



## Exhibitor Kit



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General Information

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1. Smoking is strictly prohibited at all times in the JCC.
2. Utility services (water, plumbing etc.) are exclusively provided by the JCC. Please use the form provided in your Exhibitor Service Kit. All utility service requests must be received fourteen (14) working days prior to Exhibitor move-in to avoid late fees. Exhibitor orders are handled by Convention Display Services (CDS), our exclusive electrical provider, who will work with your general services contractor to communicate and distribute our electrical/utility forms to your exhibitors. Please contact CDS at 601-948-4228 for further information on exhibitor utilities service.
3. Painting of any kind within the JCC is strictly prohibited. Exhibitors may not glue, tape, tack, nail, screw or in any way affixed to any interior or exterior surface of the Complex. Nothing may be attached to exhibit floor columns, even within booths and drilling is strictly prohibited.
4. Glitter, streamers and adhesive-backed (stick-on) decals are strictly prohibited and may not be distributed or used for any purpose within the JCC.
5. No outside food or beverage is allowed inside the facility. Please contact our Catering Department 601-960-2321 ext. 1007 for any food and beverage need.
6. Any Exhibitor interested in distributing food or beverage must be the manufacturer of said product or be exhibiting in a food or beverage or related industry show. Exhibitors must only distribute "bite size" samples of no more than two (2) ounces of food or non-alcoholic beverages. Exhibitor cannot participate in cash sales of said product during the show.
7. Donations, whether for charity or otherwise, may only be made with the prior written approval by the JCC.
8. The JCC is not responsible for trash generated by the Exhibitor. A recycle compactor and a trash compactor are provided for your use in designated loading dock areas, for up to 5 cubic yards of waste. Please contact your Event Manager for current rates.

9. Exhibitors must have all proper licenses and permits required by the State of Mississippi and the City of Jackson. State of Mississippi Taxation and Revenue Department can be reached at 601-923-7300 and the City of Jackson Treasury Division at 601-960-2005.
10. Aisle ways and exit ways must remain clear of any trash or debris and cannot be obstructed in any manner.
11. No equipment, booths, signs, displays, or other items can block or obstruct any emergency phones, alarms, sprinkler valves, or hose connections.
12. All banners and signage must be hung by the show's General Service Contractors. Exhibitors may not hang banners or signage without approval from show management.
13. Vehicles may not be displayed without the prior written approval of show management. Any fuel-powered vehicle on static display must have the smallest possible amount of fuel, not more than 1/4 tank or 5 gallons whichever is less. The gas cap must be locked or sealed by tape; batteries must be disconnected. Vehicles may not be started, run or moved during event hours.
14. All fuel-powered motors to be run during show hours must have an exhaust system that will prevent any fumes from being emitted. Prior JCC approval is required. A Fire Watch may be required.
15. No open flame lighting devices may be used in the JCC without the advance written approval of the City of Jackson Fire Marshal and JCC Administrative Staff. Please contact our Catering Department at 601-960-2321 ext. 1007 to rent pre-approved candles.
16. Exhibitors demonstrating or using cooking appliances must have at least one 2A10BC extinguishers in the booth at all times. Exhibitors demonstrating or using any appliance producing grease laden vapors (deep fryers, frying pans etc. etc.) must have at least one Type K fire extinguisher. 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 Jackson Fire Department – Fire Marshal's Office and the JCC. No overnight cooking is allowed. For further questions regarding cooking, please contact our Catering Department at 601-960-2321 ext. 1007.
17. No oils, combustibles, or any liquids other than water may be poured in the JCC drainage or sewer systems. No tools, machines, cookware, or other items may be emptied, washed, or rinsed in JCC restrooms. Cookware, dishes, utensils, etc., may not be filled from JCC restrooms or janitors' closets.
18. Loading docks are for loading and unloading only. Long-term and/or overnight parking is prohibited. All vehicles left in loading areas will be towed away at the owner's expense.
19. Loading in and loading out must be done through the designated loading docks assigned to show. Loading in and loading out through the Complex lobbies is strictly limited to hand-carried items. Materials, which require the use two-wheeled (or more) apparatus must go through the designated loading dock area. Passenger elevators and escalators are designed for passenger use and not intended to carry the heavy weights.
20. The JCC does not accept freight shipments or packages for exhibitors, show management, or its contractors at any time. Freight must be consigned through the designated General Service Contractor/Decorator. There are no exceptions to this policy.
21. Exhibitor-owned or leased vehicles are **NOT** allowed to drive on to the exhibit floor to unload or load without prior approval from show management and the JCC. Access to the exhibit floor for tractor-trailer trucks, cranes, etc., must be arranged in advance through show management. The JCC does **NOT** provide carts, dollies, pallet jacks, labor etc., for exhibitors' use.
22. Helium-filled balloons are allowed in the Complex only as part of a display, and must be securely fastened to the booth. Balloons may not be given out and must be used for décor only. Compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling, and must be removed from within the during all event hours. Cleaning and/or removal of balloons will incur additional charges.
23. All live animals are prohibited, with the exception of guide and service animals. Exhibitors wishing to display live animals as an integral part of an exhibit must get prior approval from show management and JCC. Waiver of this prohibition is contingent on description and number of animals, handler/trainer supervision, required insurance certificates, etc.

24. The JCC has a “no tipping” policy. JCC employees are prohibited from accepting gratuities, tips or gifts or any kind from exhibitors, contractors or show managers. We appreciate written letters of acknowledging the good work of our staff.
25. **The JCC is not responsible for Lost or Stolen Items.** Exhibitors should not leave valuables or personal items (laptops, 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.
26. Specific to **FOOD SHOWS** or shows with food sampling, the following must be adhered to:

**Ice & Water Services.** Water service for chafing dishes and pitchers may be obtained through a water source designated to the show by the Complex. Concession and kitchen areas may not be used without the approval of the Complex. Ice service is exclusively provided by the Complex’s in-house food services department. Please contact our Catering Department at 601-960-2321 ext. 1007 to set up this ice service in advance.

**Trash Disposal.** The trash generated by exhibitors and general housekeeping of the exhibit area is the responsibility of exhibitors and/or the show’s general service contractor. The Complex will designate an area where show trash can be properly disposed at. Disposal of food items in restrooms sink/toilets, concessions areas and in public trash receptacles is strictly prohibited. In the event trash is not properly disposed of, clean-up fees may apply.

**Grease Disposal.** Grease disposal can be arranged through our Catering Department or through the show’s general service contractor. Please contact our Catering Department at 601-960-2321 ext. 1007 to set up this service in advance. Grease disposal in restrooms sinks/toilets, concession areas and in public trash receptacles is strictly prohibited. In the event trash is not properly disposed of, clean-up fees may apply.

**Your show’s Exhibitor Rules may prohibit certain of the services, features, or booth design elements outlined in these facility regulations. Please review the specific rules for your show for any prohibitions that may apply.**

Please address questions or comments concerning this Event Planning Guide to:

Jackson Convention Complex  
Attn: Director of Event Services  
105 E. Pascagoula Street  
Jackson, MS 39201  
Main Line: 601-960-2321  
Fax Line: 601-960-2584