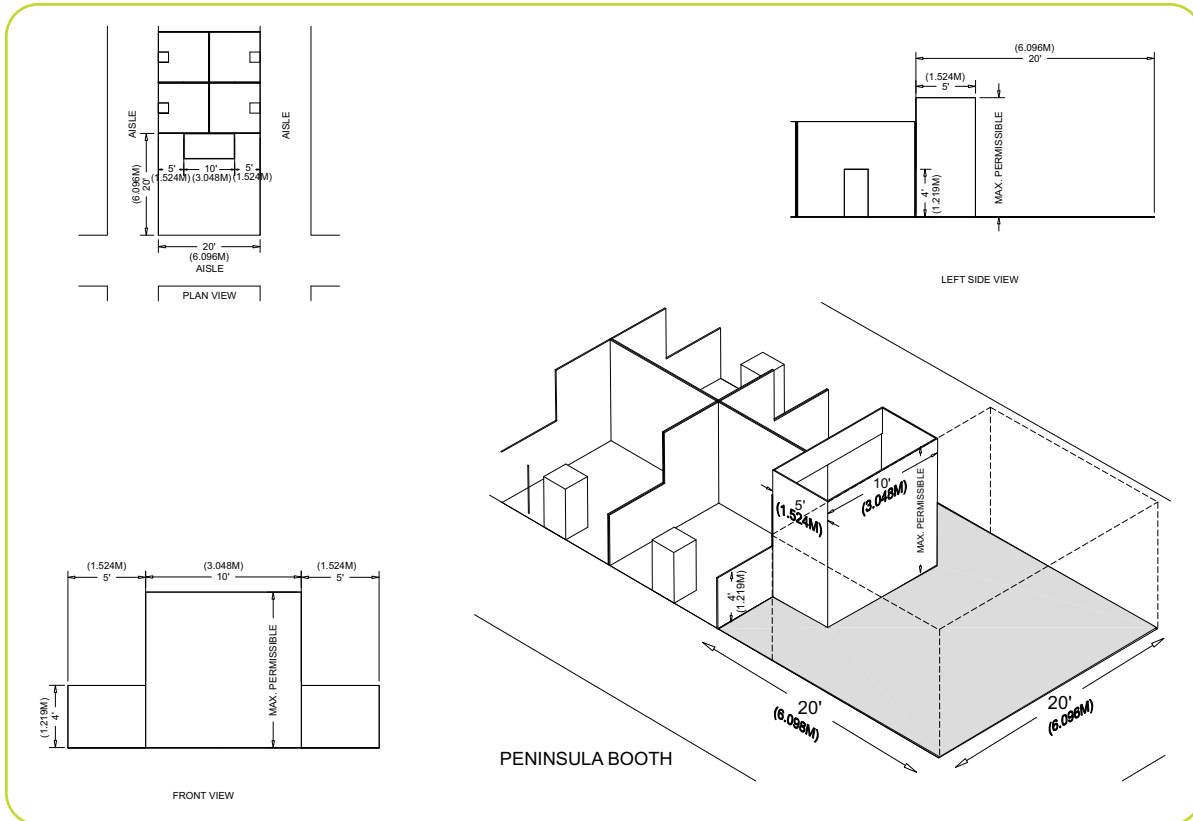


Dimensions and Use of Space

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum backwall width allowed is 10ft (3.05m) at the center of the backwall with a maximum 5ft (1.52m) height on the two side aisles. Within 5ft of the two side aisles, the maximum height for any display materials is 4ft.

PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three sides. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth which is referred to as a “Split Island Booth.”

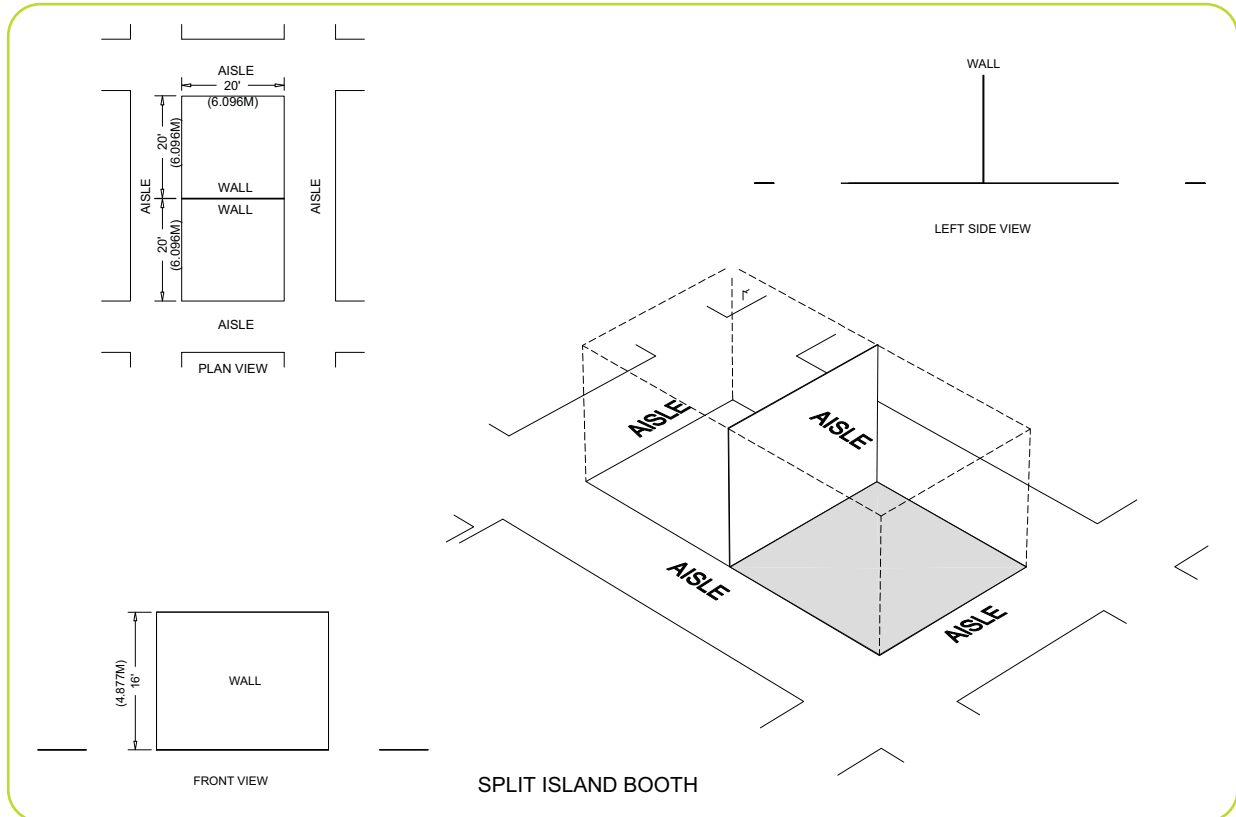


Dimensions and Use of Space

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

SPLIT ISLAND BOOTH

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth.



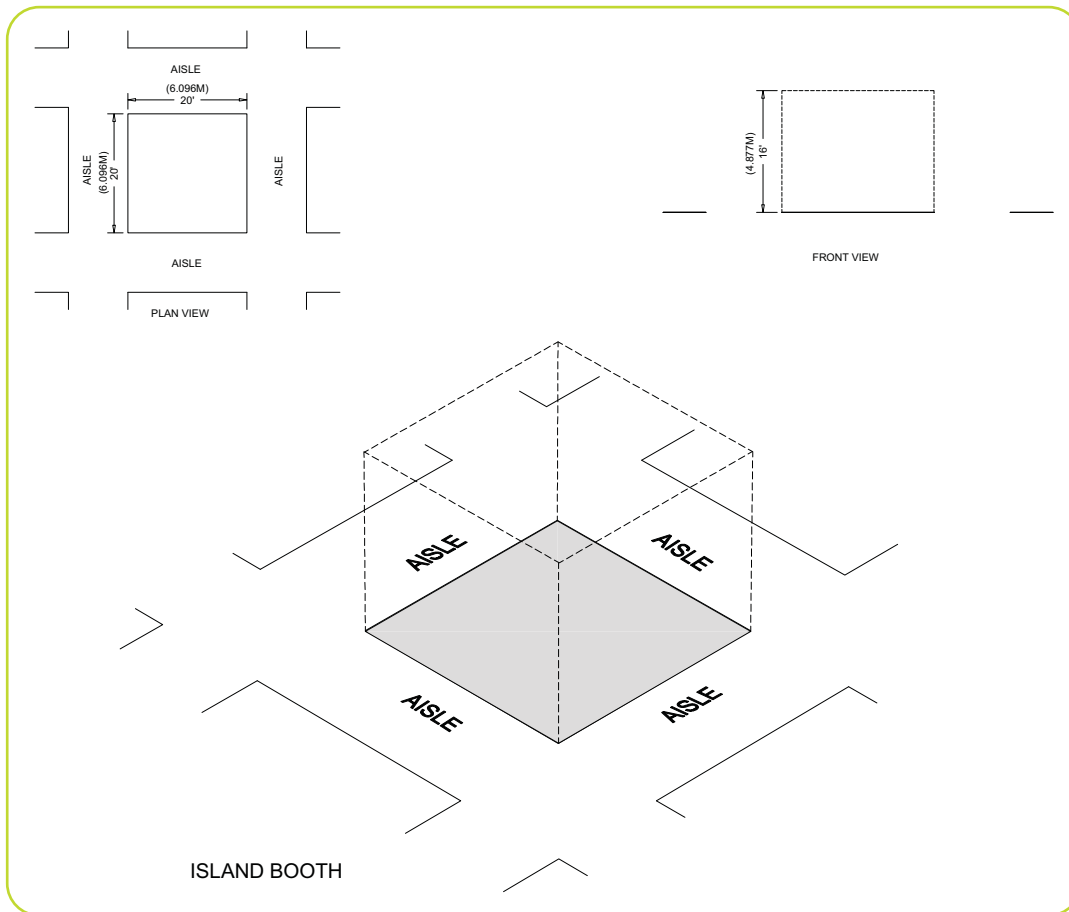
Dimensions and Use of Space

The entire Cubic Content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire Cubic Content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

For large shows with big exhibitors, it may be difficult to maintain the entire booth and hanging sign to be within 16ft. If you make it 20 ft then you run the risk of lots of large booths (with or without signs) being 20 ft and dwarfing all around them. That is fine as long as everyone is aware of it. An alternative could be to offer a max booth height of 16 ft and each exhibitor must have a 4 ft gap between the top of the booth and the bottom of the hanging sign. The only exception is if the booth and hanging sign can stay below 16ft. It is far from perfect but does allow at least the ability to see through a booth.

ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.

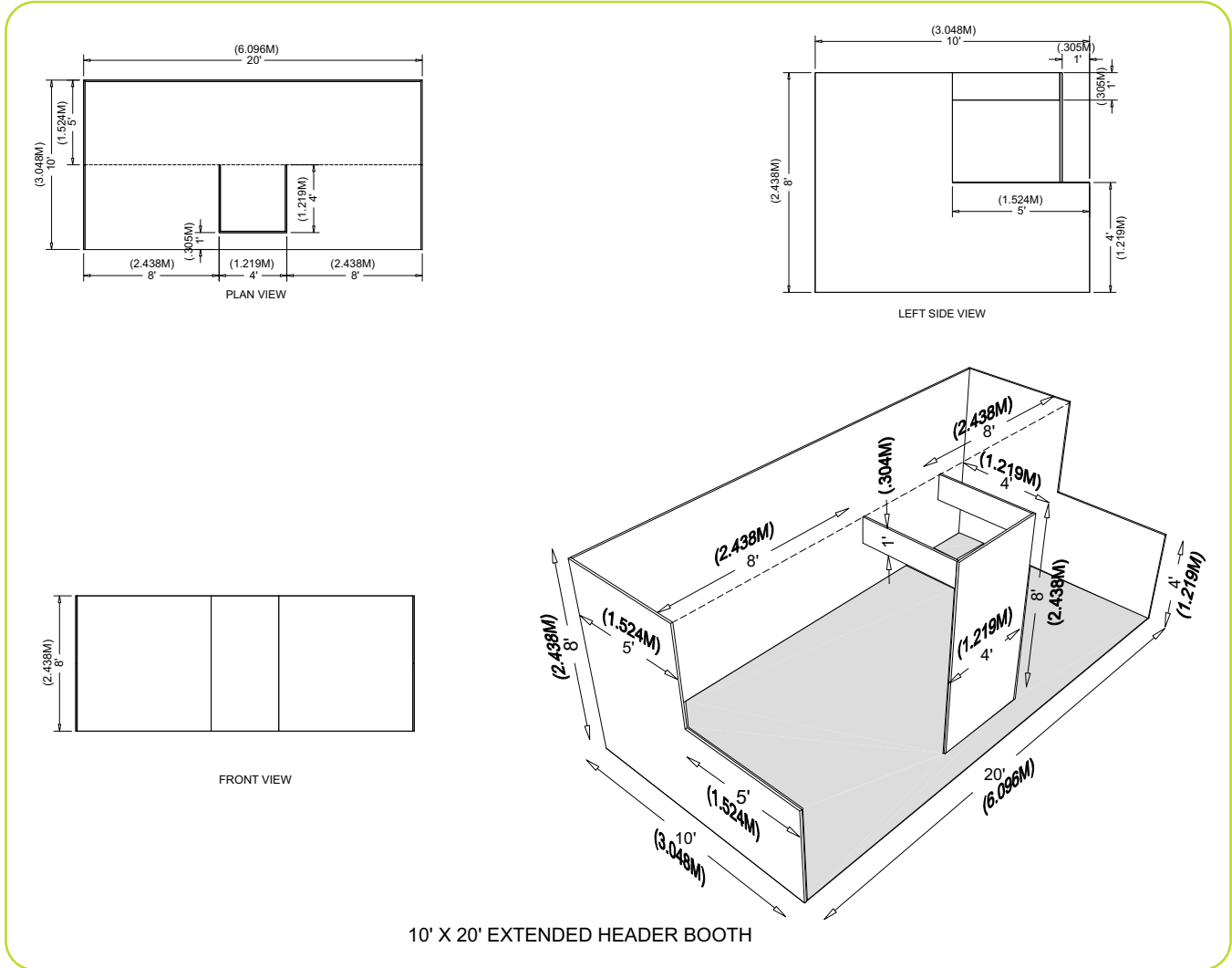


Dimensions and Use of Space

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently. Island booths should not be allowed at less than 400 sq ft. Island booths at 200 or 300 sq ft basically result in frustrating everyone behind them. The entire Cubic Content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.

EXTENDED HEADER BOOTH 20FT (6.10M) OR LONGER

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.



Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.

CUBIC CONTENT STYLE

Cubic Content style allows exhibits to fully occupy the width, depth and height of the booth footprint. For example, a 10ft by 10ft (3.05m x 3.05m) booth would be allowed to utilize the full volume of the cube of a 10ft wide (3.05m) x 10ft deep (3.05m) x 8ft (2.44m) high area.

It is the choice of the Organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that utilize Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- Generally, exhibitions outside North America utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce Line-of-Sight setback rules.

Use of Cubic Content may create situations where the Organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the Organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition's Exhibits Advisory Board or perhaps conduct a focus group of the exhibition's or event's exhibitors to determine their interest and gain their feedback and support for the concept. Organizers must be proactive in communicating with exhibitors and understand the effect it will have on the exhibition or event.

To learn more about Cubic Content, read the *IAEE White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space* in the Appendix on page 17.

OTHER IMPORTANT CONSIDERATIONS

REMOTE-CONTROLLED DEVICES

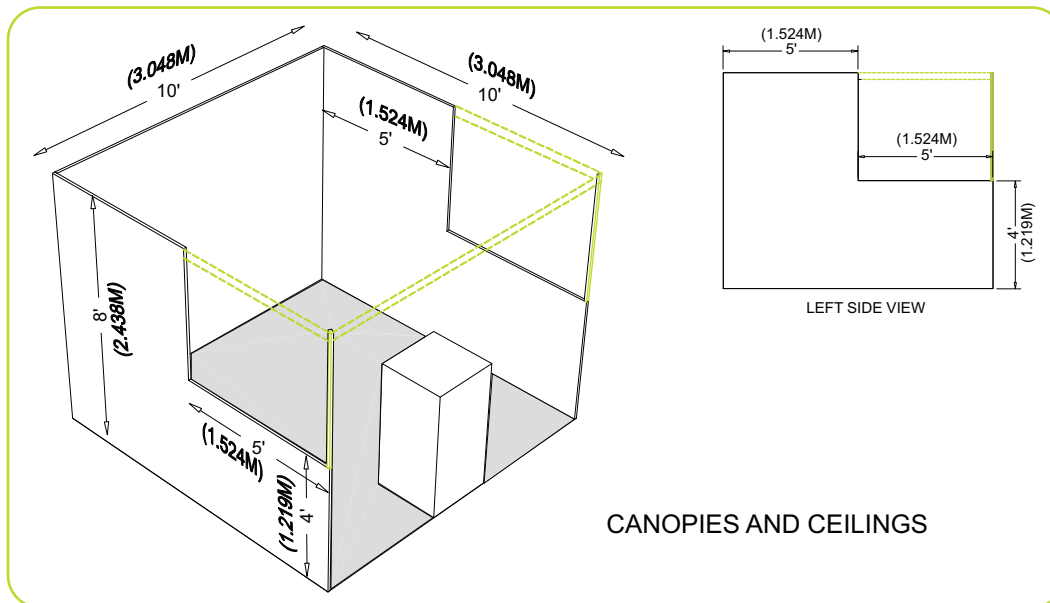
Products such as remote-controlled cars, drones, planes, helicopters, robots, etc. are to be demonstrated in a safely controlled area of the exhibit floor (i.e. Demonstration Area). When a remote-controlled device is to be used for the purpose of demonstrating a product that requires use of an area outside of the exhibitor-assigned booth space, the Organizer will provide a Demonstration Area for this purpose. The Demonstration Area should include safe netting or other barrier appropriate to accommodate product(s) being demonstrated and be included on the master floor plan submitted for Fire Marshal approval. Each individual facility reserves the right to determine what constitutes a safe and controlled Demonstration Area prior to final plan approval.

NOTE for Drone Operation: Local facility and city ordinances are in effect in most areas and prohibit drone activity near the public or in public spaces. The accepted drone default regulation is the [FAA Small UAS Rule Part 107](#) which requires drone operators to obtain a Remote Pilot Certificate. Commercial regulations often require permits and insurance.

CANOPIES AND CEILINGS

A canopy sign is similar to an awning on a building, except it does not include the goal of providing shelter. It extends from a booth to serve the function as a marquee. Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths, and height limits).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



STRUCTURES AND TIE-OFFS

Structures

Show Organizer requires a stamped certification from a design professional (Civil or Structural Engineer) registered in the state where the Event will be held affirming all calculations and specifications for any custom-built suspended elements such as but not limited to non-serially manufactured signs, lightboxes, headers, video wall surrounds, and entry portals. For additional assistance regarding these requirements, please reach out to the rigging vendor.

Tie-offs

Show Organizer reserves the right to request a stamped certification from a design professional (Civil or Structural Engineer) registered in the state where the Event will be held affirming all calculations and specifications and/or a peer review from such registered design professional for attachment of any structure to provide additional support terminating to the venue (Ex. Tie-off of header, seismic lines, tie-off of video walls). If you anticipate needing this service, please reach out to the rigging vendor review and pre-authorization.”

HANGING SIGNS AND GRAPHICS

Most exhibition and event rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the Organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type. (An exception to this rule is made for Perimeter Booths, which can have a 12ft [3.66m] backwall but max sign height can be 20ft. [6.10m]. See page 2 Perimeter Booth for diagram.)

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the Organizer at least 60 days prior to installation. Variances may be issued at the Organizer’s discretion. Drawings should be available for inspection.

Sign Hanging Points must be engineered, and the hardware must be domestic, forged, shouldered, rated, and stamped with Working Load Limit (WLL). All overhead rigging must comply with facility and show management regulations. The official contractor and/or facility will require an engineered print of all truss and lighting rigging including rigging point loads, as well as any ground supported truss structures or LED video walls. . All submitted files should be in DWG format. This information is typically required at least three weeks out from the first day of move-in of an event. Electrical signs must be in working order and in accordance with the National Electrical Code. If any hang point exceeds 200 lbs. please notify the official contractor for official authorization.

TEARDROP SIGNS AND TENTS

Placement of Teardrop flags must be positioned in the back ½ of all linear booths.

Tents – must have no copy on the sides or back side and not exceed 8ft height limit. I would also specifically address the tents with extended ceilings, see below. Under no circumstances are these acceptable in a linear booth regardless of whether they have copy or not.

TRUSS

Truss is a frame used to carry a cover over a booth or suspend lighting or technical equipment over a booth. Some shows will allow to go over the height limit but require plans to the organizer and service contractor for approval.

VIDEO DISPLAYS

Show Organizer reserves the right to request approval from a registered design professional (Civil or Structural Engineer) and/or a peer review from a registered design professional for all non-serially manufactured LED and Video Display systems. All LED and video display systems must comply to ANSI E1.50-1. This applies to ground supported and suspended LED and Video Display systems. If you anticipate needing this service, please reach out to your rigging vendor.

TOWERS AND MULTI-STORY EXHIBITS

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as the Organizer because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Organizers should be prepared to assist exhibitors in this application process.

It is recommended that Organizers require exhibitors to provide engineering stamped documents for all Multi-story Exhibits and towers over 8ft (2.44m) in height. If engineering stamps are not required, exhibitors using these types of structures should, at a minimum, provide drawings for inspection.

ISSUES COMMON TO ALL BOOTH TYPES

U.S. AMERICANS WITH DISABILITIES ACT (ADA)

In the U.S., all exhibiting companies are required to be in compliance with the U.S. Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov.

Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length). Ramps should have a minimum width of 36 inches.
- Ramp the entry or use hydraulic lifts to trailer exhibits.
- Avoid double-padded plush carpet to ease mobility device navigation.
- Provide the same attendee experience on both levels of a two-story exhibit.

- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available.
- Run an audio presentation for people with sight problems.
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair.

To avoid potential fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all exhibits 20ft by 20ft (6.10m by 6.10m) and larger require a drawing, plans or renderings, preferably digital, to be submitted to the Organizer, and to the show's Official Services Contractor for approval.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

FLAMMABLE AND TOXIC MATERIALS

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of, and must adhere to, all local regulations regarding fire/safety and environment.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the U.S. Environmental Protection Agency, or the appropriate government entity in the country the exhibition will be held, and the facility.

HAZARDOUS WASTE

Hazardous waste requires special arrangements to be prepared in advance of event dismantle with either the facility or a local independent disposal company. Exhibitors are responsible for all costs associated with such specialized removal.

STORAGE

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, as long as these items do not impede access to utility services, create a safety problem, or look unsightly.

ELECTRICAL

Every exhibit facility has different electrical requirements and rules regarding who is permitted to provide equipment and labor; however, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.” It is particularly important for exhibitors to use flat electrical cord in under-carpet installations.
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.
- Local code commonly requires access to electrical cords and connections along the back wall of exhibit booths; typically, the back 9 inches of the space should remain accessible for this purpose. (This would apply to all booth types with a back wall.)

To better understand electrical at exhibitions, see the CEIR article [Demystifying Electrical Services for the Exhibitor](#).

LIGHTING

It is important to remember that lighting issues need to be identified as early as possible during the move-in process so they can be addressed and corrected while the necessary equipment is still available on the show floor and booths can be accessed.

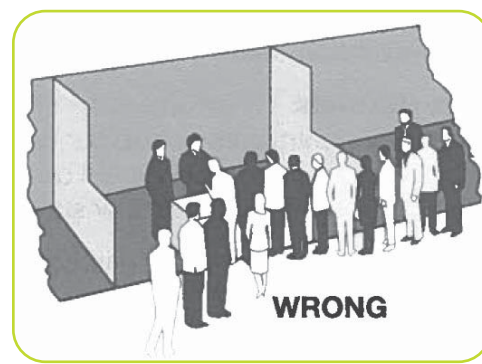
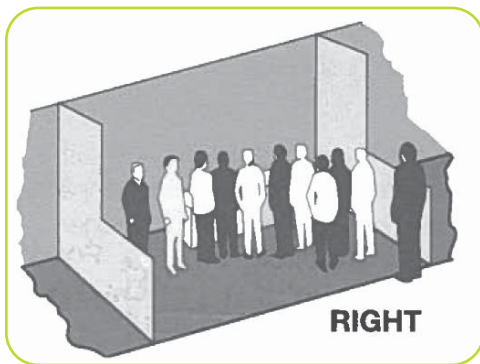
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to the Organizer for approval.
- Lighting should not project onto other exhibits or exhibition aisles. Lighting, including gobos, should be directed to the inner confines of the booth space.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by the Organizer.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards.
- Reduced lighting for theater areas should be approved by the Organizer, the utility provider, and the facility.

DEMONSTRATIONS

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which assures all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any queue lines formed for exhibitor customer interaction must also be contained within the booth footprint. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance with all other previously listed rules and regulations. Exhibitors should be aware of, and adhere to, local regulations regarding fire/safety and environment.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified exhibitor personnel. Many organizers ask that demonstration plans be submitted for approval.



SOUND/MUSIC

In general, the use of sound equipment in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Generally, sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. If an exhibitor or attendee is standing within ten feet of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud. (Refer to the U.S. Occupational Safety and Health Act [OSHA] at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. Authorized licensing organizations, including but not limited to [ASCAP](http://www.ascap.com), [BMI](http://www.bmi.com) and [SESAC](http://www.sesac.com), collect copyright fees on behalf of composers and publishers of music. It is the exhibitors' responsibility to be informed of copyright laws and submit fees to the appropriate organizations.

VEHICLES (FOR BOTH GAS AND ELECTRIC VEHICLES)

Rules for display vehicles vary widely depending on the facility and local fire and safety regulations. Compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other city, county, federal, and provincial government requirements is the responsibility of the Organizer.

Important Note: Always check with local exhibition service contractors and/or the facility for all requirements regarding display vehicles.

Below are a few common examples of display vehicle regulations:

- Display vehicles must have battery cables disconnected and taped, and alarm systems deactivated.
- Fuel tank openings shall be locked or sealed in a manner to prevent escape of vapors through filler caps.
- Vehicles shall be limited in the amount of fuel that can remain in the tanks; specific amounts vary but one example is no more than one-quarter the tank capacity or a maximum of five gallons of fuel, whichever is less.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Once placed, display vehicles may not be started or moved without the approval and direction of show management.
- Auxiliary batteries not connected to engine starting system may remain connected. External power is recommended for demonstration purposes. No battery charging is permitted inside buildings.
- Combustible/flammable materials must not be stored beneath display vehicle. There may be no leaks underneath vehicles.
- It is not recommended that Organizers hold or take possession of display vehicle keys during the event. However, it is recommended that an official policy be established for the handling of vehicle keys which might include identifying booth contacts with mobile numbers should vehicles need to be moved in an emergency or some other unforeseen situation. Need to get guidelines for placing, displaying electric vehicles.
- Check with your facility regarding any weight load limits.
- Show organizers should request information from exhibitors in advance of the show if they are bringing in a vehicle Usually 45 days is the standard.
- Vehicles can only be moved to and from their booth outside show hours and under the supervision of show management and/or Official Service Contractor depending on the rules in the building.

ADVISORY NOTES TO EXHIBITION ORGANIZERS

FIRE EQUIPMENT

Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

HANGING SIGNS

Although these Guidelines indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range to the top of the sign, some exhibitions permit other heights, or have no height limit. However, most Organizers do impose height limits. Caution should be exercised so exhibitors will not compete over air space for hanging signs.

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

Recommend checking with facilities regarding some areas of exhibit hall that may not have points available to alert exhibitors.

HARDWALL BOOTHS

Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

PERIMETER OPENINGS

Local fire and/or facility regulations may require larger exhibit booths to have a certain number of openings within the perimeter walls for safe egress. Regulations vary with each location, but one example would be to provide, at a minimum, one 6ft (1.83m) wide opening every 30ft (9.14m).

PIPE AND DRAPE

These are commonly used at exhibitions and events in the United States to define exhibit space. Organizers also may note which size booths and configurations will be provided with pipe and drape. Organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

PRODUCT HEIGHT

Some exhibitors have products that exceed display height restrictions. Organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold. NOTE: Any special height variances allowed should apply only to those products represented, produced or manufactured by the exhibitor and would not apply to ancillary display or marketing items (such as promotional flags, signs, etc.).

HEIGHT VARIANCES

Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos. Tall flags or markers on the front aisle of Linear Booths are prohibited. Pop up tents or canopies may be allowed but must follow all local fire and facility regulations.

ENVIRONMENTAL RESPONSIBILITY

Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible. Exhibitors planning to dispose of, or leave behind, any property from their booth must make arrangements with the Official Services Contractor for disposal and all appropriate and applicable fees will apply.

SAFETY RULES

Exhibitors must provide adequate space within the exhibit to allow for the comfort and safety of persons watching demonstrations and/or placing orders. Each exhibitor is responsible for keeping the aisles near their booth free of congestion which may be caused by such demonstrations and/or order placement.

Aisles **MUST** remain free and clear of all obstructions. If chairs are being used as part of your exhibit, they **MUST** remain inside your booth space. Chairs in the aisle constitute a violation of fire codes and are also considered a booth violation.

Do not run electrical cords or position displays and/or product in such a way as to pose a safety hazard for attendees and company personnel who will traffic into booth areas.

Do not store cardboard cartons or packing materials in booth areas, as this is a violation of fire codes and poses a safety hazard.

Do not place product samples, whether on tables or free-standing displays, at the edge of the aisle, or in the case of an island booth, on shelving units on an outside wall. All portions of an Exhibitor's display must be contained within his/her assigned booth space, including chairs placed at the edge of an aisle.

At the close of the exhibit hall, please keep clear of all aisles including exhibit material and/or product. During the first two or three hours after the close of the exhibit hall, there is ample traffic in the aisles including but not limited to forklift traffic returning empty containers.

LABOR JURISDICTIONS / NEW ORLEANS

To assist you in planning for your participation in your New Orleans show, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask you to read the following:

LABOR SOURCE

We currently have a labor agreement with The Louisiana Carpenters Regional Council to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from the local. Any labor services that may be required beyond what your regular full time employees can provide, must be rendered by the local. Labor can be ordered in advance by returning the Display Labor order form, or on show site, at the Levy Service Desk.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment; however, is not permitted. Levy will control access to the loading docks in order to provide for a safe and orderly move in/out.

TIPPING

Levy requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Levy employees. Any request for such should be brought to the attention of a representative at the Levy Service Desk or correspondence may be directed to the attention of the General Manager at the local office address.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Levy can not be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

EXHIBIT CONSTRUCTION GUIDELINES SUMMARY

The Exhibitor's responsibility can be summed up as simply: **"Be a good neighbor!"** All exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their product in the most effective manner to the audience.

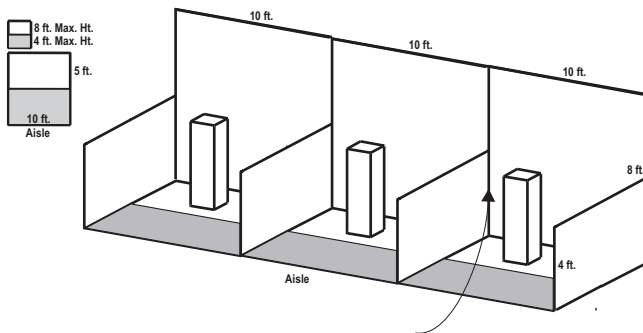
STANDARD BOOTH

Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths.

Dimensions: Linear Booths are most commonly ten feet (10') wide and ten feet (10') deep, i.e. 10'x10'. A maximum back wall height limitation of height feet (8') is generally specified.

Use of Space: Regardless of the number of Linear Booths utilized, (e.g. 10'x20', 10'x30', 10'x40', etc.) Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

The maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.



One or more standard 10'x10' units in a straight line.

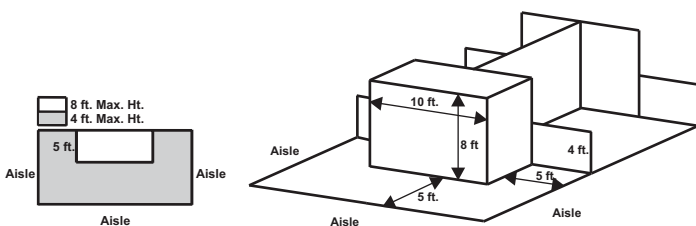
Note: Booth drape is set at 8 ft max.

Display fixtures over 4 ft high must be confined to that area that is at least 5 ft from the aisle line.

PENINSULA END-CAP BOOTH

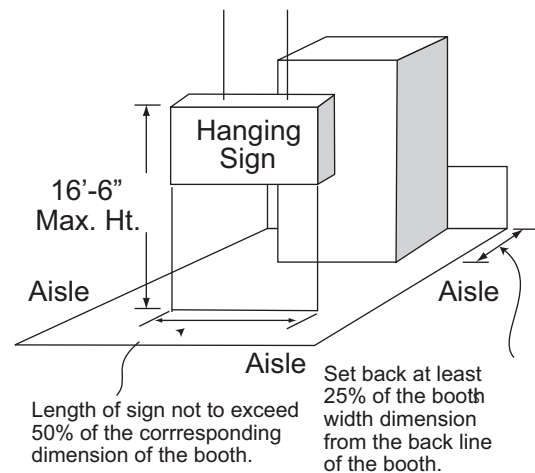
An end cap booth is exposed to aisles on three sides and composed of two booths.

Dimensions: End-cap Booths are generally ten feet (10') deep by twenty feet (20') wide. The maximum back wall height of eight feet (8') is allowed only in the rear half of the booth space and within five feet (5') of the two side aisles with a four foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.



HANGING SIGN BOOTH

An exhibit component suspended above an exhibit of four or more standard units back-to-back with an aisle on at least three sides for the purpose of displaying graphics or identification.



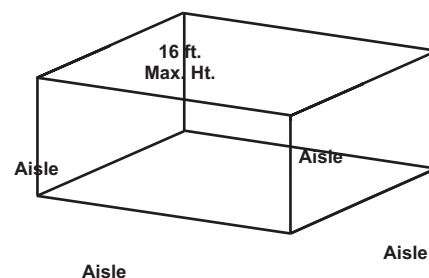
****All overhead hanging must be assembled, installed, and removed by Levy. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.****

ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions: An Island Booth is 20'x30' or larger, although it may be configured differently.

Use of Space: The entire cubic content of the space may be used up to the maximum allowable height, which is usually sixteen feet (16'), including signage.



Please note that the ceiling height in the Exhibit Hall is 60 feet.



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 E-mail: operations@levyexpo.com

DEMOLITION NEW ORLEANS
 March 5 - 8, 2025
 Ernest N Morial Convention Center
 New Orleans, LA

THIRD PARTY BILLING REQUEST

COMPANY	BOOTH NUMBER	Deadline Date February 12, 2025
ADDRESS <small>street city state/province zip/postal code country</small>		
PHONE <small>FAX</small>	PURCHASE ORDER NUMBER	<i>All orders are regulated by LES Payment Terms & Conditions as well as Material Handling Terms & Conditions.</i>
AUTHORIZED CONTACT SIGNATURE X	AUTHORIZED CONTACT - PLEASE PRINT DATE	

You may arrange for a third party to handle your display and be billed for services. LES will agree to this arrangement if the third party has a satisfactory payment record with us. BOTH firms must complete this form, and the **THIRD PARTY must complete the credit card charge authorization on the *Payment & Credit Card Authorization form***. Return both forms by the deadline date.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt.

EXHIBITING FIRM

EXHIBITING FIRM

ADDRESS

CITY STATE/PROVINCE ZIP/POSTAL CODE

PHONE FAX

AUTHORIZED SIGNATURE

THIRD PARTY

THIRD PARTY

ADDRESS

CITY STATE/PROVINCE ZIP/POSTAL CODE

PHONE FAX

AUTHORIZED SIGNATURE

ALL LES SERVICES WILL BE INVOICED TO THE THIRD PARTY UNLESS INDICATED BELOW:

EXHIBITING FIRM'S CREDIT CARD CHARGE AUTHORIZATION

CARDHOLDER'S BILLING ADDRESS

CITY PROV. / STATE

POSTAL/ZIP CODE COUNTRY

TODAY'S DATE MONTH / DAY / YEAR

CARD NUMBER

VISA MASTERCARD AMEX CHECK

EXPIRY DATE CVCC

CARDHOLDER NAME
(PLEASE PRINT) _____

SIGNATURE _____



Fax: 253 437 0032
 14900 Interurban Avenue South, Suite 271
 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyexpo.com

DEMOLITION NEW ORLEANS
 March 5 - 8, 2025
 Ernest N Morial Convention Center
 New Orleans, LA

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

COMPANY				BOOTH NUMBER		All orders are regulated by LES Payment Terms & Conditions as well as Material Handling Terms & Conditions.	
ADDRESS		street	city	state/province	zip/postal code		country
PHONE	FAX	PO #		E-MAIL			
AUTHORIZED CONTACT SIGNATURE X			AUTHORIZED CONTACT - PLEASE PRINT		DATE		

CREDIT CARD AUTHORIZATION

<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> AMERICAN EXPRESS		EXPIRY DATE			CCVC				
ACCOUNT NUMBER													<input type="checkbox"/> CORPORATE <input type="checkbox"/> PERSONAL
CARDHOLDER'S BILLING ADDRESS				city	state/province	zip/postal code	country						
CARDHOLDER'S SIGNATURE X				CARDHOLDER'S NAME - PLEASE PRINT									

Please complete the REQUIRED order forms and submit with Payment & Credit Card Authorization Form and full payment. You may choose to pay by credit card and/or bank check, however, **we require your credit card authorization to be on file with LES.** For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

CALCULATION OF ORDER FORMS

TOTAL FROM EACH ORDER FORM

Carpet, Drape & Complements Rental Order Form.....	\$	
Custom Carpet Order Form.....	\$	
Table and Chair Rental Order Form.....	\$	
Specialty Accessories Order Form.....	\$	
Rental Exhibits Order Form.....	\$	
Cabinets Order Form.....	\$	
Graphics & Sign Order Form.....	\$	
Plant & Flower Order Form.....	\$	
Exhibit Booth Cleaning Order Form.....	\$	
Sign & Banner Hanging Order Form.....	\$	
In-Booth Forklift Order Form.....	\$	
Labor Order Form.....	\$	
Material Handling Order Form.....	\$	
Machinery Material Handling Order Form.....	\$	
FULL PAYMENT IN US FUNDS	\$	

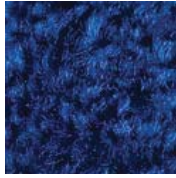
To simplify payment, send one check payable to Levy Exposition Services Inc. for the entire amount or note the amount to be charged to your credit card.

Charge my credit card in the amount of \$

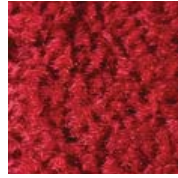
Check no. Dated in the amount of \$

CARPET and DRAPE

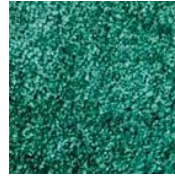
Standard carpet color options



Blue



Red



Teal



Grey



Burgundy

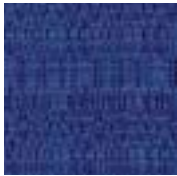


Purple



Black

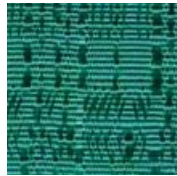
Drape color options



Blue



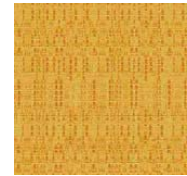
Red



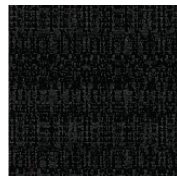
Teal



White



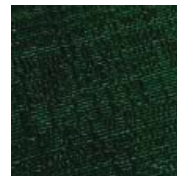
Gold



Black



Purple



Green



Grey



Burgundy

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operations@levyexpo.com

www.levyexpo.com

CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE

COLORED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	275.00	360.00	
10 ft. X 20 ft.	550.00	720.00	
10 ft. X 30 ft.	825.00	1,080.00	
10 ft. X 40 ft.	1,100.00	1,440.00	
Custom cut size. Calculate sq. ft. x price per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	4.99	6.50	

Blue Red Teal Grey Burgundy Purple Black

DRAPE (Includes installation and removal)

_____ lin. ft. of 3' high drape	\$8.75/ft	\$11.35/ft	
_____ lin. ft. of 8' high drape	\$11.05/ft	\$14.73/ft	

Blue Red Teal White Gold Black
 Purple Green Grey Burgundy

PLEASE NOTE: THE DRAPE PROVIDED WITH YOUR BOOTH SPACE CANNOT BE CHANGED WITHOUT SHOW MANAGEMENT APPROVAL.

CARPET OPTIONS

Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	2.55	3.31	
Poly covering per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	1.35	1.50	

COMPLEMENTS (Also see Specialty Accessories Form)

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	35.00	45.50	
	Chrome coat tree	120.00	156.00	
	Aluminum easel	60.00	78.00	
	Chrome sign holder 22" X 28"	140.00	182.60	
	Chrome stanchions	35.00	45.50	
	Velvet stanchion ropes	35.00	45.50	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
12.0% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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CUSTOM CARPET

Deluxe Decorator 28oz. Carpet color options



Black



Red



Nu Blue



Silver Cloud



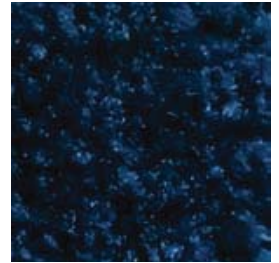
Beige



Charcoal



Key Lime



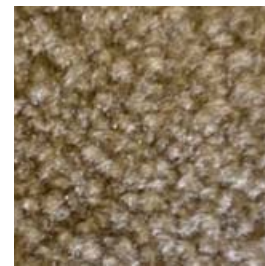
Navy



Cobalt



White



Silky Beige

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www.levyexpo.com

CUSTOM CARPET ORDER FORM

Deluxe 28 oz. Carpet in a Variety of Decorator Colors to Enhance Your Exhibit

- | | | |
|---------------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Red | <input type="checkbox"/> Nu Blue |
| <input type="checkbox"/> Silver Cloud | <input type="checkbox"/> Beige | <input type="checkbox"/> Charcoal |
| <input type="checkbox"/> Key Lime | <input type="checkbox"/> Navy | <input type="checkbox"/> Cobalt |
| <input type="checkbox"/> White | <input type="checkbox"/> Silky Beige | |

(CHECK BOX OF COLOR DESIRED)
 SAMPLES AVAILABLE UPON REQUEST

Rental includes installation and poly covering for protection and removal.
 Orders must be received by **February 12, 2025** to guarantee availability.

		DISCOUNT PRICE	STANDARD PRICE (late order)
Booth Size	_____ ft. x _____ ft. = _____ sq. Ft. at	\$7.45 per sq. ft.	\$9.68 per sq. ft. =\$ _____
Carpet Pad	_____ ft. x _____ ft. = _____ sq. Ft. at	\$2.55 per sq. ft.	\$3.31 per sq. ft. =\$ _____

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY	
CONTACT	BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
12.0% SALES TAX		
TOTAL US DOLLARS		

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TABLES & CHAIRS

Tables

All tables are available in the below options:

- Unskirted or Skirted
- 30" or 40" height
- 4', 6', or 8' lengths x 2' widths



4' x 2' skirted table



6' x 2' skirted table



8' x 2' skirted table

Skirt color options



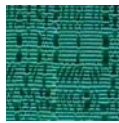
Blue



Red



Black



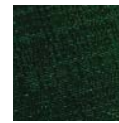
Teal



Burgundy



Gold



Green



Grey



Purple



White

Pedestal Tables

All pedestal tables are available in the below options:

- 30" diameter tops
- 30" or 40" high



40" high pedestal



30" high pedestal

Chairs



Fabric Sled Base Chair



Fabric Arm Chair



Fabric Highback Stool

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TABLE AND CHAIR RENTAL ORDER FORM & INVOICE

TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 TABLES 30" HEIGHT				
8' x 2' Skirted		275.00	355.00	
6' x 2' Skirted		250.00	315.00	
4' x 2' Skirted		200.00	260.00	
Fourth side of table skirted		72.00	93.60	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		88.00	114.40	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> White				

Description	Qty.	Discount Rate	Standard Rate	Total
 TABLES 40" COUNTER HEIGHT				
8' x 2' Skirted		305.00	365.00	
6' x 2' Skirted		285.00	340.00	
4' x 2' Skirted		265.00	325.00	
Fourth side of table skirted		78.00	104.40	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		98.00	127.40	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> White				

Description	Qty.	Discount Rate	Standard Rate	Total
 PEDESTAL TABLE 30" DIAMETER				
30" Table height		179.00	232.70	
40" Counter height		219.00	284.70	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
12.0% SALES TAX		
TOTAL US DOLLARS		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM






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SPECIALTY ACCESSORIES RENTAL ORDER FORM & INVOICE

DISPLAY UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC POSTER BOARD 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		144.00	187.00	
 BLACK UPRIGHT LITERATURE RACK 6 pockets for 8.5" x 11" material		160.00	208.00	
 PLEXIGLASS BROCHURE HOLDER 9" x 11" <input type="checkbox"/> Table top <input type="checkbox"/> Wall mount		46.00	59.80	
 ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		60.00	78.00	
 CHROME SIGN HOLDER 22" x 28"		140.00	182.60	

ACCESSORIES

 <input type="checkbox"/> CHROME CLOTHING STAND <input type="checkbox"/> CHROME BAG HOLDER		120.00	156.00	
 CHROME COAT TREE		120.00	156.00	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
12.0% SALES TAX		
TOTAL	US DOLLARS	

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RENTAL EXHIBITS

10' x 10' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

- Aluminum structure
- White
- Header(s) - block letters - black (logo extra)
- 10' x 10' Carpet
- 30" pedestal table (x1)
- Fabric sledbase chairs (x2)

Package A1 Base



Package A2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

Package B1 Base

- Curved header - block letters - black (logo extra)
- Curved front display counter



Package B2 Deluxe

- Base Package plus the below:
- Enclosed corner counter
- 10" deep shelves (x2)

Package C1 Base



Package C2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

Package D1 Base

- Oversized header - block letters - black (logo extra)
- 20" x 39" x 39" high built-in counters on backwall (x2)



Package D2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

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operations@levyexpo.com

www.levyexpo.com

RENTAL EXHIBITS

10' x 20' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

- Aluminum structure
- White
- Header(s) - block letters - black (logo extra)
- 10' x 20' Carpet
- 30" pedestal table (x1)
- Fabric sledbase chairs (x2)

Package E1 Base

- Straight headers (x2)



Package E2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

Package F1 Base

- Straight header (x1)
- Angled header (x2)
- Storage area with drape door
- Front built-in corner counters (x2)



Package F2 Deluxe

- Base Package plus the below:
- Lockable door for storage area
- 39" x 20" x 39" counter (x2)

Package G1 Base

- Straight header (x1)
- 39" x 20" x 39" built-in counter (x1)



Package G2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x4)

Package H1 Base

- Oversized curved header (x1)
- 39" x 20" x 39" built-in counters (x3)



Package H2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x3)
- 2m curved front counter (x1)

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RENTAL EXHIBITS RENTAL ORDER FORM & INVOICE

10' x 10' BOOTH PACKAGES - Please contact customer service for GRAPHIC UPGRADES

Description	Qty	Discount Rate	Standard Rate	Total
Description: Base package includes: Aluminum structure, white hardwalls, booth header with company name in block lettering, carpet, 30" pedestal table, (2) fabric chairs, installation and dismantle.				
PACKAGE A1 Basic - Base package with header		4,360.00	5,668.00	
PACKAGE A2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		4,710.00	6,123.00	
PACKAGE B1 Basic - Corner base package booth with curved counter, 1 curved header sign		4,840.00	6,292.00	
PACKAGE B2 Deluxe - Base package + enclosed corner counter, (2) 10" deep shelves		5,110.00	6,643.00	
PACKAGE C1 Basic - Base package with header		4,500.00	5,850.00	
PACKAGE C2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		5,050.00	6,565.00	
PACKAGE D1 Basic - Base package with oversized header, (2) built-in back counters		5,240.00	6,812.00	
PACKAGE D2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		5,480.00	7,124.00	

10' x 20' BOOTH PACKAGES - Please contact customer service for GRAPHIC UPGRADES

Description	Qty	Discount Rate	Standard Rate	Total
Description: Base package includes: Aluminum structure, white hardwalls, booth header with company name in block lettering, carpet, 30" pedestal table, (2) fabric chairs, installation and dismantle.				
PACKAGE E1 Basic - Base package with headers		7,290.00	9,477.00	
PACKAGE E2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		7,931.00	10,310.00	
PACKAGE F1 Basic - Base package with headers, storage and drape door, (2) built-in counters		7,815.00	10,159.00	
PACKAGE F2 Deluxe - Base package + lockable door for storage, (2) 39" x 20" x 39" counters		8,775.00	11,407.00	
PACKAGE G1 Basic - Base package with header, (1) built-in counter		8,280.00	10,764.00	
PACKAGE G2 Deluxe - Base package + (2) 10" deep shelves		8,744.00	11,368.00	
PACKAGE H1 Basic - Base package with oversized curved header, (3) built-in back counters		9,270.00	12,051.00	
PACKAGE H2 Deluxe - Base package + (2) 10" deep shelves, (1) curved front counter		9,994.00	12,992.00	

OPTIONS & INFORMATION

HARDWALL PANEL (non fabric) SELECTION

White

CARPET COLOR SELECTIONS

Grey Red Teal Blue Black Burgundy Purple

HEADER TO READ (up to 20 characters, black lettering on white)

Header One

Header Two

ACCESSORY OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
1 meter Angled Shelves		80.00	104.00	
1 meter Shelves		70.00	91.00	
Spot Lights (For use with rental unit)		90.00	117.00	
Literature Pockets 8 1/2" x 11"		40.00	52.00	
Nylon Loop Fabric Panel per sq.ft. <small>**contact for available color options</small>		\$5.25 sq.ft.	6.83 sq.ft.	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
12.0% SALES TAX		
TOTAL	US DOLLARS	

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 xpo21_rentalexhibits

CUSTOM EXHIBITS

A more sophisticated technique to exhibit marketing messages creatively and effectively!

With decades of service, Levy continues to provide viable and reliable alternatives to maximize clients' overall booth space. Our sales team and design specialists work closely with each and every client to create a unique exhibit designed to meet a wide variety of today's marketing strategies. Whether the image and budget are conservative or extravagant Levy exceeds to offer the most suitable and perfect space solutions.



Collaboratively designed to meet your specific requirements, budget, and bring your vision to reality.

Each Levy Custom Designed Exhibit will be built to exact specifications and will be:

- Unique
- Attractive
- Versatile
- Impressive
- Memorable
- Functional
- Creative
- Inviting
- Efficient

Let us help you create a one of a kind booth space.

Call our experienced professionals for an innovative, customized, and no obligation approach.



CABINETS

Straight Cabinets

All straight cabinets come with sliding doors. Optional Upgrades noted below:

- Lock for doors
- Lighting
*Jewelry Case or Show Case
- Branding - graphic panels



Cabinet "A"

1 meter cabinet with doors
39" long x 20" deep x 40" high



Cabinet "B"

1 meter Jewelry Case with doors
39" long x 20" deep x 40" high



Cabinet "C"

1 meter Show Case with doors
39" long x 20" deep x 40" high



Cabinet "D"

2 meter cabinet with doors
80" long x 20" deep x 40" high

Curved Cabinets

Optional Upgrades noted below:

- Lock for doors
- Branding - graphic panels



Cabinet "E"

1 meter curved cabinet
61" long x 20" deep x 40" high

Cabinet "F"

1 meter curved cabinet with door
61" long x 20" deep x 40" high

**Same as cabinet "E" but with door

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CABINETS ORDER FORM & INVOICE

STYLE	DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
CABINET "A"	1 meter Cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		695.00	904.00	
	Cabinet with + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		880.00	1,144.00	
CABINET "B"	1 meter Jewelry Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		830.00	1,079.00	
	Jewelry Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		970.00	1,261.00	
CABINET "C"	1 meter Show Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		960.00	1,248.00	
	Show Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		1,030.00	1,339.00	
CABINET "D"	2 meter Cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		980.00	1,274.00	
	2 meter Cabinet + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		1,370.00	1,781.00	
CABINET "E"	1 meter Curved cabinet (open back)		860.00	1,118.00	
	Curved cabinet + custom graphic panel		1,120.00	1,456.00	
CABINET "F"	1 meter Curved cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		940.00	1,222.00	
	Curved cabinet w/ doors + custom graphic panel		1,205.00	1,567.00	

NOTE: Should you wish to have a graphic panel upgrade for your cabinet, please contact our Operations department to confirm details on graphic file submission.

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
12.0% SALES TAX		
TOTAL US DOLLARS		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

STANDARD RATE will be applied to all orders not received and paid in full by **February 12, 2025**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received and then cancelled. If full service has been provided then 100% of original fee will be applied.

GRAPHICS AND SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	41.00	53.00	
	7" x 44"	48.00	62.00	
	11" x 14"	58.00	75.00	
	14" x 22"	73.00	95.00	
	22" x 28"	92.00	120.00	
	28" x 44"	138.00	179.00	

Prices listed are for one-color copy (up to 10 words) on a white background.

OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Over 10 words (Add per word)	3.62	4.70	
	Easel back on sign (Up to 22" x 28")	4.83	6.23	
	Logo sign	Quoted on Request		
	Banner	Quoted on Request		

DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to LES specifications.
- Graphics should be sent in vector format as .eps files.
 Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files
- Photographic & Pixel based complex graphics must be MINIMUM 100 dpi at actual output size.
 Acceptable formats include: .tif, .bmp, & Adobe Photoshop & Corel Photo Paint files
- All text **MUST** be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of \$75.00 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

Quantity	Description	Discount Rate	Standard Rate	Total
	Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Laminate)	\$19.50	\$29.00	

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

INDICATE YOUR SIGN COPY HERE

ADDITIONAL SERVICES & TERMS

If you would like us to provide more information and pricing on banners, logos, silk screening, special graphics or any other items please contact our Exhibits department for a complimentary consultation.

Orders required within 72 hours before show opening may be subject to a rush delivery charge. Please allow a minimum of 24 hours for any on-site sign orders.

CHOOSE YOUR LAYOUT

Vertical

Horizontal

Levy Exposition Services Inc.
 to design layout

LETTER COLOR SELECTIONS

Blue
 Red
 Green
 Teal
 Black
 Purple

Black lettering will be provided unless otherwise specified.

SPECIAL INSTRUCTIONS

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
12.0% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM
****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

STANDARD RATE will be applied to all orders not received and paid in full by **February 12, 2025**. We reserve the right to adjust orders calculated incorrectly.

A 100% CANCELLATION FEE will be applied to all orders received then cancelled.



Fax: 253 437 0032
 14900 Interurban Avenue South, Suite 271
 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyexpo.com

DEMOLITION NEW ORLEANS
 March 5 - 8, 2025
 Ernest N Morial Convention Center
 New Orleans, LA

PLANT & FLOWER RENTAL ORDER FORM & INVOICE

LIVE PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers	85.00	115.00	
	Boston fern	99.00	129.00	
	Hanging green plant	99.00	129.00	

LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	115.00	135.00	
	4' - 5' tall floor plant	129.00	165.00	
	6' tall floor plant	150.00	175.00	

COLORFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement	178.00	231.40	
	Large floral arrangement	240.00	312.00	

Please indicate color preference here, if any: _____

The above items are priced on a rental basis only. Prices above include container, installation and removal at the end of show.
All orders will be subject to a \$25.00 delivery fee.
 Any items missing from the booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY	
CONTACT	BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
\$25.00 DELIVERY FEE		
12.0% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

STANDARD RATE will be applied to all orders not received and paid in full by **February 12, 2025**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.



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DEMOLITION NEW ORLEANS
March 5 - 8, 2025
Ernest N Morial Convention Center
New Orleans, LA

IN-BOOTH FORKLIFT ORDER FORM & INVOICE

TERMS & CONDITIONS

The exhibitor, his agent or representative must supply sufficient manpower including competent and authorized supervisors to manage and control the exhibit installation activity.

The exhibitor, upon signing this order form, covenants and agrees to indemnify and hold harmless Levy Exposition Services Inc., from and against all claims, demands, charges, losses or damage arising or alleged to arise directly or indirectly or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent or representative are legally responsible. Levy Exposition Services Inc., is to be cross insured on the insurance for the exhibitor's, his agent's or representative's operations conducted at this event. Evidence of the insurance described above shall be forwarded to Levy Exposition Services Inc.

THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT

RATES

DESCRIPTION	STANDARD RATE	
STRAIGHT TIME 8:00 AM - 4:30 PM Monday to Friday (Includes 5000 lb. Forklift and operator)	\$285.00 per Hour	
STRAIGHT TIME 8:00 AM - 4:30 PM Monday to Friday (Foreman)	\$185.00 per Hour	
OVERTIME 4:30 PM - 8:00 AM Monday to Friday, (Includes 5000 lb Forklift and operator) All day Saturday, Sunday, and holidays	\$415.00 per Hour	
OVERTIME 4:30 PM - 8:00 AM Monday to Friday, (Foreman) All day Saturday, Sunday, and holidays	\$245.00 per Hour	

ESTIMATED INSTALLATION REQUIREMENTS

DESCRIPTION	STANDARD RATE	TOTAL	
STRAIGHT TIME _____ Forklift _____ Hours	\$285.00 per Hour	\$ _____ Total	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
OVERTIME _____ Forklift _____ Hours	\$415.00 per Hour	\$ _____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

DESCRIPTION	STANDARD RATE	TOTAL	
STRAIGHT TIME _____ Forklift _____ Hours	\$285.00 per Hour	\$ _____ Total	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
OVERTIME _____ Forklift _____ Hours	\$415.00 per Hour	\$ _____ Total	

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

***PLEASE ADD 25% FOR ORDERS PLACED AFTER FEBRUARY 12, 2025.**

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
ADDITIONAL 25% LATE ORDER		
12.0% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.



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DEMOLITION NEW ORLEANS
 March 5 - 8, 2025
 Ernest N Morial Convention Center
 New Orleans, LA

SIGN & BANNER HANGING ORDER FORM & INVOICE

TERMS AND CONDITIONS

ALL OVERHEAD HANGING SIGNS MUST BE ASSEMBLED, INSTALLED AND DISMANTLED BY LEVY. SIGN ASSEMBLY REQUIRES A 2 PERSON CREW. THE REQUIRED AMOUNT OF MAN HOURS TO ASSEMBLE YOUR SIGN(S) WILL BE ADDED TO YOUR ACCOUNT UPON COMPLETION OF THE WORK. THERE IS A MINIMUM CHARGE OF 2 HOURS FOR INSTALL AND 2 HOURS FOR DISMANTLE FOR ALL SIGN HANGING SERVICES.
****THE SIGN ASSEMBLY LABOR ORDER FORM FOLLOWING THIS FORM MUST BE COMPLETED AND SUBMITTED WITH SIGN ASSEMBLY INSTRUCTIONS****

This order form is for labor and equipment that may be required for the hanging of signs, banners, decorations, etc. This order will be considered as a tentative reservation and **must be confirmed with a signed work order** at the Levy Exposition Services Inc. service desk.
 A sign hanging crew consists of two men and a boom lift.

SIGN & BANNER HANGING LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	Boom lift + two person crew - \$695.00 per Hour / minimum 2 hours Additional Rigger(s) - \$185.00 per Person per Hour / minimum 2 hours
OVER TIME	4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday and Holidays	Boom lift + two person crew - \$885.00 per Hour / minimum 2 hours Additional Rigger(s) - \$245.00 per Person per Hour / minimum 2 hours

ESTIMATED SIGN HANGING INSTALLATION REQUIREMENTS

REGULAR TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$695.00 per Hour Additional Rigger(s) - \$185.00 per Person per Hour	\$ _____ Total
OVER TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$885.00 per Hour Additional Rigger(s) - \$245.00 per Person per Hour	\$ _____ Total

ESTIMATED SIGN HANGING DISMANTLE REQUIREMENTS

REGULAR TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$695.00 per Hour Additional Rigger(s) - \$185.00 per Person per Hour	\$ _____ Total
OVER TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$885.00 per Hour Additional Rigger(s) - \$245.00 per Person per Hour	\$ _____ Total

NOTE: Any miscellaneous rigging supplies such as cable, shackles etc. required to install your sign will be calculated and added to your invoice upon completion of the installation

****PLEASE ADD 25% TO ORDERS PLACED AFTER FEBRUARY 12, 2025****

****All Rates are based on current wage scales and are subject to change in accordance with existing wage scales at the time of the exposition****

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

SUPERVISION SERVICES

- (PLEASE INDICATE DESIRED SERVICE)
- EXHIBITOR SUPERVISED
- LEVY SUPERVISED (PLEASE ADD 50% FOR THIS SERVICE)

COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)		
25% CANCELLATION FEE (OFFICE USE ONLY)		
SUBTOTAL		
SUPERVISION 50%		
ADDITIONAL 25% LATE ORDER		
12.0% SALES TAX		
TOTAL US DOLLARS		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

A 25% CANCELLATION FEE will be applied to all orders received then canceled. Orders cancelled within 7 days of scheduled start date will be charged 100% of the original fee.



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DEMOLITION NEW ORLEANS
 March 5 - 8, 2025
 Ernest N Morial Convention Center
 New Orleans, LA

SIGN ASSEMBLY LABOR ORDER FORM & INVOICE

TERMS & CONDITIONS

SIGN ASSEMBLY REQUIRES A 2 PERSON CREW. THE REQUIRED AMOUNT OF MAN HOURS TO ASSEMBLE YOUR SIGN(S) WILL BE ADDED TO YOUR ACCOUNT UPON COMPLETION OF THE WORK.

PLEASE NOTE: It is required to include sign assembly instructions when submitting your order.

****THIS SERVICE IS FOR SIGN ASSEMBLY ONLY. FOR GENERAL LABOR, PLEASE REFER TO THE LABOR ORDER FORM****

SIGN ASSEMBLY LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	\$185.00 per Person per Hour / minimum 2 hours
OVER TIME	Before 8:00 am and after 4:30 pm Monday to Friday, All day Saturday, Sunday, and holidays.	\$245.00 per Person per Hour / minimum 2 hours

****two person crew is required for sign assembly labor****

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	___ Laborers	___ Hours	\$185.00 per Person per Hour	\$ _____ Total	A minimum charge for labor is two (2) hours. One (1) hour per two person crew. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	___ Laborers	___ Hours	\$245.00 per Person per Hour	\$ _____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	___ Laborers	___ Hours	\$185.00 per Person per Hour	\$ _____ Total	A minimum charge for labor is two (2) hours. One (1) hour per two person crew. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	___ Laborers	___ Hours	\$245.00 per Person per Hour	\$ _____ Total	

SUPERVISION SERVICES

(PLEASE INDICATE DESIRED SERVICE)

- EXHIBITOR SUPERVISED
- LEVY SUPERVISED (PLEASE ADD 50% FOR THIS SERVICE)

****PLEASE ADD 25% TO ORDERS PLACED AFTER FEBRUARY 12, 2025****

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
SUPERVISION 50%		
ADDITIONAL 25% LATE ORDER		
2.0% SALES TAX		
TOTAL US DOLLARS		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

TERMS & CONDITIONS Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received then canceled. Orders cancelled within 7 days of scheduled start date will be charged 100% of the original fee.



PLEASE INCLUDE THIS FORM WITH YOUR HANGING SIGN ORDER FORM

STRUCTURAL INTEGRITY STATEMENT THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at the DEMOLITION NEW ORLEANS, MARCH 5 - 8, 2025 and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless the ASSOCIATION, ERNEST N MORIAL CONVENTION CENTER, LEVY, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting more than 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

LEVY structural integrity statement



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DEMOLITION NEW ORLEANS
March 5 - 8, 2025
Ernest N Morial Convention Center
New Orleans, LA

LABOR ORDER FORM & INVOICE

SUPERVISION SERVICES (Please indicate desired service)

LEVY EXPOSITION SERVICES INC. SUPERVISED

MOVE IN MOVE OUT

LEVY EXPOSITION SERVICES INC. WILL SUPERVISE labor to unpack and install display before exhibitor arrival at show site and/or dismantle and pack display after show closing.

A **50% Surcharge** will be added to the labor rates below for this professional supervision.

EXHIBITOR SUPERVISED

MOVE IN MOVE OUT

EXHIBITOR WILL SUPERVISE the laborers provided by Levy Exposition Services Inc. for the installation and/or dismantle of the exhibit.

Supervisor's name _____

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. For all other starting times, check in at the **Exhibitor Service Desk** one-half (1/2) hour before time requested.

LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	\$185.00 per Hour
OVER TIME	Before 8:00 am and after 4:30 pm Monday to Friday, All day Saturday, Sunday, and holidays.	\$245.00 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$185.00 per Hour	\$ _____ Total	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$245.00 per Hour	\$ _____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$185.00 per Hour	\$ _____ Total	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$245.00 per Hour	\$ _____ Total	

INBOUND FREIGHT INFORMATION ****BE SURE TO COMPLETE THE OUTBOUND FORM AS WELL****

Carrier	Date Shipped	Pro Number
Number of Pieces	Weight	Arrival Date (Target)
<input type="checkbox"/> Loose Display <input type="checkbox"/> Crated Display		
Quantity of Ladders Required (Optional) _____		

EXHIBITOR INFORMATION

COMPANY _____
CONTACT _____ BOOTH# _____

***PLEASE ADD 25% FOR ORDERS PLACED AFTER FEBRUARY 12, 2025.**

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
SUPERVISION 50%		
ADDITIONAL 25% LATE ORDER		
2.0% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM
****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

TERMS & CONDITIONS Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

CANCELLATION FEE A one (1) hour "per person, per hour" charge will be applied for all canceled labor orders.

OUTBOUND SHIPPING - BOOTH I&D LABOR

<u>Exhibitor Name:</u> _____	<u>Tel. #:</u> _____	Booth #
<u>Billing Address:</u> _____	<u>Fax #:</u> _____	
<u>City / State / Zip:</u> _____	<u>Auth. by:</u> _____	

1 Outbound Shipping Instructions

Please complete this section if Levy will be supervising booth labor.

*Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address:
 If your freight is being forwarded to another show, be sure to include the name of show and your booth number.*

Company / Show: _____ Booth #: _____

Address: _____

City / State / Zip: _____

Attention: _____

Select Carrier

Ship via carrier of exhibitor's choice

Name of Carrier: _____

Ship via official show freight carrier

Select shipping method Ground Air Select Service Provider: _____

Please note:
 ■ If an exhibitor is using a carrier of his/her own choice (or not using the official show freight carrier,) the exhibitor is responsible for arranging for carrier to pick up at close of show.
 ■ Levy cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Levy's discretion.

Please review the Quick Facts for the Carrier Check-in time

2 Billing Information

Please indicate billing information for carrier charges if different than above.

Bill Shipping Charges to (if different from above):

Shipper (signature): _____ Shipper (print name): _____

Freight Charges Billed To (Company/Show): _____

Address: _____

City / State / Zip: _____

Telephone: _____ Attention: _____

PAYMENT & LABOR

The terms and conditions set forth below become part of the contractual agreement between Levy Exposition Services Inc. and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- ~ **WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR**
- ~ **WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.; OR**
- ~ **WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH LEVY EXPOSITION SERVICES INC.**

DEFINITIONS

"Levy Exposition Services Inc." ("LES"), and any sub-contractors affiliated within the show. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.).

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. Funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LES except where specifically identified as a sale. All LES rentals include delivery, installation and removal from EXHIBITOR's booth, unless stated otherwise. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labor, forklift and sign hanging orders that are not canceled in writing at least seven (7) days prior to the scheduled start time. If services have already been provided at the time of cancellation, 100% of original fee will be applied. It is EXHIBITOR'S responsibility to advise LES Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LES requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, LES requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in the UNITED STATES OF AMERICA, upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge here under exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LES shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF LOUISIANA. In the event of any dispute between EXHIBITOR and LES relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to LES relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LES shall be considered a separate transaction, and shall be resolved on its own merits. LES reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that LES may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

LABOR PROVIDED UNDER THE SUPERVISION OF LES

RESPONSIBILITIES

LES shall be responsible for the performance of labor provided under this option. LES cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under LES's direct supervision and control. In no event shall LES be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. LES shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LES's reasonable control.

INDEMNIFICATION

LES agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, or property damage arising out of work performed by labor provided by and supervised by LES, except when EXHIBITOR exercises direction and/or control over the work being performed.

LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this section. It is responsibility of EXHIBITOR to supervise labor secured through LES in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with LES Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend LES from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, and/or property damage arising out of work performed by labor provided by LES but supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of LES includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by LES to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO LES's MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH LES. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LES.

TERMS & CONDITIONS



MOTOR VEHICLE ESCORT ORDER FORM

Submit this form if you wish to display a vehicle at show site. This form must be received by Levy Exposition Service prior to vehicles being received. Enter the total below to the Payment & Credit Card Charge Authorization Form. Orders received without full payment or credit card information will not be processed.

FIRE & SAFETY REGULATIONS

Vehicle may only be displayed in accordance with local fire regulations and prior approval of Show Management

DELIVERY DETAILS

Date: _____ Time: _____

RATE

Vehicle: _____ x \$487.50 ST/OT round trip = \$ _____ (subtotal)
 x \$600.00 OT/OT round trip = \$ _____ (subtotal)

Information

- ST = Monday to Friday from 8:30 am – 4:30 pm, OT = Monday to Friday 4:30 pm – 11:00 pm and all-day Saturday & Sunday
- ST/OT = when move-in occurs during straight time hours, and move-out occurs during overtime hours
- OT/OT = when move-in and move-out occur during overtime hours
- Any vehicle brought into the exhibit hall will be escorted from the landing area to the booth.
- Escort fees are charged round trip.
- Display materials transported in display vehicles are subject to material handling charges.
- Weights will be estimated by Levy Exposition Service unless documentation is provided.
- 30% surcharge will apply to all vehicles brought in on overtime.

TERMS / ORDER ESTIMATE

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- Transfer this total to the Payment & Credit Card Charge Authorization Form.

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH# _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
2.0% SALES TAX		
TOTAL US DOLLARS		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****



MATERIAL HANDLING FAQs

The following is a list of frequently asked questions pertaining to material handling and freight services. We strongly recommend that you read this document in its entirety to better familiarize yourself with the processes relating to material handling and freight services.

As the official service contractor, LEVY is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the number listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts and Shipping Instructions pages. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Shipping Instructions page for warehouse receiving hours.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on the Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive “collect,” mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts and Shipping Instructions pages.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express, UPS and all van lines are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on the Quick Facts and Shipping Instructions pages. This includes both warehouse and show site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on the Quick Facts and Shipping Instructions pages.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on the Quick Facts and Shipping Instructions pages.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.
- *Please note that LEVY will assume no liability for interrupted travel plans due to the length of time required for the empty container return. It is the responsibility of the exhibitor to schedule travel plans accordingly.*

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts and Shipping Instructions pages for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to LEVY’s carrier choice or delivered back to the warehouse at exhibitor’s expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by LEVY are subject to the enclosed Terms and Conditions.

OTHER AVAILABLE SERVICES (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed Liberty Convention Freight form)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery



Fax: 253 437 0032
 14900 Interurban Avenue South, Suite 271
 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyexpo.com

DEMOLITION NEW ORLEANS
 March 5 - 8, 2025
 Ernest N Morial Convention Center
 New Orleans, LA

MATERIAL HANDLING ORDER FORM & INVOICE

MATERIAL HANDLING SERVICES

Crated: material that is skidded or is in any type of shipping container that can be loaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, constricted space loading, designated piece loading, and stacked shipments. Federal Express and UPS and All Van Lines are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/ or unskidded machinery without proper lifting bars or hooks.

Small Package Shipment: A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30lbs. that is received on the same day, from the same shipper and delivered by the same carrier.

Dedicated Delivery from Advance Warehouse: Any shipment(s) received at the Advance Warehouse after February 26, 2025.

Off Target: Shipment(s) received at the Ernest N Morial Convention Center prior to 8:00 am on March 5, 2025

Normal Warehouse Hours for Receiving Freight: 8:00 A.M. To 3:00 P.M. Monday through Friday, Holidays excluded.

Straight Time - 8:00 A.M. To 4:30 P.M. Monday through Friday

Overtime - 4:30 P.M. To 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays.

**** Please be advised that overtime charges may apply during move-in or move-out.****

DESCRIPTION	CWT Price	Minimum
Advance Shipment		
Crated or Skidded Shipment.....	\$ 185.00	\$ 370.00
Special Handling Shipment.....	220.00	440.00
Late to Warehouse (in addition to base rate).....	50.00	100.00
Small Package shipment (shipments less than 30 lbs).....	55.00	55.00
Dedicated Delivery from Advance Warehouse (in addition to late to warehouse fees)....	650.00 flat fee	
Showsite Shipment		
Crated or Skidded Shipment.....	\$ 170.00	\$ 340.00
Special Handling Shipment.....	195.00	390.00
Uncrated or Pad Wrapped Shipment.....	210.00	420.00
Small Package shipment (shipments less than 30 lbs).....	55.00	55.00
Off Target.....	50.00	100.00
Overtime Charge (Inbound)(In addition to above rates)		
Applies to all above shipments.....	\$ 55.00	\$ 110.00
Overtime Charge (Outbound)(In addition to above rates)		
Applies to all above shipments.....	\$ 55.00	\$ 110.00

PLEASE NOTE: Total weight is in lbs. With a minimum shipment of 200 lbs. Please round up to the next 100 lbs when filling out the weight of your shipment.

Description	Weight	CWT	Unit Price	Estimated Total Charges
<i>Crated or Skidded Shipment</i>	<i>1200 LBS ÷ 100 = 12</i>		<i>\$185.00</i>	<i>\$2,220.00</i>
EXAMPLE				
RATE ADJUSTMENT			(OFFICE USE ONLY)	
SUBTOTAL				
2.0% SALES TAX				
TOTAL			U. S. DOLLARS	

PLEASE NOTE: Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor's materials are delivered to Levy Exposition Services Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Exposition Services Inc. is the official show contractor.

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

SHIPPING INSTRUCTIONS

SHIPMENTS CAN BE SENT DIRECTLY TO THE SHOW-SITE ON MOVE-IN DAY, OR TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

ADVANCE RECEIVING

For advance receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Advance receiving includes the following:

- receiving your material at the warehouse up to thirty days in advance of the move-in day
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

**DEMOLITION NEW ORLEANS
COMPANY NAME & BOOTH #
Levy Exposition Services Inc.
c/o Liberty CFS NV, Inc.
400 Shrewsbury Road
Jefferson, LA 70121**

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of one week (seven days) in advance of the show move-in date. Shipments received less than seven days prior to the move-in day are subject to extra charges and delivery time **will not** be guaranteed. All shipments must be received at the advance warehouse between the hours of 8:00 am and 3:00 pm, Monday to Friday, no earlier than **January 29, 2025** and no later than **February 26, 2025**. **Shipments that arrive prior to January 29, 2025 or after February 26, 2025 will incur a surcharge of \$50.00 per hundred weight surcharge with at \$100.00 minimum.**

ANY SHIPMENT(S) RECEIVED AT THE ADVANCE WAREHOUSE AFTER FEBRUARY 26, 2025 WILL INCUR A CHARGE OF \$650.00 IN ADDITION TO LATE TO WAREHOUSE FEES.

Shipments must include an official weight ticket or bill of lading.

SHIPPING INSTRUCTIONS (CONT'D.)

SHOW-SITE RECEIVING

For show-site receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Show-site receiving includes the following:

- receiving and signing for your shipment on your behalf
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for show-site receiving is labeled with the following information:

**DEMOLITION NEW ORLEANS
COMPANY NAME & BOOTH #
Ernest N Morial Convention Center
c/o Levy Exposition Services Inc.
900 Convention Center Blvd
New Orleans, LA 70130**

PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE ERNEST N MORIAL CONVENTION CENTER PRIOR TO 8:00 AM ON WEDNESDAY, MARCH 5, 2025.

ALL SHIPMENTS MUST INCLUDE A CERTIFIED WEIGHT TICKET OR BILL OF LADING. IN THE EVENT THAT YOUR SHIPMENT(S) DOES NOT INCLUDE A CERTIFIED WEIGHT TICKET, IT WILL BE WEIGHED ON-SITE AND A SURCHARGE WILL BE APPLIED.

LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.



Fax: 253 437 0032
 14900 Interurban Avenue South, Suite 271
 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyexpo.com

DEMOLITION NEW ORLEANS
 March 5 - 8, 2025
 Ernest N Morial Convention Center
 New Orleans, LA

MATERIAL HANDLING FOR MACHINERY ORDER FORM & INVOICE

Submit this form to order material handling services for machinery and attachments. Levy will unload equipment and place in your booth. Use the rates and calculator below to estimate your material handling charges for machinery and attachments.

MACHINERY MATERIAL HANDLING RATE SCHEDULE

Machinery and attachments arriving at the park will be spotted within a 6" tolerance one time after removal from the truck, provided that the following conditions are adhered to:

- The exhibitor, or exhibitor's representative, supervises spotting
- The area within the booth is clearly marked to indicate the machine's position
- No rigging, bolting, unskidding, or attaching to other equipment is conducted

All machinery and attachments should be consigned directly to show site. Machinery and attachments received at the advance warehouse will be transferred to show site at the rate of \$175.00 per 100 pounds with a 1,000 pound minimum.

All shipments must be accompanied by a certified weight ticket. Shipments will not be unloaded without this ticket.

Mobile rates will apply to rolling stock, licensed vehicles, self-propelled or towed, or shipments received at show site, which must be driven by the exhibitor, or towed to the booth area, under Levy supervision. The same procedures will be used during the move-out.

Planking, if required, will be charged on a time and material basis.

For any questions about Louisiana's rules and regulations please visit:
<https://www.txdmv.gov/motor-carriers>

Straight Time: Monday - Friday from 8:30 am - 4:30 pm

Overtime: Monday - Friday from 4:30 pm - 11:00 pm and all day Saturday & Sunday

ST / OT: When your move-in occurs during straight time hours and move-out occurs during overtime hours please reference this rate.

OT / OT: When your move-in and move out occur during overtime hours, please reference this rate.

MACHINERY MATERIAL HANDLING RATES (per cwt)

Inbound & Outbound Site Shipments	Round Trip Rate	ST / OT	OT / OT
1 - 5,000 pounds		\$82.50	\$99.00
5,001 - 8,000 pounds		\$77.50	\$93.00
8,001 - 16,000 pounds		\$72.50	\$87.00
16,001 - 20,000 pounds		\$70.00	\$84.00
20,001 pounds and greater		\$67.50	\$81.00

CALCULATE ESTIMATED MATERIAL HANDLING FOR MACHINERY

Date of Arrival	Estimated Weight	CWT	Rate per CWT	Estimated Cost

Please contact Steve Moody with Levy Exposition Services to confirm time and date of delivery.
 Telephone: 602 751 7124 Email: smoodly@levyexpo.com

EXHIBITOR INFORMATION

COMPANY	
CONTACT	BOOTH#
CELL NUMBER	EMAIL

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
2.0% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

TERMS & CONDITIONS Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

CANCELLATION FEE A one (1) hour "per person, per hour" charge will be applied for all canceled labor orders.

FREIGHT MACHINERY QUESTIONNAIRE

To ensure a smooth targeted move-in, submit this form and the previous form, Material Handling for Machinery, to order labor and equipment to unload trucks and place machinery in your booth.

Company Name _____ Booth # _____

Number of pieces of machinery over 5,000 lbs: _____

Weight of heaviest piece of machinery: _____

How many over 10,000 lbs: _____

Weights of each: _____

Total weight of all machinery: _____

What is your machinery handled by:

Forklift Crane

Will machinery need assembly:

Yes No

Assemble at booth:

Yes No

Equipment needed for assembly:

Forklift Crane Size: _____

Estimated assembly time: _____

Showsite Contact: _____

Showsite Contact Phone Number: _____

Fax completed form to 253 437 0032 or email to operations@levyexpo.com by **February 14, 2024**.

MATERIAL HANDLING

Acceptance of said terms and conditions will be constructed when any of the following conditions are met:

- ~ **THE MATERIAL HANDLING ORDER FORM AND INVOICE IS SIGNED; OR**
- ~ **WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO LES'S WAREHOUSE OR TO A SHOW/ EXPOSITION SITE FOR WHICH LEVY EXPOSITION SERVICES INC. IS THE OFFICIAL SHOW CONTRACTOR; OR**
- ~ **WHEN AN ORDER FOR LABOR AND/ OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.**

1. **DEFINITIONS.** "Levy Exposition Services Inc" ("LES"), and any sub-contractors affiliated within the show.
2. **PACKAGING AND CRATES.** LES shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LES shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LES assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LES labels; or Improper information on empty labels. LES WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
4. **INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. LES highly recommends the securing of security services for Facility or Show Management.
5. **OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completions of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. LES highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to LES by EXHIBITOR will be checked at the time of pickup from booth and corrections will be made where discrepancies exist between the quantities of times listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup.
6. **LES'S RESPONSIBILITIES.** LES shall be responsible only for those services which it directly provides. LES assumes no responsibility for any persons, parties, or other contracting firms not under LES's direct supervision and control. LES shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond LES's reasonable control, nor for ordinary wear & tear in the handling of materials.
7. **INSURANCE.** It is understood that LES is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide LES with a release of subrogation to the extent of any insurance settlement received.
8. **CLAIM(S) FOR LOSS.** Claims for loss or damage must be reported at show-site.
 - A. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LES for its services, as an offset against the amount of any alleged loss or damage.
 - B. **MAXIMUM RECOVERY.** If found damaged LES's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR's materials and EXHIBITOR's sole and exclusive remedy is limited to \$.50 per pound article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment.
9. **JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF LOUISIANA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OUR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN NEWORLEANS, LOUISIANA.
10. **INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend LES, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liability, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:
 - EXHIBITOR's negligent supervision of any labor secured through LES, or the negligent supervision of such labor by any of EXHIBITOR's employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
 - EXHIBITOR's negligence, willful misconduct, or deliberate act of EXHIBITOR's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
 - EXHIBITOR's violation of U.S.A. or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
 - EXHIBITOR's inclusion of illegal substances, hazardous materials or waste in any shipment placed with LES and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.
11. **MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration LES for material handling and transportation services, waives and releases all claims against LES, its employees, agents, officers, and directors, with respect to all matters for which LES has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all provisions herein.



ADVANCE WAREHOUSE

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

Levy Exposition Services Inc.
c/o LIBERTY CFS NV, INC.
400 Shrewsbury Road
Jefferson, LA 70121

EVENT NAME:

**DEMOLITION
NEW ORLEANS**

NO. _____ # of _____ PCS.



ADVANCE WAREHOUSE

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

Levy Exposition Services Inc.
c/o LIBERTY CFS NV, INC.
400 Shrewsbury Road
Jefferson, LA 70121

EVENT NAME:

**DEMOLITION
NEW ORLEANS**

NO. _____ # of _____ PCS.

The above labels are provided for your convenience.
Place one on each piece shipped to the ADVANCE WAREHOUSE.
If more labels are needed, copies are acceptable.



SHOW SITE

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

**Ernest N Morial Convention Center
c/o Levy Exposition Services Inc.
900 Convention Center Blvd
New Orleans, LA 70130**

EVENT NAME:

**DEMOLITION
NEW ORLEANS**

NO. _____ # of _____ PCS.



SHOW SITE

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

**Ernest N Morial Convention Center
c/o Levy Exposition Services Inc.
900 Convention Center Blvd
New Orleans, LA 70130**

EVENT NAME:

**DEMOLITION
NEW ORLEANS**

NO. _____ # of _____ PCS.

The above labels are provided for your convenience.
Place one on each piece shipped to the SHOW SITE.
If more labels are needed, copies are acceptable.



ADVANCE WAREHOUSE

CARPET AND PADDING

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

Levy Exposition Services Inc.
c/o LIBERTY CFS NV, INC.
400 Shrewsbury Road
Jefferson, LA 70121

EVENT NAME:

**DEMOLITION
NEW ORLEANS**

NO. _____ # of _____ PCS.



ADVANCE WAREHOUSE

CARPET AND PADDING

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

Levy Exposition Services Inc.
c/o LIBERTY CFS NV, INC.
400 Shrewsbury Road
Jefferson, LA 70121

EVENT NAME:

**DEMOLITION
NEW ORLEANS**

NO. _____ # of _____ PCS.

The above labels are provided for your convenience.
Place one on each piece shipped to the ADVANCE WAREHOUSE.
If more labels are needed, copies are acceptable.



ADVANCE WAREHOUSE

HANGING SIGN

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

**Levy Exposition Services Inc.
c/o LIBERTY CFS NV, INC.
400 Shrewsbury Road
Jefferson, LA 70121**

EVENT NAME:

**DEMOLITION
NEW ORLEANS**

NO. _____ # of _____ PCS.



ADVANCE WAREHOUSE

HANGING SIGN

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

**Levy Exposition Services Inc.
c/o LIBERTY CFS NV, INC.
400 Shrewsbury Road
Jefferson, LA 70121**

EVENT NAME:

**DEMOLITION
NEW ORLEANS**

NO. _____ # of _____ PCS.

The above labels are provided for your convenience.
Place one on each piece shipped to the ADVANCE WAREHOUSE.
If more labels are needed, copies are acceptable.



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MOVE YOUR EXHIBIT WITH PEACE OF MIND

**THE FREIGHT & CUSTOMS PARTNER YOU CAN RELY ON
FULLY DEDICATED TO YOUR CONVENTION AND TRADE SHOW SUCCESS**

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Transportation Services

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- Full Load
- International Freight Forwarding
- Customs Brokerage Services
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Customized Solutions

- Door to door service
- Catering to your specific needs
- Single point of contact
- 24/7 customer attention
- Committed to excellence

Dedicated to delivering safely and on time every time.



**Call Toll Free 1-866-938-1092 or 1.905.338.3993
email: exhibitorservices@libertycfs.us - www.libertycfs.us**

LAS VEGAS | TORONTO





LibertyCFS NV, Inc.

A Veteran Owned Company
Delivering Freedom


exhibitorservices@libertycfs.us

www.libertycfs.us

Tel. (905) 338-3993

FREIGHT & CUSTOMS ORDER FORM

1 Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.

Adobe Acrobat Reader DC may be required for completion of form. Click image to download 

Freight Only
 Customs Only
 Freight & Customs
 Return Only

2a PICK-UP LOCATION

Company Name _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Contact _____ Phone # _____
 Email _____ IRS/Tax ID# _____

3 DELIVERY TO ADDRESS

Exhibiting Company Name _____ Booth # _____
 Show Name _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Onsite Contact _____ Cell Phone # _____

2b SERVICES

P/U Date _____ From _____ To _____ Hours _____
 Dlv Date _____ Hours _____

Express
 Economy LTL 7-10 Days
 Int'l
 Inside
 Liftgate
 Dock
 Other

4 RETURN TO

Check Box if the Return address is the same as 2a

Consignee: _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Contact _____ Phone # _____
 PU Date _____ Arrive by _____

5 PACKAGE INFO

Carton(s)/Box
 Vinyl Case(s)/Color
 Wooden Crate(s)
 Trunk(s) / On Wheels
 Skid(s) - to contain # _____ of pieces




PCS	DIMENSIONS (L x W x H)	WGT
TOTAL PIECES		TOTAL WEIGHT

6 VALUE

Declared Value for Carriage: The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 8% per \$1000, Min \$80.

Exclusion: Does not include TV(s)/Monitor(s) **DECLARED VALUE** _____

7 PAYMENT

Credit Card Information / Billing Address   

Credit Card Number _____ Security Code _____ Exp. Date ____ / ____ MM / YYYY

I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.

Address _____ Signature _____
 City _____ State _____ ZipCode _____
 Phone _____ Email _____

Comments: Include any additional comments that will be helpful for the movement of freight and contents

Print



Fax: 253 437 0032
 14900 Interurban Avenue South, Suite 271
 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyexpo.com

DEMOLITION NEW ORLEANS
March 5 - 8, 2025
Ernest N Morial Convention Center
New Orleans, LA

REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of labor. Levy Exposition Services Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Levy Exposition Services in advance whenever possible. Official labor forms are included in the Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and **received by Levy Exposition Services Inc. no later than February 12, 2025.** Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors or its lease with the **Ernest N Morial Convention Center.** For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Levy Exposition Services with **Certificates of Insurance naming Levy Exposition Services Inc., National Demolition Association, Demolition New Orleans, and the Ernest N Morial Convention Center as additional insured's by February 12, 2025.** These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Levy Exposition Services Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than February 12, 2025. If this form and the certificate of insurance from the non-official contractor is not received by February 12, 2025, your non-official contractor will be allowed to supervise only. All labor must then be hired from Levy Exposition Services Inc. for installation and dismantle of the exhibit.

**ORIGINAL CERTIFICATES ONLY
 PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED**

Name of Exhibiting Company: _____ Booth Number: _____

Contracting Company Name: _____

Contracting Company Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____ Fax _____

Estimated Arrival at Show _____ Number of Workers: _____

Authorized By: _____ Title: _____
 (Sign & Print Name)



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- Customs Brokerage Services
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- Committed to excellence

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Call Toll Free 1-866-938-1092 or 1.905.338.3993
email: exhibitorservices@libertycfs.us - www.libertycfs.us
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FREIGHT & CUSTOMS ORDER FORM

1 Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.

Adobe Acrobat Reader DC may be required for completion of form. Click image to download 

Freight Only
 Customs Only
 Freight & Customs
 Return Only

2a PICK-UP LOCATION

Company Name _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Contact _____ Phone # _____
 Email _____ IRS/Tax ID# _____

3 DELIVERY TO ADDRESS

Exhibiting Company Name _____ Booth # _____
 Show Name _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Onsite Contact _____ Cell Phone # _____

2b SERVICES

P/U Date _____ From _____ To _____ Hours _____
 Dlvly Date _____ Hours _____

Express
 Economy LTL 7-10 Days
 Int'l
 Inside
 Liftgate
 Dock
 Other _____

4 RETURN TO

Check Box if the Return address is the same as 2a

Consignee: _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Contact _____ Phone # _____
 PU Date _____ Arrive by _____

5 PACKAGE INFO

Carton(s)/Box
 Vinyl Case(s)/Color
 Wooden Crate(s)
 Trunk(s) / On Wheels
 Skid(s) - to contain # _____ of pieces




PCS	DIMENSIONS (L x W x H)	WGT
TOTAL PIECES		TOTAL WEIGHT

6 VALUE

Declared Value for Carriage: The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 8% per \$1000, Min \$80.

Exclusion: Does not include TV(s)/Monitor(s) **DECLARED VALUE** _____

7 PAYMENT

Credit Card Information / Billing Address   

Credit Card Number _____ Security Code _____ Exp. Date ____ / ____
 I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.

Address _____ Signature _____
 City _____ State _____ ZipCode _____
 Phone _____ Email _____

Comments: Include any additional comments that will be helpful for the movement of freight and contents

Print



CUSTOM FURNITURE

PRODUCT

CATALOG

Special Events | Trade Shows | Corporate Functions



253-437-0031

www.levyexpo.com

Specialty Furniture Rental 





FULTON Sofa
Black Leather
80"L x 31"D x 32"H
120 lbs



FULTON Love Seat
Black Leather
57"L x 31"D x 32"H
88 lbs



FULTON Chair
Black Leather
33"L x 31"D x 32"H
54 lbs



VERONA SOFA
WHITE Leather
78"L x 28.75"D x 28.25"H
128 lbs



VERONA LOVE SEAT
White Leather
57"L x 28.75"D x 28.25"H
100 lbs



VERONA Chair
White Leather
27"L x 35"D x 28.75"H
68 lbs

Lounge



DEIRA Curved Sofa
White Leather
82"L x 34"D x 31"H



DEIRA Reversed Curved Love Seat
White Leather
72"L x 34"D x 31"H



DEIRA Curved Bench
White Leather
70"L x 26"D x 19"H



DEIRA Round Ottoman
White Leather
39"Dia x 17"H



DEIRA RECTANGLE OTTOMAN
White Leather
60"L x 27"D x 19"H



ETERNITY Mod Lounge



ETERNITY Mod Chair
White Leather
28"L x 28"D x 36"H



ETERNITY Mod Wedge
White Leather
26"L x 28"D x 17"H

Lounge

LEVY

EXPOSITION SERVICES INC.



AVENDALE Sofa
Beige Upholstery
90"L X 34.5"D X 34"H



AVENDALE Love Seat
Beige Upholstery
78"L X 34.5"D X 34"H



AVENDALE Chair
Beige Upholstery
40"L X 34.5"D X 34"H



BRISBANE Sofa | Grey Upholstered
65"L X 30"D X 31"H



BRISBANE Chair | Grey Upholstered
30"L X 30"D X 32"H

Lounge



**KENWOOD Love Seat | Light Beige
Linen Upholstery**
63"L X 29"D X 34"H



**KENWOOD Chair | Light Beige
Linen Upholstery**
27"L X 27"D X 34"H



**NAPLES Sofa
Yellow Upholstery**
70"L X 29"D X 32"H



**NAPLES Love Seat
Yellow Upholstery**
50"L X 29"D X 32"H



**NAPLES Chair
Yellow Upholstery**
31"L X 29"D X 32"H



Lounge



**LAGUNA Armless Chair
White Cushion**
28"L x 35"D x 29"H, 34 lbs



**LAGUNA Ottoman
White Cushion**
28"L x 28"D x 19"H, 19 lbs



**LAGUNA Corner Chair
White Cushion**
35"L x 35"D x 29"H, 79 lbs



CYPRESS Cocktail Table
35.5"L x 35.5"D x 18.5"H, 45 lbs



LAGUNA Tree Stump End Table
18"L x 15"D x 16.5"H, 19 lbs



**LAGUNA Armless Chair
Wheat Cushion**
28"L x 35"D x 29"H, 34 lbs



**LAGUNA Ottoman
Wheat Cushion**
28"L x 28"D x 19"H, 19 lbs



**LAGUNA Corner Chair
Wheat Cushion**
35"L x 35"D x 29"H, 79 lbs



Outdoor Lounge



MADISON Cocktail Table
White Marble
44"L x 20"D x 18"H, 20 lbs



MADISON End Table
White Marble
24"L x 20"D x 22"H, 10 lbs



MADISON Cocktail Table
Black Marble
44"L x 20"D x 18"H, 20 lbs



MADISON End Table
White Marble
24"L x 20"D x 22"H, 10 lbs



SYDNEY Cocktail Table
Glass / Chrome
47"L x 23"D x 17"H, 26 lbs



SYDNEY End Table
Glass / Chrome
20"L x 20"D x 19"H, 21 lbs



ALTON Cocktail Table | White / Chrome
****Charged**
44"L x 22"D x 15"H, 25 lbs



WINDSOR Side Table
Yellow
17"L x 17"D x 24"H, 12 lbs



WHITNEY End Table | Gold
22"L x 22"D x 28.8"H, 15 lbs



CLASSIC Side Table
White / Chrome
18"L x 16"D x 25"H, 10 lbs

Cocktails / Ends Tables



CATO Cube Ottoman
White Leather
17.5"L x 17.5"D x 16.5"H



CATO Cube Ottoman
Black Leather
17.5"L x 17.5"D x 16.5"H



White Swivel Ottoman
White Leather
18"L x 18"D x 18"H



DEIRA Curved Bench
White Leather
70"L x 26"D x 19"H



DEIRA RECTANGLE OTTOMAN
White Leather
60"L x 27"D x 19"H



DEIRA Round Ottoman
White Leather
39"Dia x 17"H



Ottomans / Benches



NOVA Armless Chair | White / Chrome
18"L x 22"D x 36"H



NOVA Armless Chair | Black / Chrome
18"L x 22"D x 36"H



LLOYD Chair | White / Chrome
22"L x 19"D x 33"H



EAMES Chair | White - Wooden Legs
18"L x 17"D x 32"H



GUN METAL Chair | Gray
19"L x 18"D x 33"H



CONSTANTINE Stage Chair
White
30"L x 30"D x 38"H



TWILIGHT Stage Chair
Black
27.5"L x 25.5"D x 28"H



SIERRA Stage Chair
White
26"L x 23"D x 35"H

Occasional Chairs



31" Short Cafe Table | Glass / Chrome
31.5"Dia x 29"H, 48 lbs



30" Short Cafe Table | Black
30"Dia x 31"H, 39 lbs



30" Short Tulip Cafe Table | White
30"Dia x 30"H, 30 lbs



42" Short Tulip Cafe Table | White
42"Dia x 30"H, 47 lbs



31.5" EAMES Table
White / Wood Legs
31.5"Dia x 29"H, 21 lbs



36" X Base Glass Dining Table
Glass / Chrom
36" Dia x 30"H"



Short Cafe' / Glass Dining Tables



NEO Bar Stool | White | Black
17"L x 18"D x 37-45.25"H
Adjustable / Swivel



GIOVANNI Mid Back Bar Stool | White | Black
20"L x 18"D x 36.75-45.25"H
Adjustable / Swivel



DAWSON Curve Bar Stool | White
15"L x 15"D x 31-35"H, 35 lbs
Adjustable / Swivel



DAWSON Curve Bar Stool | Black
15"L x 15"D x 31-35"H, 35 lbs
Adjustable / Swivel



ASHTON Swivel Bar Stool | White
21"L x 21"D x 32-40"H
Adjustable / Swivel



ASHTON Swivel Bar Stool | Black
21"L x 21"D x 32-40"H
Adjustable / Swivel

Bar Stools



NOVA Bar Stool | White / Chrome
17"L x 20"D x 41"H



ELON Bar Stool | White / Chrome
17"L x 16"D x 43"H



GUN METAL Bar Stool | Gray
17"L x 17"D x 30"H, 10 lbs



GUN METAL Bar Stool | Gray
20.5"L x 20"D x 46"H, 15 lbs



HAYWARD Bar Stool
White / Natural
20"L x 18"D x 29.5"H



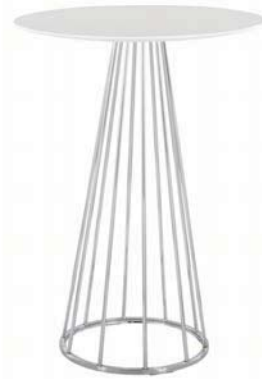
Bar Stools



23" Tall Bar Table
Glass / Chrome
23.75"Dia x 41.75"H, 27 lbs



24" Square Bar Table
White / Chrome
24" Sqr. x 33-41"H, 28 lbs



27" LENUX Table
White / Chrome
27"Dia x 42"H



27.5" Tall Bar Table
White / Chrome
27.5"Dia x 26-41"H, 24 lbs



27.5" Tall Bar Table
Black / Chrome
27.5"Dia x 26-41"H, 24 lbs



30" Tall Bar Table
Black / Black
30"Dia x 42"H, 47 lbs



23" Tall Bar Table
Black / Black Round Base
23"Dia x 40"H, 19 lbs

Tall Bar Tables



42" LOCKING Pedestal Cabinet | Black
24"L x 24"D x 42"H



42" LOCKING Pedestal Cabinet | White
24"L x 24"D x 42"H



5' MADISON Pub Table
White
60"L x 23"D x 42"H, 75 lbs



5' MADISON "CHARGED" Pub Table
White
60"L x 23"D x 42"H, 80 lbs



4.75' COMMUNAL Table | White
4.75'L x 23.75"D x 40"H, 108 lbs



5' LED GLOW Table
60"L x 24"D x 40"H, 90 lbs

Changes Color



Pedestals / Pub Tables



Reception Counter | White
47.75"L x 19.5"D x 42.75"H, 95 lbs



Reception Counter | Black
47.75"L x 19.5"D x 42.75"H, 95 lbs



6' VIP Straight Bar
White Acrylic / Polished Silver
72"L x 24"D x 42"H



6' DIAMOND Straight Bar
White Acrylic / Polished Silver Design
72"L x 30"D x 40"H *Shown Below



VENETIAN Back Bar | White Shelving
37"L x 7.8"D x 59"H



Bars & Reception Counters



COMMODORE EXECUTIVE CHAIR
Black / Chrome
Seat Adjust from 17" to 21"H



COMMODORE EXECUTIVE CHAIR
White / Chrome
Seat Adjust from 17" to 21"H



EXECUTIVE GUEST CHAIR | Black
27"L x 27"D x 40"H



TASK CHAIR w/ Arms | Black
Seat Adjust from 17" to 22"H



DRAFTING STOOL | Black
Seat Adjust from 22" to 32"H



ABERDEEN 8' Conference Table | Grey
96"L x 48"D x 29.5"H, 322 lbs



DISTRICT 8' Conference Table | Grey
96"L x 47"D x 27.5"H, 138 lbs

ABERDEEN 10' Conference Table | Grey
120"L x 48"D x 29.5"H, 322 lbs



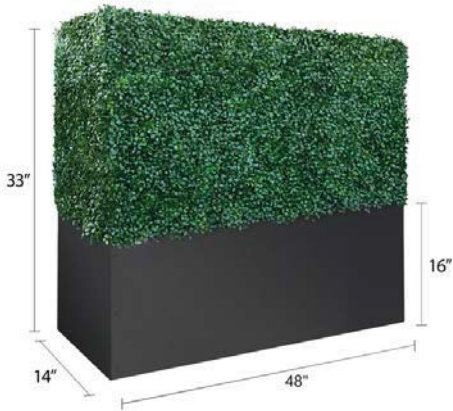
Office



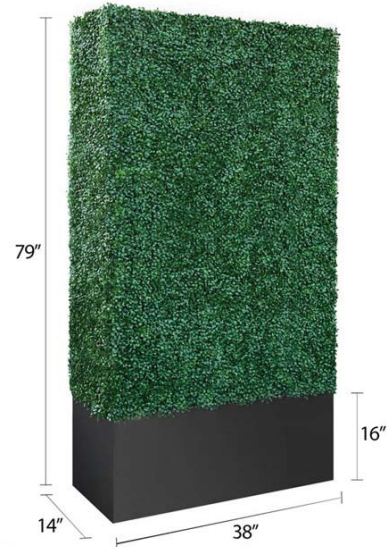
8' FOLIAGE Backdrop Wall
8'L x 24"D x 8'H



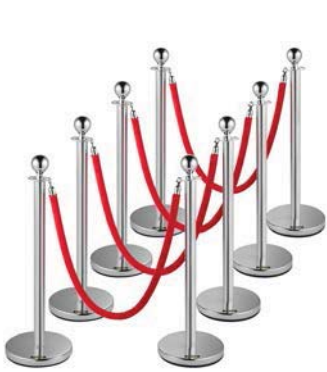
16' FOLIAGE Backdrop Wall
16'L x 24"D x 8'H



33''H Box Hedge Wall
48"L x 14"D x 33"H



79''H Box Hedge Wall
38"L x 14"D x 79"H



Stanchion Pole Chrome
12"L x 37"H



Stanchion Velvet Rope | Red
5' Velvet Rope
*Also Available in Black or Orange



Retractable Belt Stanchion | Black
40"H

Accessories



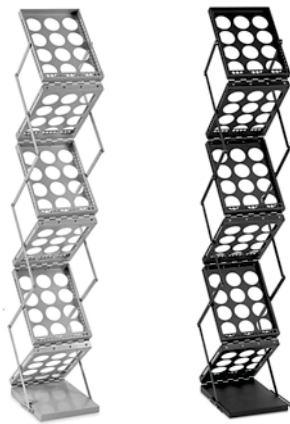
GLOW Cube | Adjustable Colors
20"L x 20"D x 20"H



Refrigerator
20"L x 20"D x 34"H
3.3 CuFt | 110 Volts / 155.25 Watts



Bag Rack | Chrome
45"H | 16" Straight Arm



6 Pocket Literature Stand
Silver or Black
10.75"L x 14.25"D x 58"H



LIGHTED MARQUEE LETTERING
White Letters | Clear LED Bulbs
3 ft. Tall | Standard 110 electric required



Coat Rack | Black
12.6"W x 67"H



TURINO Floor Lamp
Chrome
10"L x 10"D x 67"H



Free Standing Mirror
24"L x 24.5" D x 64"H



Throw Pillows
Various Colors
13"L x 13"W

Accessories



LEVY
EXPOSITION SERVICES INC.
www.levyexpo.com



Email Orders to: operations@levyexpo.com
 Fax: 253 437 0032
 Phone: 253 437 0031



Company Information				Delivery Information			
Company Name:				Event:			
Address:				Location:			
Phone:				Booth #:			
E-Mail:				Delivery Date/Time:			
OnSite Contact:				Strike Date/Time:			
				Event Start Date/Time:			
				Event End Date/Time:			

*Orders received after February 12, 2025 are based on availability and subject to a 30% Late Fee.
 *25% cancellation will be applied to all orders received and canceled 3 weeks prior to install.
 *100% cancellation will be applied if canceled on day of delivery.
 *Check or Credit Card must accompany order. 100% of payment required prior to delivery.
 Items missing or returned damaged are subject to replacement charges.

ITEM NAME	DIMENSIONS	EVENT RATE	Qty.	Total
Lounge Sofas / Love Seats / Chairs				
VERONA White Leather Sofa	78"L x 28.75"D x 28.25"H	\$929.00		\$
VERONA White Leather Love Seat	57"L x 28.75"D x 28.25"H	\$838.00		\$
VERONA White Leather Chair	27"L x 35"D x 28.75"H	\$576.00		\$
FULTON Black Leather Sofa	80"L x 31"D x 32"H	\$929.00		\$
FULTON Black Leather Love Seat	57"L x 31"D x 32"H	\$838.00		\$
FULTON Black Leather Chair	33"L x 31"D x 32"H	\$576.00		\$
AVENDALE Upholstered Sofa / Beige	90"L X 34.5"D X 34"H	\$929.00		\$
AVENDALE Upholstered Love Seat / Beige	78"L X 34.5"D X 34"H	\$838.00		\$
AVENDALE Upholstered Chair / Beige	40"L X 34.5"D X 34"H	\$576.00		\$
BRISBANE Upholstered Sofa / Grey	65"L x 30"D x 31"H	\$929.00		\$
BRISBANE Upholstered Chair / Grey	30"L x 30"D x 32"H	\$576.00		\$
KENWOOD Upholstered Love Seat / Light Beige	63"L x 29"D x 34"H	\$838.00		\$
KENWOOD Upholstered Chair / Light Beige	27"L x 27"D x 34"H	\$576.00		\$
NAPLES Upholstered Sofa / Yellow	70.5"L x 29"D x 32"H	\$1086.00		\$
NAPLES Upholstered Love Seat / Yellow	50.8"L x 29"D x 32"H	\$996.00		\$
NAPLES Upholstered Chair / Yellow	31"L x 29"D x 32"H	\$663.00		\$
DEIRA Curved Sofa / White Leather	82"L x 34"D x 31"H	\$1014.00		\$
DEIRA Reversed Curved Love Seat / White Leather	72"L x 34"D x 31"H	\$984.00		\$
DEIRA Curved Bench / White Leather	70"L x 26"D x 19"H	\$617.00		\$
DEIRA Round Ottoman / White Leather	39"Dia x 17"H	\$470.00		\$
DEIRA Rectangle Ottoman / White Leather	60"L x 27"D x 19"H	\$470.00		\$
ETERNITY Mod Lounge Chair	28"L x 28"D x 36"H	\$473.00		\$
ETERNITY Mod Lounge Wedge	26"L x 28"D x 17"H	\$390.00		\$
LAGUNA OUTDOOR Armless / White	28"L x 35"D x 29"H	\$446.00		\$
LAGUNA OUTDOOR Corner / White	35"L x 35"D x 29"H	\$473.00		\$
LAGUNA OUTDOOR Ottoman / White	28"L x 28"D x 19"H	\$273.00		\$
LAGUNA OUTDOOR Armless / Wheat	28"L x 35"D x 29"H	\$446.00		\$
LAGUNA OUTDOOR Corner / Wheat	35"L x 35"D x 29"H	\$473.00		\$
LAGUNA OUTDOOR Ottoman / Wheat	28"L x 28"D x 19"H	\$273.00		\$
Cocktail / End Tables				
MADISON Cocktail Table / White	44"L x 20"D x 18"H	\$320.00		\$
MADISON Cocktail Table / Black	44"L x 20"D x 18"H	\$320.00		\$
MADISON End Table / White	24"L x 20"D x 22"H	\$314.00		\$
MADISON End Table / Black	24"L x 20"D x 22"H	\$314.00		\$
ALTON Cocktail Table / White (Charged)	44"L x 22"D x 15"H	\$482.00		\$
SYDNEY Glass Cocktail Table / Chrome	47"L x 23"D x 17"H	\$368.00		\$
SYDNEY Glass End Table / Chrome	20"L x 20"D x 19"H	\$314.00		\$
CYPRESS Cocktail Table	35.5"L x 35.5"D x 18.5"H	\$347.00		\$
LAGUNA Tree Stump End Table	18"L x 15"D x 16.5"H	\$326.00		\$
WHITNEY End Table - Gold	22"D x 22"W x 28.8"H	\$326.00		\$
WINDSOR End Table - Yellow	17"D x 17"W x 24"H	\$326.00		\$
CLASSIC End Table - White / Chrome	19.75"L x 11.75"D x 23.75"H	\$167.00		\$

Ottomans / Benches

CATO Cube Ottoman / White	17.5"L x 17.5"D x 16.5"H	\$173.00		\$
CATO Cube Ottoman / Black	17.5"L x 17.5"D x 16.5"H	\$173.00		\$
White Swivel Ottoman / White	18"L x 18"D x 18"H	\$173.00		\$
DEIRA Round Ottoman / White Leather	39"Dia x 17"H	\$470.00		\$
DEIRA Rectangle Ottoman / White Leather	60"L x 27"D x 19"H	\$470.00		\$
DEIRA Curved Bench / White Leather	70"L x 26"D x 19"H	\$617.00		\$

Occasional Chairs

NOVA Chair / White - Chrome	18"L x 22"D x 36"H	\$234.00		\$
NOVA Chair / Black - Chrome	18"L x 22"D x 36"H	\$234.00		\$
LLOYD Chair / White - Chrome	22"L X 19"W X 33"H	\$234.00		\$
EAMES Chair / White - Natural Wooden Legs	18"L x 17"D x 32"H	\$248.00		\$
Gun Metal Chair - Grey	19"L x 18"D x 33"H	\$234.00		\$
CONSTANTINE Stage Chair / White	30"L x 30"D x 38"H	\$558.00		\$
SIERRA Stage Chair / White	26"L x 23"D x 35"H	\$361.00		\$
TWILIGHT Stage Chair / Black	27.5"L x 25.5"D x 28"H	\$513.00		\$

Short Café / Dining Tables

30" Short Café Table - Black / Black Base	30" Dia x 31"H	\$258.00		\$
31" Short Glass Café Table / Chrome Base	31"Dia x 29"H	\$293.00		\$
30" Short Tulip Café Table - White	30" Dia x 30"H	\$318.00		\$
31.5" EAMES Table / White - Wooden Legs	31.5"Dia. x 29"H	\$293.00		\$
36" X Base Glass / Chrome Dining Table	36" Dia x 30"H	\$318.00		\$
42" Short Tulip Café Table - White	42" Dia x 30"H	\$381.00		\$

Tall Bar Tables

23" Glass Tall Bar Table	23.75"Dia. x 42"H	\$381.00		\$
23" Round Tall Bar Table - Black Round Base	23"Dia x 40"H	\$300.00		\$
24" Square Tall Bar Table / White - Chrome	23.75" Sqr. x 33-41"H (Adjustable)	\$360.00		\$
27.5" Round Tall Bar Table / Black - Chrome	27.5"Dia x 26"-41"H (Adjustable)	\$347.00		\$
30" Round Tall Bar Table / Black - Black Base	30"Dia x 42"H	\$336.00		\$

Bar Stools

ASHTON Swivel Stool / White - Chrome	15"L x 15"D x 24.5"-29.5"H (Adjustable)	\$264.00		\$
ASHTON Swivel Stool / Black - Chrome	15"L x 15"D x 24.5"-29.5"H (Adjustable)	\$264.00		\$
HAYWARD Bar Stool / Natural - White	20"L x 18"D x 29.5"H	\$264.00		\$
Black Arm Bar Stool	24"L x 22"D x 42"H	\$264.00		\$
DAWSON Curve Bar Stool / White - Chrome	15"L x 15"D x 31"-35"H (Adjustable)	\$264.00		\$
DAWSON Curve Bar Stool / Black - Chrome	15"L x 15"D x 31"-35"H (Adjustable)	\$264.00		\$
NOVA Bar Stool - White - Chrome	17"L x 20"D x 41"H	\$264.00		\$
ELON Bar Stool - White - Chrome	17"L x 16"D x 43"H	\$264.00		\$
NEO Bar Stool / White - Chrome - Armless	17"L x 18"D x 37"-45.25"H (Adjustable)	\$293.00		\$
NEO Bar Stool / Black - Chrome - Armless	17"L x 18"D x 37"-45.25"H (Adjustable)	\$293.00		\$
GIOVANNI Mid Back Bar Stool / White - Swivel	21"L x 21"D x 32.7"-40.6"H (Adjustable)	\$293.00		\$
GIOVANNI Mid Back Bar Stool / Black - Swivel	21"L x 21"D x 32.7"-40.6"H (Adjustable)	\$293.00		\$
Gun Metal Bar Stool / Grey - Armless - Backless	17"L x 17"D x 30"H	\$264.00		\$
Gun Metal Bar Stool / Grey - w/ Back	20.5"L x 20"D x 46"H	\$293.00		\$

Display Pedestals

24" Locking Pedestal / White	24"L x 24"D x 42"H	\$617.00		\$
24" Locking Pedestal / Black	24"L x 24"D x 42"H	\$617.00		\$

Bars / Reception Counters / Pub Tables

Reception Counter / White	47.75"L x 19.5D" x 42.75H"	\$537.00		\$
Reception Counter / Black	47.75"L x 19.5D" x 42.75H"	\$537.00		\$
4.75' Communal Table / White	57"L x 23.75"D x 40"H	\$732.00		\$
5' Madison Pub Table / White	60"L x 23"D x 42"H	\$819.00		\$
5' Madison Pub Table / White "Charged"	60"L x 23"D x 42"H	\$966.00		\$
5' LED GLOW Table	60"L x 24"D x 40"H	\$1433.00		\$
6' VIP Straight Bar - White Acrylic	72"L x 24"D x 42"H	\$1020.00		\$
6' DIAMOND Straight Bar - White Acrylic - Polished Silver Design	72"L x 30"D x 42"H	\$1178.00		\$

Office

Black Leather Executive Chair / Black	Seat Adjust from 17" to 21"H	\$375.00		\$
COMMODORE Leather Executive Chair / BLACK - Chrome	Seat Adjust from 17" to 21"H	\$429.00		\$
COMMODORE Leather Executive Chair / WHITE - Chrome	Seat Adjust from 17" to 21"H	\$429.00		\$
Mid-Back Leather Executive Guest Chair / Black	27"L x 27"D x 40"H	\$375.00		\$
Task Chair with Arms / Black	Seat Adjust from 19" to 24"H	\$293.00		\$
Drafting Stool / Black	Seat Adjust from 25" to 30"H	\$336.00		\$
2 Drawer Letter Size Filing Cabinet / Black	26"L x 14"D x 22"H	\$293.00		\$
8' DISTRICT Executive Conference Table / Grey & Black	95.2"L x 47.2"D x 27.5"H	\$1011.00		\$
8' ABERDEEN Executive Conference Table / Grey	96"L x 48"D x 29.5"H	\$987.00		\$
10' ABERDEEN Executive Conference Table / Grey	120"L x 48"D x 29.5"H	\$1128.00		\$

Accessories

Glow Cube	20"L x 20"D x 20"H	\$338.00		\$
6 Pocket Literature Stand - Silver	10.75"L x 14.25"D x 58"H	\$270.00		\$
6 Pocket Literature Stand - Black	10.75"L x 14.25"D x 58"H	\$270.00		\$
Refrigerator / Black 3.3 CuFt (60Hz)	19"L x 17.6"D x 33.2"H	\$390.00		\$
Lighted Marquee Lettering / White	3' H w/ Clear LED Bulbs	\$300.00		\$
8' Foliage Backdrop Wall	8'L x 24"D x 8'H	\$1480.00		\$
16' Foliage Backdrop Wall	16'L x 24"D x 8'H	\$2437.00		\$
33"H Boxwood Hedge Wall	48"L x 14"D x 33"H	\$675.00		\$
79"H Boxwood Hedge Wall	38"L x 14"D x 79"H	\$795.00		\$
Stanchion Pole - Chrome	12"L x 37"H	\$95.00		\$
Stanchion Velvet Rope / Red, Black, or Orange	5'	\$60.00		\$
Retractable Belt Stanchion / Black	14"L x 40"H	\$112.00		\$
Bag Rack	45"H 16" Square Arm	\$82.00		\$
Coat Rack	12.6"D x 67"H	\$225.00		\$
Free Standing Mirror	24"W x 24.5"D x 64"H	\$293.00		\$
TURINO Floor Lamp	10"W x 10"D x 67"H	\$195.00		\$
Throw Pillows (Various Colors)	18"L x 18"W	\$30.00		\$
VENETIAN Back Bar / White	37"L x 7.8"D x 59"H	\$567.00		\$

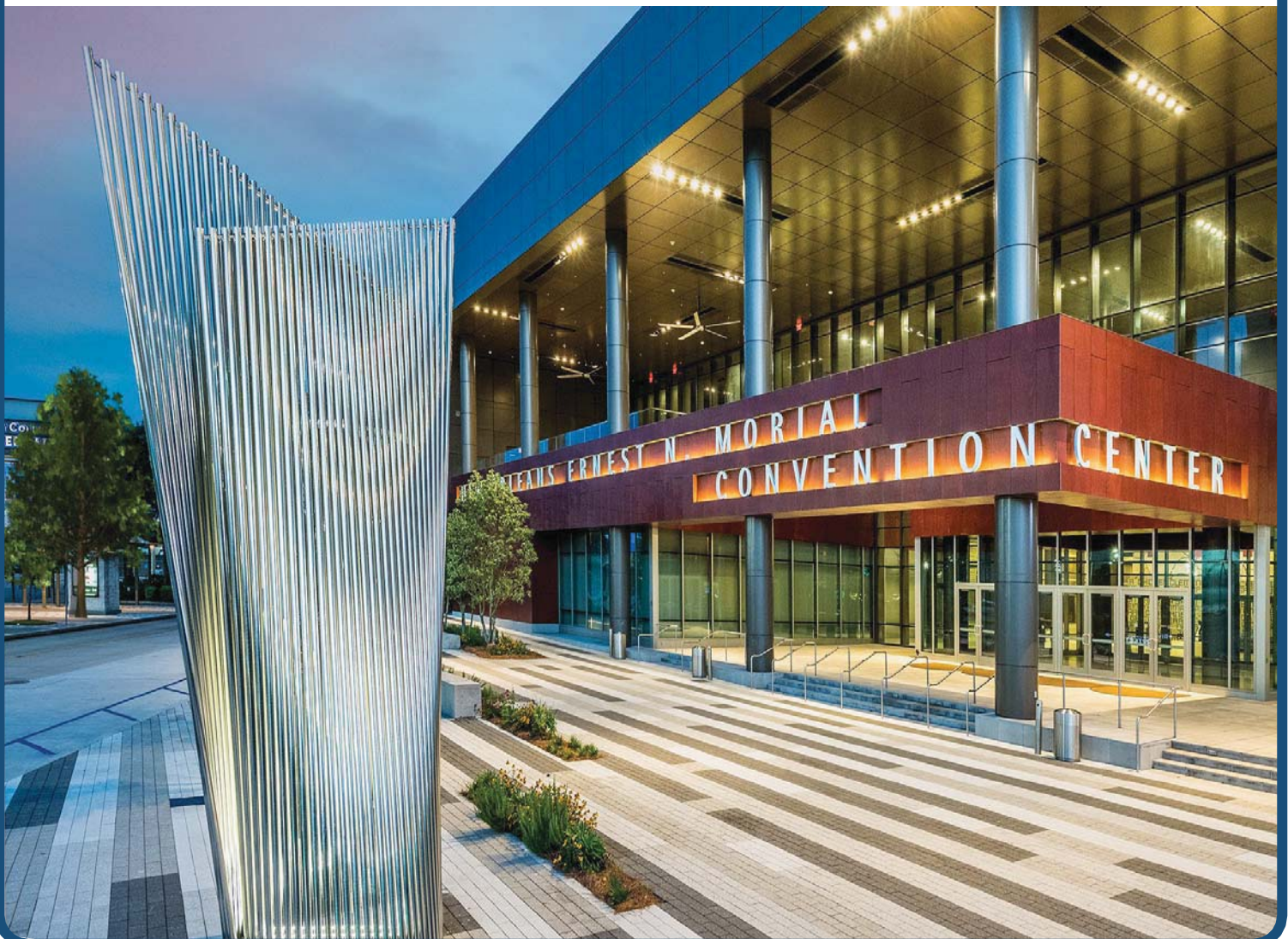
Credit Card Information

Credit Card #:				Total Product		\$
Exp. Date:	Security Code	Zip Code	Misc.		\$	
Mastercard	Visa	AMEX	Late Fee %	\$		
Cardholders Name:				Sub Total	\$	
(Please Print)				Sales Tax	\$	
Cardholders Signature:				TOTAL DUE	\$	



NEW ORLEANS
ERNEST N. MORIAL
CONVENTION CENTER

EXHIBITOR POLICIES & INFORMATION



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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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

Sodexo Live! – Exclusivity

Sodexo Live! 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.

Sodexo Live! 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 Sodexo Live!. Contact Sodexo Live! for specific details and approval forms. All requests for cooking are to be submitted 30 days in advance to Sodexo Live!.

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

The NOENMCC and Sodexo Live! 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 INFORMATION

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

Sodexo Live! 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.



ELECTRICAL SERVICES PRICING FORM

ORDERS CAN BE PLACED ONLINE BY VISITING [HTTPS://MCCNO.COM](https://mccno.com) AND SELECTING THE **ONLINE ORDERING** BUTTON OR BY GOING TO [HTTPS://SERVICES.MCCNO.COM](https://services.mccno.com)

IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION, FEEL FREE TO CONTACT US VIA EMAIL AT exhibit_services@mccno.com OR BY PHONE AT 504-582-3036

ADVANCED RATE DEADLINE IS FEBRUARY 10, 2025. ONSITE RATES EFFECTIVE MARCH 3, 2025.

120 Volt Service - (Includes labor for the installation)	Advanced	Standard	Onsite
5 AMP - 0-600 watts (Phones, laptops, lead retrieval, water cooler)	\$130.00	\$150.00	\$195.00
10 AMP - 601-1200 watts (Desktop, fax, printer, TV, refrigerator)	\$160.00	\$184.00	\$240.00
15 AMP - 1201- 1800 watts (Vacuum, coffee pot, iron, toaster)	\$175.00	\$202.00	\$263.00
20 AMP - 1801-2400 watts (Heater, copier, microwave)	\$202.00	\$233.00	\$303.00
208 Volt 1Ø Service - (Includes labor for the installation)	Advanced	Standard	Onsite
20 AMP	\$338.00	\$389.00	\$506.00
30 AMP	\$433.00	\$498.00	\$648.00
60 AMP	\$673.00	\$774.00	\$1,007.00
100 AMP	\$938.00	\$1,079.00	\$1,403.00
200 AMP (Price includes overhead service)	\$2,300.00	\$2,645.00	\$3,439.00
400 AMP (Price includes overhead service)	\$3,700.00	\$4,255.00	\$5,532.00
208 Volt 3Ø Service - (Includes labor for the installation)	Advanced	Standard	Onsite
20 AMP	\$472.00	\$543.00	\$706.00
30 AMP	\$591.00	\$680.00	\$884.00
60 AMP	\$959.00	\$1,103.00	\$1,434.00
100 AMP	\$1,700.00	\$1,955.00	\$2,542.00
200 AMP (Price includes overhead service)	\$3,300.00	\$3,795.00	\$4,934.00
400 AMP (Price includes overhead service)	\$6,500.00	\$7,475.00	\$9,718.00

Lighting, Extension Cords & Multiple Connection Boxes	Advanced	Standard	Onsite
1000 Watt par 64 theatrical spot (Inc. power/install/focus/removal)	\$500.00	\$575.00	\$748.00
Single Extension Cords (Power and labor not Included)	\$25.00	\$29.00	\$38.00
Multiple Connection Boxes (Boxes include 4 outlets)	\$25.00	\$29.00	\$38.00

- Electrical service typically is provided from the floor. There is an additional fee for ceiling drops and 24-hour service. The option to add these services is located under suggested items when selecting your electrical outlets.

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A \$100 manual processing fee will be added to all orders emailed, mailed or faxed.



INTERNET & NETWORK CONNECTIVITY PRICING FORM

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IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION, FEEL FREE TO CONTACT US VIA EMAIL AT exhibit_services@mccno.com OR BY PHONE AT 504-582-3036

ADVANCED RATE DEADLINE IS FEBRUARY 10, 2025. ONSITE RATES EFFECTIVE MARCH 3, 2025.

Wired Internet Service - (Installation Labor Included)

Shared - No router allowed	Advanced	Standard	Onsite
Private IP	\$950.00	\$1,093.00	\$1,421.00
Additional IP Address up to 4 (rates are per additional IP)	\$150.00	\$173.00	\$225.00
Public IP	\$1,300.00	\$1,495.00	\$1,944.00
Additional Address up to 4 (rates are per additional IP)	\$150.00	\$173.00	\$225.00
Dedicated-Private - Routers supported	Advanced	Standard	Onsite
3 Mbps, 10 IP	\$3,500.00	\$4,025.00	\$5,233.00
6 Mbps, 10 IP	\$5,500.00	\$6,325.00	8,233.00
10 Mbps, 10 IP	\$7,800.00	\$8,970.00	\$11,661.00
30 Mbps, 26 IP	\$15,000.00	\$17,250.00	\$22,425.00
DHCP	\$350.00	\$403.00	\$524.00
Dedicated Public - Router supported	Advanced	Standard	Onsite
3 Mbps, 3 IP	\$3,500.00	\$4,025.00	\$5,233.00
6 Mbps, 3 IP	\$5,500.00	\$6,325.00	\$8,223.00
10 Mbps, 3 IP	\$7,800.00	\$8,970.00	\$11,661.00
30 Mbps, 3 IP	\$15,000.00	\$17,250.00	\$22,425.00
DHCP	\$350.00	\$403.00	\$524.00
Additional Dedicated Public IPs (includes 3 from above)	Advanced	Standard	Onsite
24 IPs - (27 Total IPs)	\$750.00	\$863.00	\$1,122.00
56 IPs - (59 Total IPs)	\$1,500.00	\$1,725.00	\$2,243.00
119 IPs - (122 Total IPs)	\$4,000.00	\$4,600.00	\$5,980.00

- All service originates from overhead

Equipment & Service

	Advanced	Standard	Onsite
Hub/switch rental - 8 port	\$95.00	\$110.00	\$143.00
Hub/switch rental - 16/24 port	\$155.00	\$179.00	\$233.00
25-ft Cables	\$25.00	\$29.00	\$38.00
50-ft Cables	\$50.00	\$58.00	\$76.00
100-ft Cables	\$75.00	\$87.00	\$114.00
1-4 Cables – Labor to install MCC cables	\$42.00	\$49.00	\$64.00
5-8 Cables – Labor to install MCC cables	\$84.00	\$97.00	\$127.00
9-12 Cables – Labor to install MCC cables	\$126.00	\$145.00	\$189.00
13-24 Cables – Labor to install MCC cables	\$168.00	\$194.00	\$253.00

Wireless Service

	Advanced	Standard	Onsite
Wireless Hotspot - 5G (Up to 5 devices)	\$1,800.00	\$2,070.00	\$2,691.00
Additional Devices -5G	\$150.00	\$173.00	\$225.00

- The customer must provide all network, computer hardware, and software to be used in the exhibit booth or meeting room, as well as the proper configuration of such equipment.
- The NOENMCC cannot provide technical support on any issue related to the configuration of your computer equipment.
- **A \$100.00 manual processing fee will be added to all orders emailed, mailed or faxed.**
- All devices accessing the internet (wired or wireless) are required to obtain a NOENMCC assigned static IP address.
- **It is the customer's responsibility to provide administrative rights to configure computers. To receive configuration information in advance, please send requests to techsupport@mccno.com. Include the event name, booth number and company name in the request.**
- A move fee of \$129.00 per line will be charged to relocate the circuit after it is installed. If no location is provided, the drop is installed in the rear center of the booth. Internet drops originate from overhead (except under finished ceiling)
- **Cancellations must be submitted in writing. Cancellation requests received prior to 8 days of the first contracted event move in day will incur a \$50 administrative fee, but otherwise refunded in full (less the 3% credit card fee). Cancellation requests received within 7 days of the first contracted move-in day will receive a 50% refund (less the 3% credit card fee). No refund will be applied to orders canceled once the first event contracted move-in day occurs. Credit is not available for service installed even if not**



TELECOMMUNICATIONS SERVICES PRICING FORM

ALL ORDERS ARE PLACED ONLINE BY VISITING [HTTPS://MCCNO.COM](https://mccno.com) AND SELECTING THE **ONLINE ORDERING** BUTTON OR BY GOING TO [HTTPS://SERVICES.MCCNO.COM](https://services.mccno.com) IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION, FEEL FREE TO CONTACT US VIA EMAIL AT exhibit_services@mccno.com OR BY PHONE AT 504-582-3036

ADVANCED RATE DEADLINE IS FEBRUARY 10, 2025. ONSITE RATES EFFECTIVE MARCH 3, 2025.

Standard Line Service for Telephones, Modems, Fax, and POS Machines	Advanced	Standard	Onsite
Unrestricted Telephone Line - (CC# required for Long Distance)	\$260.00	\$299.00	\$389.00

Telephone Sets - (Includes telephone instrument and service)	Advanced	Standard	Onsite
Single Line Sets	\$280.00	\$322.00	\$364.00
Single Line Speakerphone	\$313.00	\$360.00	\$468.00
Message Waiting Single Line Sets	\$313.00	\$360.00	\$468.00
Multi-Line Speakerphone Sets	\$420.00	\$483.00	\$628.00
Polycom Conference Phone	\$460.00	\$529.00	\$688.00

Other Telephone Services	Advanced	Standard	Onsite
Voice Mail	\$80.00	\$92.00	\$120.00
Call Waiting, Rollover/Hunt	\$80.00	\$92.00	\$120.00
Extend Analog Pots Line from Dmark to Booth	\$200.00	\$230.00	\$299.00
Extend ISDN BR1 Line from Dmark to Booth	\$200.00	\$230.00	\$299.00
Extend T1 Circuit from Dmark to Booth	\$800.00	\$920.00	\$1,196.00
Move Line Fee	\$100.00	\$115.00	\$150.00

- **Cancellations must be submitted in writing. Requests received prior to 8 days of the first contracted event move in day will incur a \$50 administrative fee, but otherwise refunded in full. Cancellation requests received within 7 days of the first contracted event move in day will receive a 50% refund. No refunds will be applied to order cancelled once the first event contracted move in day occurs. Credit is not available for services installed even if not used. All refunds will be processed after the close of the event.**
- **Cancelled/postponed events: Refunds for event cancellation/postponement are determined by the NOENMCC on an individual basis and are based on the event's status change.**



COMPRESSED AIR - WATER - DRAIN - GAS PRICING FORM

ALL ORDERS ARE PLACED ONLINE BY VISITING [HTTPS://MCCNO.COM](https://mccno.com) AND SELECTING THE **ONLINE ORDERING** BUTTON OR BY GOING TO [HTTPS://SERVICES.MCCNO.COM](https://services.mccno.com)
IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION, FEEL FREE TO CONTACT US VIA EMAIL AT exhibit_services@mccno.com OR BY PHONE AT 504-582-3036

ADVANCED RATE DEADLINE IS FEBRUARY 10, 2025. ONSITE RATES EFFECTIVE MARCH 3, 2025.

Compressed Air 100 PSI (includes labor for installation)	Advanced	Standard	Onsite
Single Outlet 1/2"	\$370.00	\$426.00	\$554.00
Single Outlet 3/4"	\$425.00	\$489.00	\$636.00
Branch Outlets	\$210.00	\$242.00	\$315.00

- Exhibitor must supply regulator and filter.
- All service originates from overhead.
- 24 Hour Service is available for compressed air. The option is located under suggested items.

Water 80 PSI (includes labor for installation)	Advanced	Standard	Onsite
Single Outlet 3/4" – COLD (Drain Not Included)	\$315.00	\$363.00	\$472.00
Single Outlet 3/4" – HOT (Drain Not Included)	\$395.00	\$455.00	\$592.00
Branch Outlets	\$200.00	\$230.00	\$299.00
Fill and Drain to 500 Gallons (1 time fill and drain)	\$287.00	\$331.00	\$431.00
Additional 250 Gallons	\$199.00	\$229.00	\$298.00
"Water Package" HOT and COLD water service with drain included. Sink not provided.	\$925.00	\$1,064.00	\$1,384.00

- Exhibitor must supply regulator and filter.
- All service originates from overhead.

Drain Service (includes labor for installation)	Advanced	Standard	Onsite
Connection	\$317.00	\$365.00	\$475.00
Branch Outlet	\$200.00	\$230.00	\$299.00

- 2" Maximum Drain Line.

Gas 6' Water Column, 2 PSI (includes labor for installation)	Advanced	Standard	Onsite
Single Outlet 1/2" Natural Gas	\$380.00	\$437.00	\$569.00
Single Outlet 3/4" Natural Gas	\$625.00	\$719.00	\$935.00
Single Outlet 1" Natural Gas	\$900.00	\$1,035.00	\$1,346.00
Branch Outlets	\$231.00	\$266.00	\$346.00

- Exhibitor must supply regulator and filter.
- All service originates from overhead.

Cancellations must be submitted in writing. Requests received prior to 8 days of the first contracted event move in day will incur a \$50 administrative fee, but otherwise refunded in full (less the 3% credit card fee). Cancellation requests received within 7 days of the first contracted event move in day will receive a 50% refund (less the 3% credit card fee). No refunds will be applied to order cancelled once the first event contracted move in day occurs. Credit is not available for services installed even if not used. All refunds will be processed after the close of the event. Cancelled/postponed events: Refunds for event cancellation/postponement are determined by the NOENMCC on an individual basis and are based on the event's status change

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UTILITY LOCATION INFORMATION FORM


SHOW NAME			
EXHIBITION FIRM NAME	BOOTH NUMBER	SHOW DATE (S)	
ADDRESS	EMAIL ADDRESS	TELEPHONE OR FAX	
CITY, STATE, ZIP	ON SITE CONTACT NAME	ON SITE CONTACT NUMBER	ORDER CONTACT NAME

To ensure proper installation of your services, a booth floorplan must be submitted with your service orders and requests. If you do not have a booth plan, you can use the grid on this form.

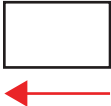
- Indicate the borders of your booth with a thick dark line if it's not square.
- Indicate the scale of the grid (e.g. 1 square = 1 foot) or booth dimensions.
- Please mark the adjacent booth/aisle numbers to ensure correct service orientation.
- Mark all requested service locations and indicate internet/telephone/wattage/amps/or voltage at each location. Marked locations should accurately reflect services ordered.

X
BOOTH DIMENSIONS


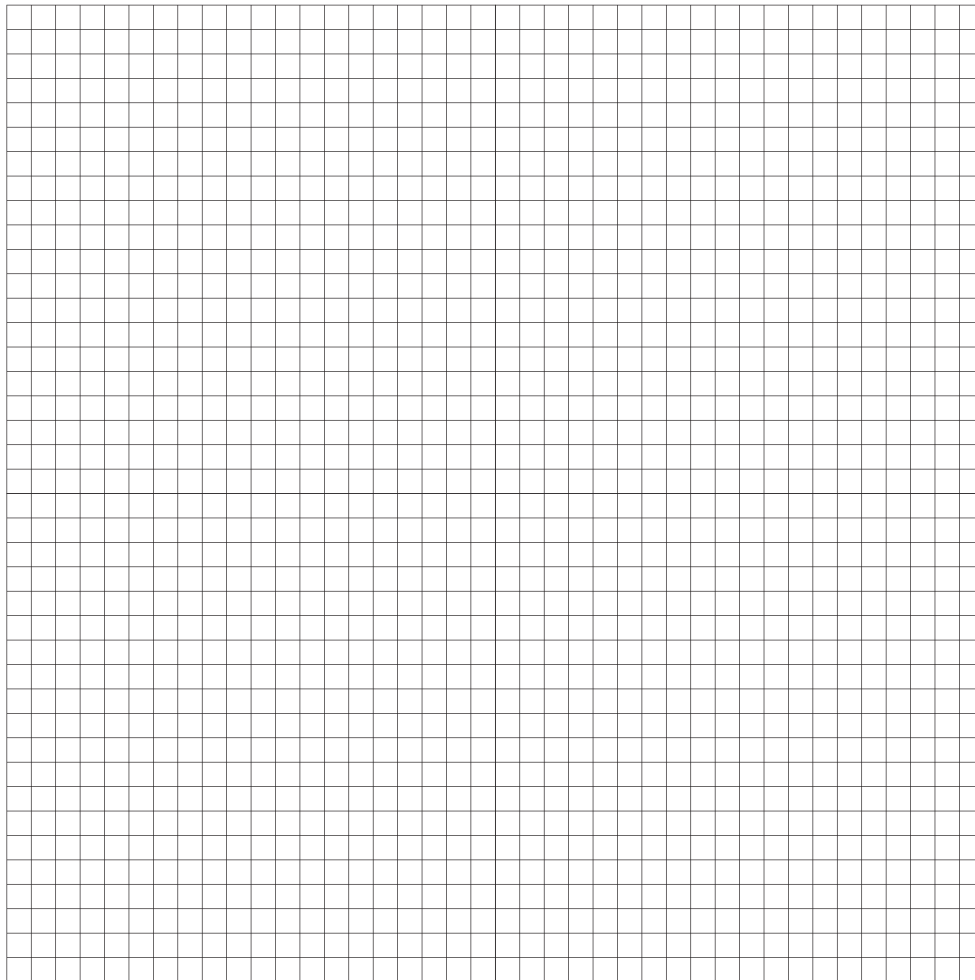
ADJACENT
BOOTH / AISLE



ADJACENT
BOOTH / AISLE



ADJACENT
BOOTH / AISLE

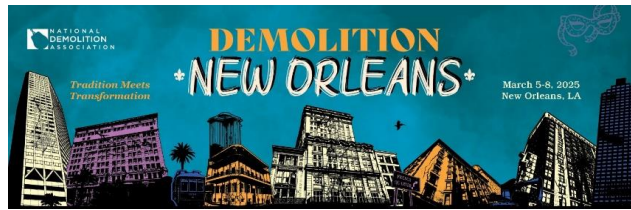
ADJACENT
BOOTH / AISLE



Forms and payment can be sent via the following methods. For additional service & rates please call The Exhibit Services Department. Payment in U.S. Dollars must accompany any order. Make Checks Payable to Morial Convention Center or Include Payment Authorization Form.

EMAIL • Exhibit_services@mccno.com
FAX • (504) 582 - 3088
PHONE • (504) 582 - 3036
MAIL • ATTN: Exhibit Services
900 Convention Center Blvd
New Orleans, LA, 70130

EXHIBIT ORDER



If you have a special request or need additional equipment, please give us a call.
Please E-mail Completed Orders to: NDA@davidmichaelproductions.com

Computer Displays Only		Qty	SHOW RATE	Total
24" LCD Flat Panel Display (Table Top Only)			\$500.00	
32" LCD Flat Panel Display (Table Top Only)			\$600.00	
Video or Computer Displays		Qty	SHOW RATE	Total
42" LCD Display Monitor			\$1,200.00	
50" LCD Display Monitor			\$1,800.00	
60" LED Display Monitor			\$2,200.00	
80" LED Display Monitor			\$3,000.00	
Chief LED/LCD Floor Stand			\$200.00	
PC-Based Computers		Qty	SHOW RATE	Total
LAPTOP COMPUTER - ASUS X550 Windows / Microsoft Office			\$400.00	
LAPTOP COMPUTER - LENOVO W520 Windows / Microsoft Office			\$300.00	
Macintosh Systems		Qty	SHOW RATE	Total
LAPTOP COMPUTER - MAC Book Pro 2.6 GHz / Intel Core 2 Duo			\$500.00	
Printers		Qty	SHOW RATE	Total
B&W Printer			\$300.00	
Color Printer			\$500.00	
Miscellaneous Equipment		Qty	SHOW RATE	Total
Wired Microphone: Handheld / Lavalier (circle one)			\$100.00	
Wired Headset Microphone			\$125.00	
UHF Wireless Microphone: Handheld / Lavalier (circle one)			\$500.00	
Individual Small Powered Speaker			\$150.00	
Sound System with (2) speakers & (2) stands			\$400.00	
4 Channel Mixer			\$125.00	
54" Rolling Cart w/ Black Skirt			\$100.00	
8' Tripod Screen			\$150.00	
6' Tripod Screen			\$100.00	
Computer Speakers			\$25.00	
USB Wireless Mouse			\$50.00	
HDMI Distribution Amplifier			\$90.00	
Laptop Lock			\$20.00	
Other:				
Other:				
Data / Video Projectors			<i>Call for Quote</i>	
Fast Fold Screens			<i>Call for Quote</i>	
Video Equipment / Sound / Lighting Systems			<i>Call for Quote</i>	
EQUIPMENT TOTAL			1	
INSTALLATION (25 % of line 1 / \$ 50.00 Minimum)			2	
DRAYAGE (15 % of Equipment Rental Only)			3	
OTHER			4	
<i>Orders Received after 2/17/25 will be subject to an ADDITIONAL 25% CHARGE</i>				
TOTAL DUE				\$

EXHIBIT ORDER



If you have a special request or need additional equipment, please give us a call.
 Please E-mail Completed Orders to: NDA@davidmichaelproductions.com

Customer Information

Customer Name:		
Company Name:		
Address:		
City:	State:	Zip:
Ordered By:	Phone:	
E-mail Address:	Fax:	

Method of Payment

_____ Exp Date ____ / ____	American Express <input type="checkbox"/>
Card Number: _____	Visa <input type="checkbox"/>
Cardholder's Name (as appears on card): _____	Mastercard <input type="checkbox"/>
Cardholders Signature: _____	Check <input type="checkbox"/>
RECEIPTS WILL BE PROVIDED VIA E-MAIL AFTER THE COMPLETION OF EVENT.	

Ordering Instructions

- ⇒ **The total charge per item is determined by multiplying the price by the quantity ordered.**
- ⇒ If applicable, please include sales tax on equipment rental and/or labor.
- ⇒ **TAX EXEMPT STATUS** - if you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.
- ⇒ To guarantee equipment availability and advanced rate, this order must reach us **14 DAYS PRIOR** to delivery.
- ⇒ Operator labor, if requested, is subject to the prevailing hourly rate with a 4-hour minimum.
- ⇒ **CANCELLATIONS:**
 - A) Cancellation of equipment ordered must be received **48 HOURS PRIOR** to delivery date to avoid a minimum one day charge.
 - B) If services have already been provided at the time of cancellation, **100% OF ORIGINAL CHARGES** will be applied.

Delivery Information

On-Site Contact:	Onsite PH#:
E-Mail Address:	
Booth #:	Room #:
Delivery Date:	Time:
Pickup Date:	Time:
Delivery/Pickup Notes:	

Return for Processing

David Michael Productions Inc.
 1340 Internationale Parkway, Suite 100 Woodridge, IL 60517
 OFFICE: (630) 972-9640 EXT. 308 FAX: (630) 972-9642
 Contact: Ray Braasch E-Mail: NDA@davidmichaelproductions.com

Video/Photography/Drone Pre-Show Order Form



NATIONAL DEMOLITION ASSOCIATION

Roose Media, LLC www.roosedmedia.com

Contact: Eric Purdue Phone: 612-432-8187

Address: 1313 E Randolph st. Apt C Milwaukee, WI 53212 Email:

eric@roosedmedia.com

Form with fields for EXHIBITOR, BOOTH #, CONTACT NAME, PHONE #, MAILING ADDRESS, CITY/STATE/ZIP, and EMAIL.

60 SECOND ELEVATOR PITCH VIDEO/Drone Shoot

Form for 60 second elevator pitch video shoot with pricing for video, drone, and total due.

MINI PROFESSIONAL PHOTO SESSION

Form for mini professional photo session with pricing for photo session and expedited delivery.

Total Payment

Orders must be paid before the shoot via check or credit card. Filming and photography sessions will be scheduled as payments are recieved. Timeslots are limited

For questions please email Eric Purdue at eric@roosedmedia.com



EXHIBITOR MENU

BUILT
TO
HOST



NEW ORLEANS
ERNEST N. MORIAL
CONVENTION CENTER



CHEF SPOTLIGHT

EXECUTIVE CHEF BRANDON FELDER

Originally from New Orleans, Executive Chef Brandon Felder earned his Bachelor of Culinary Arts from the Culinary Institute of Virginia College in Birmingham, Alabama. Over the years, Chef Felder has earned numerous awards, including the NOWFE Grand Tasting Overall Best In Show in 2020 and the NOWFE Gold Medal in Seafood in 2017. Before his current role as Sodexo Live! Executive Chef at the New Orleans Ernest N. Morial Convention Center, Chef Felder held senior culinary positions at renowned New Orleans establishments, including Le Foret, Stella!, and Commander's Palace. As the Convention Center's Executive Chef, Chef Felder leads the Sodexo Live! culinary team and ensures the high quality of all food and beverages. His dedication to culinary excellence continues to enhance dining experiences and set new standards in the industry.

HOW TO ORDER

ORDERING ONLINE IS EASY!

VISIT OUR WEBSITE:

<https://mccnoexpresscatering.ezplanit.com>

RETURNING USER?

Log in if you have previously placed orders online. You may use the same User Name and Password as you have used in the past. If you need assistance with re-setting, please contact **Linsey Marriott**, linsey.marriott@sodexo.com.

NEW USER?

1. Select your **Event**.
2. Select your **Location**: Exhibit Hall (Trade Shows) or Meeting Rooms.
3. Make your **Menu Selections**: Click on the item to expand, update the quantity and delivery time, and select **Add to Cart**. Repeat until all items have been successfully added to cart.
4. Once you have completed your order, click **Your Cart** in the upper right corner, confirm cart and select **Checkout**.
5. First time ordering? Sign up for an account by clicking **Create Your Account**. Complete all fields, including a mobile number for the person onsite and select **Register Account**.

6. **Checkout**: Enter your Booth or Meeting Room Number
7. Select your desired **Delivery Time(s)**. Add any **Notes** or delivery instructions.
8. Enter **Payment** info by clicking **Change Payment Method**, followed by **Add New Card** and enter card info.
9. Confirm order is correct and select **Place Order**.
10. You will receive an email confirming your order has been placed and is pending approval. You will hear from our catering team within 3-5 business days, confirming the order. Your card will not be charged at the time of ordering.
11. For changes or questions about your order please contact **Linsey Marriott** at **(504) 670-7254** or linsey.marriott@sodexo.com.

The online ordering portal will close 14 days prior to the first day of the respective trade show. Requests for catering past the deadline are NOT guaranteed and will be subject to availability. Late fees may apply.



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CATERING CONTACTS

SODEXO LIVE! ENMCC CATERING MAIN LINE	(504) 670-7200
EXHIBIT CATERING SALES	(504) 670-7254
Linsey Marriott	linsey.marriott@sodexo.com
AFFILIATE & EXHIBIT CATERING SALES	(504) 670-7204
Amanda Rivero	amanda.rivero@sodexo.com
ONLINE ORDERING	mccnoexpresscatering.ezplanit.com

GLUTEN-FREE SELECTIONS

These selections are prepared to exclude gluten from the list of ingredients. Please notify us if you have a gluten allergy. Catering does not operate a dedicated gluten-free, or allergen-free preparation and service space. Dishes made on-site are prepared on shared equipment, and may come into contact with products containing gluten and common allergens such as nuts.

VEGETARIAN SELECTIONS

VEGAN SELECTIONS

NOTE: The food images shown in the menu are for illustration purposes only and may not be an exact representation of your ordered food.

A close-up photograph of three golden-brown, round fried fish cakes arranged on a white, oval-shaped plate. Each fish cake is topped with a drizzle of reddish-orange sauce and garnished with fresh green herbs, including basil leaves and sliced green onions. The fish cakes are served over a bed of thin, yellow spaghetti, which is also coated in the same sauce. The plate is set against a dark, textured background.

À LA CARTE

TASTE OF NEW ORLEANS


SNACKS & APPETIZERS

SNACKS & SWEETS

ASSORTED ZAPP'S® CHIPS  | 96
(24 individual bags)

ASSORTED CHEE WEES SNACKS  | 96
(24 individual bags)

TRADITIONAL PRALINES   | 90
(per dozen, 3-dozen minimum)

TRADITIONAL KING CAKE  (each) | 85
(pre-sliced, 20 slices each)

FRESHLY FRIED BEIGNETS  | 200
(per 3-dozen order) Dusted with powdered sugar

WHITE CHOCOLATE BREAD PUDDING  | 125
(per order, 25 servings) Salted caramel sauce

PLATTERS

(per platter, 50 sandwiches)

MINI MUFFULETTA SANDWICHES | 250
Salami, ham, provolone and chopped olive salad

FINGER SANDWICHES | 200
Smoked turkey, honey ham and Cajun roast
beef, creolaise

ASSORTED PINWHEELS | 200
Turkey, ham & roast beef with cream cheese

BITES

(prices per dozen, 3 dozen minimum required)

CREOLE SAUSAGE & SHRIMP SKEWERS | 84
Ravigote sauce

CRAWFISH PIES | 72
Remoulade sauce

MEAT PIES | 72
Hurricane sauce

GATOR BITES | 60
Ravigote sauce

LOUISIANA CRAB CAKE BITES | 72
Meyer lemon remoulade

CRAB STUFFED MUSHROOMS | 78

BOUDIN BALLS | 66
Horseradish crema

CHILI & WHITE CORN HUSH PUPPIES  | 48
Bourbon and peach chutney

Booth runner may be required based on final order.



A LA CARTE

BREAKFAST OPTIONS

Prices listed are per dozen.

ASSORTED BAKED GOODS | 75

(per dozen, 3-dozen minimum)

Muffins, danish, breakfast breads

YOGURT PARFAITS | 102

(per dozen)

Fresh seasonal fruit, vanilla yogurt, house granola and honey

WHOLE FRESH FRUIT | 96

(24 pieces)

SLICED SEASONAL FRUIT

CUPS | 84

(per dozen)

Booth runner may be required based on final order.

BREAKFAST SANDWICHES

(10 piece minimum per item)

BREAKFAST WRAP (each) | 9

Scrambled egg, Cajun sausage, potato, cheese in warm tortilla with Tabasco and fresh salsa

BISCUIT SANDWICH* (each) | 12

Buttermilk biscuit with applewood bacon, egg and cheese

**Vegetarian option upon request* 

BREAKFAST PO' BOY* (each) | 10

Scrambled egg, hot sausage patty and cheddar cheese

**Vegetarian option upon request* 

ENGLISH MUFFIN BREAKFAST SANDWICH*

(each) | 9

Scrambled egg, Tasso ham and cheddar cheese

**Vegetarian option upon request* 



A LA CARTE

SNACKS

INDIVIDUAL BAGS OF PRETZELS  | 96
(24 servings)

INDIVIDUAL BAGS OF SALTED PEANUTS   | 120 (24 servings)

INDIVIDUAL BAGS OF TRAIL MIX  | 120
(24 servings)

NATURE VALLEY® GRANOLA BARS  | 96
(24 servings)

KELLOGG'S® NUTRI-GRAIN® BARS  | 96
(24 servings)

KELLOGG'S® RICE KRISPY TREATS  | 96
(24 servings)







FULL-SIZE CANDY BARS  | 120
(24 servings)

CLIF® & KIND BARS® | 168
(24 servings)

CRUDITÉ & RANCH DIP   | 250
(25 servings)

IMPORTED & DOMESTIC CHEESE & CRACKER DISPLAY  | 325
(25 servings)
Garnished with seasonal fruit, sliced baguettes and assorted crackers

CHARCUTERIE BOARD WITH GRILLED MARINATED VEGETABLES | 325
(25 servings)

- Salami, prosciutto and mortadella 
- Imported and domestic cheeses  
- Assorted olives & cornichons  
- Toasted gourmet and flat bread crackers 

FRESH FRUIT DISPLAY   | 225
(25 servings)
Yogurt dipping sauce



A LA CARTE

SWEETS & TREATS

ASSORTED COOKIES  | 75 (per dozen)

Chocolate chip, oatmeal raisin,
snicker-doodle and lemon-sugar
(3-dozen minimum)

ASSORTED BROWNIES  | 75 (per dozen)

Fudge, chocolate chip & walnut
(3-dozen minimum)

BLONDIES  | 75 (per dozen)

(3-dozen minimum)

LEMON BARS  | 75 (per dozen)

(3-dozen minimum)

ASSORTED CUPCAKES  | 75 (per dozen)

(3-dozen minimum)

PETIT FOURS  | 75 (per dozen)

(3-dozen minimum)

MINI DOBERGE CAKES  | 75 (per dozen)

Chocolate or lemon
(3-dozen minimum)

HALF SHEET CAKE*  | 250 EACH

Fruit or cream filling
(40 slices)

FULL SHEET CAKE*  | 450 EACH

Fruit or cream filling
(80 slices)

+Custom artwork available upon request.

Please speak to your catering sales manager.



RECEPTION

HORS D'OEUVRES

Prices are listed per dozen; (3) dozen minimum required per item.

HIBACHI BEEF SKEWERS 🌾 | 72

Green onion and teriyaki glaze

CHICKEN TANDOORI SKEWERS 🌾 | 72

Greek yogurt and herb dip

RASPBERRY & BRIE BITES 🍷 | 48

Raspberries and brie in puff pastry

MINI BEEF WELLINGTON | 66

Tender beef wrapped in buttery phyllo

CRISPY COZY SHRIMP | 72

Sweet chili

ANTIPASTO BROCHETTES 🌾 🍷 | 72

Mozzarella, roasted tomato and Kalamata olive in basil marinade

VEGAN SUMMER ROLL 🌾 🍷 | 84

Peanut sauce

BRIE, PEAR & ALMOND BEGGAR'S PURSE 🍷 | 72

Brie cheese with caramelized pear and almonds wrapped in a light buttery phyllo beggar's purse

*Booth runner may be required based on final order.



RECEPTION

SPECIALTY STATIONS

Client to supply electrical, 4-6 foot countertop work space, trash removal, and clean up.

CREOLE CREAMERY ICE CREAM CO. CART* | 800

(3) 3-gallon Creole Creamery Ice Cream

Our Favorite Flavors: Cookie Monster, Creole Cream Cheese, Bananas Foster, Chocolate Amaretto Cheesecake, Lavender Honey, Cafe Au Lait, Mint Chocolate Chip, Vanilla, Nectar Sherbet, and French 75 Sorbet

- *More flavors available upon request*

- **Add Toppings:** per (3) 3-gallon service | +225
Crushed Oreos, chopped nuts, chocolate sauce, Maraschino cherries and whipped cream
- **Additional Tubs** (per 3-gallon tub) | +225
- **Additional Toppings** (per 3-gallon tub) | +75



*Booth Attendant is required for above service, additional fees apply. A \$100++ set up fee will apply on first day of service. A delivery fee will apply on subsequent days of service.

ICE CREAM CART | 650

(100) Assorted Ice Cream Novelties

- Strawberry bars
- Fudge bars
- Ice cream cones
- Chocolate bars
- Ice cream sandwiches

Additional Ice Creams Order | +144
(24 Assorted ice cream novelties)



RECEPTION

SPECIALTY STATIONS

Client to supply electrical, 4-6 foot countertop work space, trash removal, and clean up.

FRESHLY BAKED GOURMET CHOCOLATE CHIP COOKIE STATION* | 750

Featuring Otis Spunkmeyer premium gourmet chocolate chip cookies. Includes: (264) chocolate chip cookies, oven, napkins and appropriate supplies

· Additional Cookies (per case of 240) | +480

CINNAMON ROLL STATION* | 750

Includes: (240) freshly in-booth baked cinnamon rolls. Served with vanilla icing, oven, napkins, and appropriate supplies

· Additional Cinnamon Rolls (per case of 120) | +360

POPCORN CART* | 750

(1) Popcorn machine includes popcorn and (225) popcorn bags and napkins

· Additional Popcorn (per case of 225) | +400

GOURMET PRETZEL STATION* | 800

Includes: (180) Freshly baked gourmet soft pretzels, served with yellow mustard

· Add Nacho Cheese | +135

· Additional Pretzels (per case of 45) | +200

*Booth Attendant is required for above service, additional fees apply. A \$100++ set up fee will apply on first day of service. A delivery fee will apply on subsequent days of service.



RECEPTION

SPECIALTY STATIONS

Client to supply electrical, 4-6 foot countertop work space, trash removal, and clean up.

OLD TIME CANDY SHOPPE | 750

Penny candy jars filled with your choice of sweet treats

Maximum selection of (5) five types of candy, (5) five pounds each. Includes jars, scoops and candy bags

Choose from: Gummi Bears®, Swedish Fish, Assorted Tootsie Rolls®, Licorice Bites, Assorted Jolly Ranchers®, Plain M&M's®, Maltball Mania or Chewy Sprees®

BUILD YOUR OWN TRAIL MIX | 750

Penny candy jars filled with your choice of sweet and salty treats

Maximum selection of (5) five types, (5) five pounds each. Includes jars, scoops and bags

Choose from: Mixed Nuts, Plain M&M's®, Dried Fruit Mix, Raisins, Banana Chips, Yogurt Pretzels, Granola, Traditional Snack Mix or Cajun Snack Mix

INFUSED HYDRATION STATION | 600

Three decorative dispensers filled with your flavor choice of a refreshing infused water. Includes disposable cups, napkins, stirrers, and sweeteners. Approximately (50) 7 oz. servings per container.

Consult your catering sales manager for suggested flavors of infused beverages.

· **Additional 3-gallon Refresh (each) | +200**
No onsite refreshes available, must be ordered 24 hrs. in advance.

FROZEN COFFEE STATION* | 750

Includes: (100) frozen coffee drinks topped with whipped cream and chocolate or caramel drizzle

· **Additional (50) drinks available | +375**

*Booth Attendant is required for above service, additional fees apply. A \$100++ set up fee will apply on first day of service. A delivery fee will apply on subsequent days of service.



RECEPTION

SPECIALTY BEVERAGE CARTS

Client to provide: 6' hospitality counter or rented 6' draped counter.
Client is responsible for pre-arranging the correct electrical power supply – please request this from your catering sales manager. Client is responsible for trash removal and clean up.

BIG EASY FROZEN BEVERAGES | 2,700

Your choice of one of the following services for the run of show:

- A. **Bananas Foster Signature Coffee Frappe**
Iconic dessert and coffee combination
- B. **Frozen Coffee**
Delicious, cool and caffeinated
- C. **Frozen Lemonade**
Tart, smooth and creamy
- D. **Mardi Gras Vanilla Shake**
Classic, Festive and Fun
- E. **Pat O'Brien's Frozen Hurricane**
Sweet, fruity with regional inspiration (n/a)
- F. **Mango and Strawberry Smoothie**
Refreshing strawberry, mango or layered strawberry-mango

Package includes: 1-6 hours of service,
400 – 7 oz drinks, two-day minimum

One time set up fee: \$275
Additional service hours: \$200
Additional beverages available at \$5.50 each
(100 cup increments)

CAPPUCCINO STATION | 2,700

Includes:

- Espresso
- Americano
- Cappuccino
- Latte
- Macchiato
- Traditional condiments

ORLEANS CAPPUCCINO STATION | 2,975

Includes:

- Bananas Foster
- Mochas
- Hot Chocolate

Cappuccino Packages include:
1-6 hours of barista service,
400 – 6 oz drinks, two-day minimum

One time set up fee: \$275
Add Digital Logo: \$850
Add Iced Coffee to any package: \$75
Additional service hours: \$200
Additional beverages available at \$5.50 each
(100 cup increments)





BEVERAGES

BEVERAGES

JUICE / SODA / WATER

Prices listed are per case. (24) Beverages per case.
(1) Case minimum required per item. Ice & cups provided with initial order, additional \$15 fee for ice & cup refresh.

BOTTLED FRUIT JUICES | 96

Orange, Cranberry and Apple

ASSORTED CANNED SODA | 108

Coke, Diet Coke and Sprite

ASSORTED VITAMIN WATER® | 120

DASANI® BOTTLED WATER | 120

CANNED WATER | 144

SPARKLING WATER | 108

TOPO CHICO® FLAVORED SPARKLING WATER | 120

Blueberry-hibiscus, Lime-mint and Tangerine-ginger

MONSTER ENERGY DRINKS® (8 oz) | 144

ICE (16 lb bag, each) | 14

WATER COOLER (each) | 75

3-day rental, additional days available

5-GALLON WATER JUG (each) | 52

COFFEE DRINKS

PJ'S FRESHLY BREWED COFFEE OR HOT TEA

3-gallon minimum | 261

Additional Gallon | +87

FRESHLY BREWED STARBUCKS® COFFEE

3-gallon minimum | 330

Additional Gallon | +110

CAFÉ AU LAIT

Chicory coffee and freshly steamed milk

3-gallon minimum | 330

Additional Gallon | +110

ICED COFFEE

3-gallon minimum | 261

Additional Gallon | +87

COFFEE ENHANCEMENTS

- Flavored Syrups (per bottle) | 18
Hazelnut, Vanilla, White Chocolate & Caramel
- Sugar Swizzle Sticks (per 25 pieces) | 30
- Whipped Topping (per 2 cans) | 20
- Chocolate Shavings (per 1 lb) | 22

*Above options include Half & Half, 2% milk, almond milk, sugar, sugar substitutes and lemon



BEVERAGES

BEER / COCKTAILS

DOMESTIC BEER | 156 per case
Miller Lite, Bud Light, Coors Light

IMPORTED & MICROBREW BEER | 180 per case

- Heineken
- Corona Extra
- Abita Amber
- Urban South Paradise Park
- Sam Adams Boston Lager
- Sierra Nevada Pale Ale

HOUSE WINE | 40 per bottle

- Merlot, Cabernet Sauvignon, Chardonnay, Pinot Grigio & Sparkling
- La Marca Prosecco | 55 per bottle

HOSTED BAR | On consumption

- House cocktails
- House wines by the glass
- Bottled domestic beers
- Bottled imported beers & microbrew beers
- Bottled waters
- Assorted sodas

Minimum guarantee of \$1200 per day applies.

Premium cocktails & wine available with a minimum guarantee of \$1500 per day.

SOUTH OF THE BORDER MARGARITA STATION | 1,000

Includes: (100) Margaritas on the rocks garnished with lime wedge and salted rim
· Additional (50) Margaritas available | +450

SIGNATURE HURRICANE STATION | 1,000

Includes: (100) Hurricanes on the rocks garnished with orange & cherries
· Additional (50) Hurricanes available | +450

FROZEN DAIQUIRI STATION | 950

Includes: (100) Frozen daiquiris
Choose one flavor: strawberry, hurricane, bushwhacker, margarita or piña colada with appropriate garnish
· Additional (50) Daiquiris available | +425

CAJUN MARY STATION | 950

Includes: (100) Cajun Marys garnished with green beans, lemons, limes & olives
· Additional (50) Cajun Marys available | +400

All alcoholic beverage orders require a bartender for service, additional staff & equipment may be required. A \$100++ set up fee will apply on first day of service. A delivery fee will apply on subsequent days of service.





ORDERING & INFORMATION

INFORMATION

POLICIES AND SERVICES

EXCLUSIVITY

All food and beverage items in the exhibit halls must be purchased through the food and beverage department. This includes bottled water.

- Exhibitor catering does not supply tables or electrical for your booth. Please order this equipment through your service contractor.
- All food and beverage orders require full payment in advance. We accept American Express, Discover, Mastercard, Visa, ACH or company check. Please make checks payable Sodexo Live!. A valid credit card is required to place a food and beverage order.
- MCCNOFB requires a credit card on file for any onsite addons, which will be reconciled daily.
- Disposable service ware is used on all food and beverage functions on the exhibit floor.

CDC, STATE & LOCAL POLICIES GUIDELINES & RECOMMENDATIONS

Sodexo Live! will adhere to all CDC, State & Local policies. We reserve the right to modify or cancel a service if we are no longer able to execute due to changes from authorities or if a safe working environment is not available at time of service.

CANCELLATION POLICY

Full charges will be applied to cancellation of any menu items received within 3 business days, prior to delivery.

ALCOHOL

All alcohol sales and consumption in the New Orleans Convention Center are regulated by the Louisiana Alcoholic Beverage Control, and Morial Convention Center. New Orleans Food and Beverage (MCCNOFB) is responsible for the administration of these regulations. No alcoholic beverages are allowed to be served by anyone other than a MCCNOFB Department Bartender.

MCCNOFB prohibits exhibitors and event participants from removing alcohol from the New Orleans Convention Center. Alcoholic products will be delivered to your booth at the scheduled time of your service and removed from your booth at the conclusion of your event by the attending MCCNOFB bartender. No product can be transferred for use the following day(s).

STAFFING / FEES – **Minimum of (5) hours*

Booth Attendant* \$45 per hour	Bartender* \$45 per hour
Chef* \$75 per hour	Delivery Fee \$30 per trip

A 23% service charge and current sales tax will be added to all food, beverage and labor fees. Menu items and prices may be subject to change without notice. A \$30.00 delivery fee will be applied to all above orders. Exhibitor booth catering does not supply tables for your booth. You must order these through your service contractor.

SERVICE CHARGES AND TAX

A 23% “house” or “administrative” charge will apply to all food, beverage, labor and fees (including corkage). Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations.

The “house” or “administrative” charge of 23% is added to your bill for the catered event/function (or comparable service) which is used to defray the cost of set up, break down, service and other house expenses. No portion of this charge is distributed to the employees providing the service. You are free, but not obligated to add or give a gratuity directly to your servers. If the customer is an entity claiming exemption from taxation in the state where the facility is located, the customer must deliver to MCCNOFB satisfactory evidence of such exemption thirty (30) days prior to the event in order to be relieved of its obligation to pay state and local sales taxes.



THANK YOU

ONLINE ORDERING

<https://mccnoexpresscatering.ezplanit.com>



MCCNO Exhibit Hall Move In/ Move Out Announcement on Pack In/Pack Out Fall 2024

Announcement V1

The Convention Center has a Pack in – Pack out policy for exhibiting materials.

- Please return any unused materials back to its origin. Do not discard them on the exhibit hall floor.
- All exhibit components, carpet, carpet padding, tubes, pallets and flooring should be packed out of the exhibit hall at the conclusion of the event.
- Recycling of cardboard, Visqueen, raw wood and metal may be done through the recycling tilt carts located in the exhibit halls.
- Thank you for pitching in to make our facility a greener destination!

Announcement V2

You can throw beads off a Mardi Gras float – but please don't throw your carpets in our landfill containers here at the Convention Center.

- Please pack out all exhibit components, packing materials; carpet, carpet padding, pallets, carpet tubes and flooring and padding from the exhibit hall at the conclusion of the event.
- Recycling of cardboard, Visqueen, raw wood and metal may be done through the recycling tilt carts located in the exhibit halls.
- Thank you for pitching in to make our facility a greener destination!

Pack In/Pack Out Policy at the New Orleans Ernest N. Morial Convention Center - FAQ

We are introducing a Pack In/Pack Out policy 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.
- The main items are going to be restricted going forward, to encourage re-use, rental and recycling.

What is Pack In/Pack Out?

- A policy 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**.

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 policies 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 policy 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 policy 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.



PACK IN PACK OUT

AS PART OF OUR SUSTAINABILITY EFFORTS,
EXHIBITORS ARE REQUIRED TO PACK OUT
ALL EXHIBIT COMPONENTS

- CARPET
- TUBES
- PADDING
- FLOORING
- PALLETS

FROM THE SHOW FLOOR/FACILITY AT THE
END OF MOVE IN AND MOVE OUT.

EXHIBITORS ARE PROHIBITED FROM PUTTING ITEMS INTO
LANDFILL CONTAINERS.

QUESTIONS? PLEASE CALL FACILITIES AT 504-582-3024, OR
504-582-3040 AFTER 3:00 PM.

PACK IN/PACK OUT

In an effort to reduce waste and the impact events have on the environment, the New Orleans Ernest N. Morial Convention Center has a Pack In/Pack Out policy for exhibiting materials.

- Do not discard the following items on the exhibit hall floor:
 - **Packing materials**
 - **Carpet and carpet tubes**
 - **Flooring**
 - **Padding**
 - **Booth components**
 - **Pallets**

These items should be packed out of the exhibit hall at the conclusion of the event.

- Recycle the following materials:
 - **Cardboard**
 - **Visqueen**
 - **Lumber**
 - **Metal**

Recycling of these materials may be done through the recycling carts located in the exhibit halls

- Exhibitors are required to dispose of items in tilt carts on the show floor, provided by Cleaning Crews. Do not dispose of items on the Docks.
- Excessive trash and carpet items may be subject to costs for removal.



Pack Out
YES



Leave in Hall
NO

Questions?

Please call Facilities at [504-582-3024](tel:504-582-3024), or [504-582-3040](tel:504-582-3040) after 3:00 PM.

