



THE CITY WITH SOUL, JXN MISSISSIPPI

# JACKSON CONVENTION COMPLEX

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[JACKSONCONVENTIONCOMPLEX.COM](http://JACKSONCONVENTIONCOMPLEX.COM)



# EVENT PLANNING GUIDE



Jackson Convention Complex  
105 East Pascagoula Street  
Jackson, MS 39201

Main: (601) 960-2321  
Fax: 601-960-2584

**(Revised: August 2022)**

Polices, specifications, rental rates and equipment rental charges noted herein are subject to change without notice and supersede any version of this guide printed prior to August, 2022. This Event Planning Guide and its contents are incorporated by direct reference in your License Agreement. Circumstances and operations not covered in these rules and regulations will be subject to interpretations, stipulations, and decisions deemed necessary and appropriate by the Complex's General Manager.

Thank you for selecting the Jackson Convention Complex for your upcoming event.  
As an OVG360 managed venue, you have our pledge of the "Three P's:"  
**Personal Service, Professionalism and Performance.**

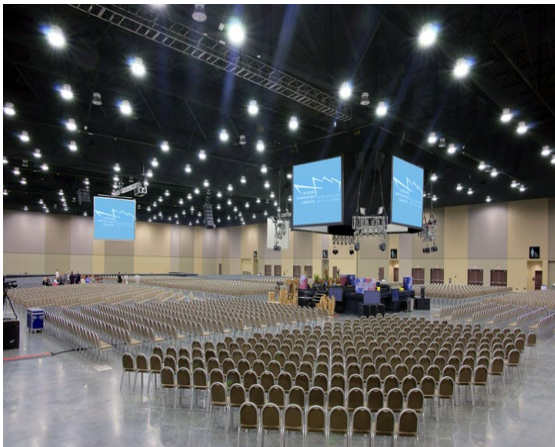
We have prepared this event planning guide to provide you with basic information about our Facility and to guide you through the initial planning process. We also encourage you to stay in contact with our dedicated staff, who are ready to assist you in planning your successful event.

**[WWW.JACKSONCONVENTIONCOMPLEX.COM](http://WWW.JACKSONCONVENTIONCOMPLEX.COM)**

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# About Us

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## OUR MISSION

The mission of the **Jackson Convention Complex** (JCC) is to serve as a catalyst for economic activity within the Central Mississippi Region. This activity is generated by providing exceptional customer service to, and showcasing events of trade and commerce, large conventions, meetings, assemblages and exhibitions. OVG, the facility's manager and operator, the Jackson Convention Complex & Visit Jackson, strives to bring highly desirable business to the area while maximizing the use of the Facility.

## THE FACILITY

Jackson is an exciting, attractive city at the very heart of the Deep South, conveniently located in central Mississippi on an axis that runs from Chicago to New Orleans, from Atlanta to Dallas. Situated in the center of Mississippi's capital city and only a short drive from Jackson-Evers International Airport, this 330,000 square-foot facility sits on 1 and ½ city blocks. Interior accommodations include 60,000 square feet of exhibit space, 25 meeting/conference rooms, a 382-seat theater and the 25,000-square foot Grand Ballroom. Parking is made easy thanks to adjacent lots directly in front of the main entrance of the building which can handle 775 vehicles, and nearly 4,600 additional spaces are located within a six-block radius of the Facility.

## FACILITY MANAGEMENT

OVG360, a division of Oak View Group, is a full-service venue management company that is making a positive disruption in the live entertainment and hospitality industry. OVG360 helps client-partners reimagine the sports, live entertainment, and convention industries for the betterment of the venue, employees, artists, athletes, and surrounding communities. With a portfolio of more than 200 client-partners spanning arenas, stadiums, convention centers, performing arts centers, cultural institutions, and state fairs around the globe. OVG360 provides a set of unmatched services, resources and expertise designed to deliver unparalleled results that elevate every aspect of the venue. Service-oriented and driven by social responsibility, OVG360 helps facilities drive value through excellence and innovation in food services, booking and content development, sustainable operations, public health and public safety and more.

Our approach to operating and booking venues is unapparelled. Maintaining a focus on booking and creating premium content that promises to deliver a unique guest experience is what drives our team. The depth of our resources, industry experience and relationships are unmatched throughout the industry. Our team looks forward to capitalizing on our resources to help clients achieve their goals and obtain unparalleled results.

## Contact Information

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Jackson Convention Complex  
Main: (601) 960-2321  
Fax: 601-960-2584  
105 East Pascagoula Street, Jackson, MS 39201  
[www.jacksonconventioncomplex.com](http://www.jacksonconventioncomplex.com)

### Visit Jackson/ Visitor Information

The “**City with Soul**” offers so much to do that you’ll be busy deciding which attractions, events and restaurants to visit next. You’ll just have to come back again. Visit [www.visitjackson.com](http://www.visitjackson.com) or call 601-960-1891 or 1-800-354-7695 to discuss the visitor and convention services offered by the Jackson Convention and Visitor Bureau.

## Definitions

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**Ancillary Expenses:** Staffing, equipment, utilities, and other event related expenses

**Banquet Event Order (BEO):** An agreement form of all booking details and selections for Food and Beverage relative to the Licensee’s event. The BEO, is **produced by the Catering Sales Manager**, and includes the following: all menu selections, room setup(s), staffing requirements, ancillary items, and other F&B event needs. It also confirms full costs (including administrative fees, taxes, etc.) and dates associated with payments. The document must be signed by Licensee **fourteen (14) days prior** to the start of the event.

**Event Expense Estimate (EEE):** A documented collection of all details relative to the Licensee’s event needs. The EEE is **produced by the Event Manager** and provided to the Licensee for approval at least 10 - 21 days prior to the event, and should include, but not be limited to, the following: a schedule of events/functions, room assignments, room set up requirements, security & event staffing needs, equipment & supply needs, A/V, utilities, etc. Final payment for all estimated **ancillary charges (event expenses) and room charges is due five (5) days** prior to the start of an event.

**Event Manager:** Employee of the Operator designated as the liaison between the Operator and the Licensee

**Exclusive Services:** Those services provided exclusively by the Operator or its designated service provider

**Exhibitor:** Those organizations or persons (and their agents or representatives) who have arranged with the Licensee to display products, provide services and/or sell merchandise within the space licensed by the Licensee

**F&B:** Food and Beverage

**JCC:** Jackson Convention Complex

**JCVB:** Visit Jackson

**License Agreement:** The contract between the Licensee (the user) and the Operator for a specific use of the Facility

**Licensee:** The user of the facility for specific event activities who has entered into a License Agreement with the Operator

**Operator:** OVG, as manager and Operator of the Jackson Convention Complex

## Directions/Parking

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### INTRODUCTION

Mississippi's Capital City is conveniently located at the crossroads of Interstate 55 (north-south) and Interstate 20 (east-west) in the heart of the "Hospitality State."

- **Interstate 20:** Runs east-west from near El Paso, TX to Florence, SC. Jackson is roughly halfway between Dallas, TX and Atlanta, GA. The highway is six lanes from Interstate 220 to MS 468 in Pearl.
- **Interstate 55:** Runs north-south from Chicago through Jackson towards the Louisiana state line to New Orleans. Jackson is roughly halfway between New Orleans and Memphis, TN. The highway maintains eight to ten lanes in northern part of city, six lanes in the center and four lanes south of I-20.

## DIRECTIONS TO THE JACKSON CONVENTION COMPLEX

<p><b>From I-55 South</b></p> <p>Take Exit 96A - Pearl Street/Jackson Convention Complex Continue Straight on Pearl Street as you enter downtown area Turn Left on Roach Street Turn Left on Pascagoula Street Convention Complex will be on your immediate right</p>	<p><b>From I-55 North</b></p> <p>Take Exit 96A - Pearl Street/Jackson Convention Complex Continue straight on Pearl Street as you enter downtown area Turn Left on Roach Street Turn Left on Pascagoula Street Convention Complex will be on your immediate right</p>
<p><b>From I-20 West</b></p> <p>Take Exit 45B – State Street/51 North Continue Straight on State Street Turn Left on Pearl Street Turn Left on Roach Street Turn Left on Pascagoula Street Convention Complex will be on your immediate right</p>	<p><b>From I-20 East</b></p> <p>Take Exit 45 – State Street/Gallatin Street Turn Left on State Street Turn Left on Pearl Street Turn Left on Roach Street Turn Left on Pascagoula Street Convention Complex will be on your immediate right</p>

## MILAGE FROM

Mobile: 191 miles  
Memphis: 210 miles  
New Orleans: 210 miles  
Birmingham: 238 miles  
Little Rock: 260 miles  
Atlanta: 382 miles  
Dallas/Ft. Worth: 410 miles  
Houston: 420 miles



**Non-Stop Flights Per day**

**To the following cites**

## DRIVING TIME

Jackson-Evers International Airport (JAN): 22 minutes/11.9 miles  
Louis Armstrong New Orleans International Airport - New Orleans, LA (MSY): 2 ½ hours/159 miles  
Memphis International Airport - Memphis, TN (MEM): 3 hours/190 miles

## DIRECTIONS TO LOADING DOCKS

### Main Loading Dock:

The Main loading docks are accessible by utilizing the Court Street entrance. The loading dock entrance is located to the rear of the Facility's parking facility between Roach Street and Lamar Street.

### Farish Loading Docks:

The Farish loading docks are accessible from the entrance located in the parking lot at the corner of Court Street and Roach Street. To access the loading dock, turn into the parking lot entrance and proceed towards the building. The entrance is just to the left of the breezeway.

**NOTE: Please note that the loading dock is to be used only for deliveries and loading/unloading. Parking in the loading dock is prohibited.**

# Parking & Transportation

## Parking

The main parking lots are located across the street and directly behind the facility.

- **Location**

The JCC parking lots can be accessed from the following streets:

- Pascagoula Street
- Farish Street

- Pearl Street
- Roach Street
- Court Street
  
- **Specifications**
  - 3 separate parking lots
  - 763 general public parking spaces available
  - 12 handicapped parking spaces
  
- **Rules and Regulations**
  - Vehicles in excess of 19' in length are not permitted
  - Vehicles illegally parked in handicapped spaces will be ticketed and/ or towed at the owner's expense
  - Request(s) to park in reserved areas must be cleared through security and your Event Manager.
  - Selling, soliciting, demonstration of equipment and/ or distributing handbills are prohibited
  - No loitering in parking garage or lots
  - Consumption of alcoholic beverages in the parking lot is prohibited
  
- **Additional Surrounding Parking**
  - Parking fees vary. Please refer to the posted parking fees at each garage or lot.
  - The Jackson Convention Complex is surrounded by an additional 4,600 parking spaces within a 6-block radius.

### **Shuttles**

The primary shuttle drops off and pick up location is located at the covered round-about at the main entrance on Pascagoula Street. Arrangements can be made for other locations. Please contact your Event Manager for more details.

### **Street / Lane Closures**

It is possible to coordinate the closing of lanes of traffic on the streets immediately surrounding the convention complex. Please contact your Event Manager for details.



## Parking Map

# JACKSON CONVENTION COMPLEX PARKING MAP



- A** – CONVENTION CENTER PUBLIC PARKING  
PASCAGOULA
- B** – CONVENTION CENTER PUBLIC PARKING  
PASCAGOULA
- C** – CONVENTION CENTER PUBLIC PARKING  
CORNER OF COURT & ROACH

- D** – CONVENTION CENTER PUBLIC PARKING  
CORNER OF FARISH & COURT
- E** – CITY CENTRE GARAGE  
CORNER OF WEST & PASCAGOULA

# Event/Meeting Planning Checklist

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Once you have signed and returned your license agreement and submitted your deposit, your account will be turned over to our Event Services Department. At that time, you will be assigned a personal Event Manager who will work with you in the logistical planning of your event activity. Although you may continue to have dialogue with your Sales manager (*payments, fees, etc.*), the Event Manager will be your primary point of contact with the facility, and will serve as your liaison for all facility related services (*i.e., room set requirements, event staffing, utilities, parking, HVAC, etc.*)

This checklist is designed to assist you in your planning process. Adhering to this schedule is critical to ensure a successful event.

## **6-12 Months Out**

- ☐ License Agreement is issued by your Sales Representative.
- ☐ Provide a copy of your previous meeting's event orders to your Event Manager.
- ☐ Place your Event Manager, Facility Sales Manager, and catering Sales Manager on your mailing list.
- ☐ Review Facility Rules & Regulations.
- ☐ Provide information on any potential outside General Service Contractors to your Event Manager, including:
  - ☐ Meeting Planner
  - ☐ Security Consultant
  - ☐ Encore Event Technologies
  - ☐ Exposition Service Contractor / Decorator
  - ☐ Transportation
  - ☐ Registration

## **3-6 Months Out**

- ☐ Schedule a site visit / planning meeting with your Event Manager.
- ☐ Submit a preliminary exhibitor service kit and exhibitor list to your Event Manager.
- ☐ Review preliminary exhibit and registration floor plans to your Event Manager for changes.
- ☐ Discuss preliminary food and beverage needs with your Catering Sales Manager.

## **2 Months Out**

- ☐ Submit your **Preliminary Event Orders** (schedule of events and set-up requirements) to your Event Manager.
- ☐ Discuss your event security & staffing needs (including First Aid) with your Event Manager.
- ☐ Submit rigging plans to your Encore Event Technologies Director for consideration.
- ☐ Discuss your transportation plan (buses, shuttles, parking, etc.) with your Event Manager.
- ☐ Submit requests for equipment, utilities and telecom as directed on form, with a copy to your Event Manager.
- ☐ Submit requests for **ALL** Audio-Visual needs as directed on the order form, with a copy to the A/V Director.
- ☐ Lock in equipment rental rates with your Event Manager.

## **1 Month Out**

- ☐ Agree on your **Final Event Orders** with your Event Manager (Due **21 days** prior to move in). Event Orders should include no less than the following.
  - ☐ Final Floor Plans (exhibits, registration, large productions, etc.).
  - ☐ Final Event Schedule (move in, set-up/tear-down, walk through, show hours, daily cleaning, move out).
  - ☐ Any other ancillary service or equipment requests.
  - ☐ Finalize your event security & staffing plan with your Event Manager.
  - ☐ **Certificate of Insurance** is due **21 days** prior to move in.

## **2-3 Weeks Prior to Move In**

- ☐ Review, sign and return "**Event Expense Estimate Sheet**" of event expenses to Event Manager.
- ☐ Finalize A/V, Internet and Telecom needs.
- ☐ Payment for estimated **ancillary charges** is due **5 - 10 days** prior to move in (refer to your License Agreement).
- ☐ Schedule a Pre-Con Meeting to Review Final Resume with Event Manager and Facility Team and schedule Post-Con Meeting.
- ☐ Confirm catering guarantees with Catering Sales Manager – final numbers due 72 hours prior to event.

## **3 Days Prior to Move In**

- ☐ Discuss any last-minute modifications.
- ☐ Receive Keys Needed for event.

## **Post Event Activities**

- ☐ Post-Convention Meeting.
- ☐ Payment for **Invoiced Expenses** due within **30 days** of receipt.

# Complex Overview

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The Jackson Convention Complex was built in two phases and is located in the heart of Downtown Jackson:

## **Phase 1**

Formally known as the *Mississippi TelCom Center*, the building opened its doors in 2005 as a three (3) story, 74,000 square foot building, with Dock/Load-In located on the first floor and conference/meeting rooms with Gallery located on the second and additional meeting rooms with Theater on the third floors of the building.

## **Phase 2**

In 2009, the facility added a two (2) story, 256,000 square foot building, with Ballrooms, Boardrooms, Exhibit Halls, Meeting Rooms, Pre-function/Lobby Space located on the first floor, a Pre-function Space with additional Meeting Rooms on the second floor and an open patio which will serve as the walkway to future Convention Hotel on the second floor of the building.

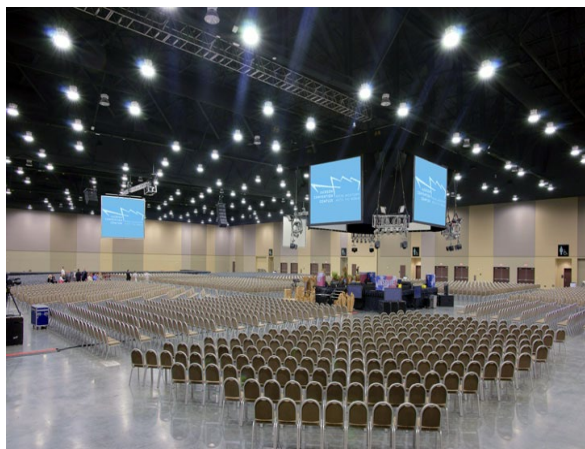
### **General Complex Specifications:**

- Total Building Space: 330,000 sq. ft.
- Over 150,000 sq. ft. of column free, flat floor space with a flexible, sound-proof, moveable wall divider system
  - Exhibit Hall Space: 60,000 sq. ft. divisible into 2 halls – 30,000 sq. ft.
  - Ballroom Space 25,000 sq. ft. divisible into 5 rooms (4 rooms – 4,200 sq. ft. & 1 room – 8,400 sq. ft.)
- Meeting Room Space: 32,700 sq. ft. total of 25 meeting rooms ranging from 430 square feet to 1500 sq. ft.
- Theater Space: 382 permanent seat performance/general session theater
- Pre-function Space: 33,000 sq. ft. outside exhibit halls/ballrooms & 1,500 sq. ft. outside 2<sup>nd</sup> Floor meeting rooms
- Outdoor Terrace: 500 sq. ft.
- Capacity: Entire facility can accommodate up to 9,600 people depending on set-up
- Loading docks: 7 with 4 load levelers; Drive-up ramps: 1 for the exhibit hall section of the building
- Overhead doors: 7 – (6 @ 10'w x 10'h & 1 @ 16'w x 20'h)
- Loading Dock Elevators: Freight: 10,000 lbs. capacity
- Doorway Dimensions: 10'w x 8'h; Inside Dimensions: 10'w x 20'd x 8'h
- Permanent concessions in Exhibit Area (2)
- Parking: Just over 740 on-site parking spaces and 1,600 adjacent parking areas downtown
- Covered bus and vehicular drop-off/pick up area
- Flooring: Sealed Concrete in exhibit halls & Carpet in ballroom, meeting rooms, and pre-function area
- Sporting Events: 40,000 sq. ft. of sports court owned by facility
- Capacity for up to 475 trade show booths (10'x10')
- Fully equipped floor boxes and distribution equipment to accommodate electrical, communications, data and plumbing
- In-house, Audio/Visual Production and communication capabilities
- House PA System in exhibit halls and ballrooms only (does not include microphone & labor rates will apply)
- Exhibit Hall Floor load (350 lbs. / sq. ft.); Ballroom Floor load (125 lbs. / sq. ft.)

### **Included with your licensed space:**

- House lighting, ventilation, heating or air conditioning (exclusive of move-in/move-out, additional fees apply).
- One standard room set per day (theater, classroom, conference, hollow-square, banquet, u-shape), which includes tables, chairs, podium and staging (up to 12'x24').
- Fully equipped floor boxes to accommodate electrical, communications, and data (plumbing available in exhibit hall and ballroom)
- One room refresh per day (straighten seating, empty trash cans, light sweeping, clear trash from tables)
- One daily general cleaning of public areas (i.e. restrooms, uncarpeted aisles, facility trashcans, etc.).

***Please refer to “APPENDIX B” for details of Facility Specifications***



# EVENT PLANNING SERVICES

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# EVENT PLANNING SERVICES

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Following the execution of the License Agreement for your event, the JCC will assign an Event Manager to work with you on event planning and implementation. Your Event Manager will contact you as soon as they are assigned and will remain your primary JCC Liaison through the conclusion of your event. Your Event Managers will help you to understand the policies and procedures and will take on the responsibility of communicating your needs and event requirements to the other departments at the JCC so that your event runs smoothly from beginning to end. These departments include Engineering, Public Safety, Housekeeping, Set-up, Medical, Electrical, Telecommunications, and other technical services.

## **Audio-Visual (A/V)**

The Jackson Convention Complex (JCC) is pleased to offer all AV needs in-house and preferred Audio-Visual provider. A comprehensive inventory of basic and specialized audio, video, and lighting equipment, along with an experienced team of event professionals, are available onsite.

JCC recognizes that certain event organizers may elect to bring in a third-party supplier of audiovisual services ("outside vendor"). JCC can meet any such request(s) provided they adhere to the Facility Rules & Regulations as outlined via the JCC Event Planning Guide. These guidelines have been developed to ensure the utmost safety and care for all guests of the JCC and the JCC premises and to uphold a level of service and quality that is necessary to ensure a successful event.

The event organizer must notify the JCC at least thirty (30) days prior to their program of who their audiovisual provider will be.

All outside vendors and their subcontractors must meet the JCC insurance requirements in order to perform work at JCC. Please refer to your Event Manager for further details.

*(See "Appendix H" for Audio/Visual Services)*

- **House Sound**  
The house sound has the capability to provide sound for meetings and general announcements. Any group that is organizing an entertainment event (concert, comedy show, etc.) will have to have sound brought in for the event. Some events may be required to "fly" sound depending on the space used and the type of event.  
**PLEASE NOTE: Exclusive Rigging Service Provider for the Jackson Convention Complex.** The complex requests that the name of the group that is supplying the sound be submitted to your event manager.
- **Audio Levels**  
The JCC reserves the right to regulate the audio levels of all events. Licensee must maintain appropriate audio levels as to not disturb nor interrupt other events. If requested to do so by JCC staff, Licensee must lower volume levels accordingly.
- **Audio Recording/Taping**  
Remote recording is possible for media services. For detailed information and associated costs, please contact the in-house AV Technician of your Event Manager for details and fees.
- **Auxiliary Sound Equipment**  
A detailed plan of auxiliary sound equipment must be submitted to and approved by both the Event Manager and AV Technician whenever an outside A/V service provider is used. This is to ensure the proper utilization of space, adjust room capacities as needed and to ensure public safety. The plan must be submitted no later than **21 – 30 days prior** to move in.

## **Box Office and Ticketing**

Ticketmaster is the approved ticket service provider for the JCC. If another vendor is used, they must have the capability to distribute tickets on site the day of the event.

Ticketed events in the Complex may place event tickets on sale at ticket outlets, agencies and retail outlets of Licensee's choosing provided that Licensee complies with the terms and conditions of this section. Licensees understand that the Licensee is responsible for all costs associated with this service including box office administration set-up/operations, ticket printing, ticket selling, credit card fees and box office staffing.

- a) **Capacity.** Tickets may not be sold or distributed more than the seating capacity or approved occupancy as outlined in **the License Agreement**. Capacity shall be mutually determined by the JCC and the Jackson Fire Marshall's Office.

- b) **Printing and Manifest.** Tickets and ticket manifests, for all events that have rent based on a percentage of tickets sold, must be approved by the JCC prior to any tickets being sold and/or distributed. If Licensee sells tickets directly, without use of ticket agency, the tickets must be presented to JCC in numerical sequence with all tickets in sealed packaging from the printer with detailed manifest for review and approval prior to sale of event tickets.
- c) **Box Office Use & Ticket Takers.** Based on availability, the JCC has two (2) portable ticket booths available for use for a fee as well as fixed box office location and windows. Licensee is responsible for covering all expenses associated with ticket sellers, credit card machine(s), a cash bank, ticket envelopes and other equipment needed to support Licensee's Box Office. Contact your Event Manager for more detail and to decide. Telephone services and Internet services for the box office are exclusively provided by the JCC and shall be billed to Licensee at the prevailing service rates.
- d) **Complimentary Tickets.** If applicable, the licensee shall provide complimentary tickets to the JCC as outlined in ***the License Agreement*** of the events License Agreement. Complimentary tickets are to be delivered to the JCC either in-person or via insured mail carrier and must be received no later than ***ten (10) business days*** prior to the event.
- e) **Ticket Prices.** Licensee agrees to sell all tickets at the prices as advertised by Licensee and approved by the JCC. Any changes in ticket prices shall require prior written confirmation to the JCC.
- f) **Ticket Dispute.** All ticket disputes are the responsibility of the Licensee.
- g) **Facility Fee and Taxes.** Licensee is responsible for the payment of a ***Per Ticket Facility Fee*** (if applicable) and associated city, state and federal taxes.

### **Deposits**

License fees are due prior to the start of the event. The JCC's standard license payment schedule is outlined in ***the License Agreement*** Page #2. The JCC may require a contingency deposit on certain services and types of events. Your salesperson will determine and communicate this requirement prior to the License Agreement being issued.

### **Electrical & Other Utilities**

JCC Engineering Staff provides **BASIC** event electrical and utility needs for all clients and exhibitors. Your Event Manager coordinates and forwards your electrical and utilities needs to our Engineering Staff to ensure that your requirements are taken care of in a timely and cost-efficient manner. All utility requirements (with the exception of exhibitor orders) should be included with your event information to your Event Manager. Please contact your Event Manager for current electrical/utility rates.

### **Equipment Inventory/Rental**

The Complex is equipped with an inventory of tables and chairs to meet your requirements. Additionally, we have an inventory of special items (dance floor, lecterns, staging, easels, podiums, coat racks, etc.) available for rent. Please contact your Event Manager for the current Equipment and Labor Rate Sheet, which details equipment available through the Complex. (***See "Appendix G" for Equipment & Labor Rates***)

### **Exclusive Services**

The JCC is proud to provide the following services on an exclusive basis for all events in the Facility:

- Food & Beverage
- Utility Services (Electrical, Industrial Water, Air & Gas)
- Telecommunications & Internet
- Rigging

### **Finance**

Room rental charges, catering charges and event expenses are due in full prior to arrival. Please refer to your License Agreement for amounts and due dates. Invoices for deposits may be requested; otherwise, the License Agreement shall serve as the total invoice. The Complex accepts business/personal checks, major credit cards (American Express, Visa, Master Card, and Discover 3.5% charge) and wire transfer for payment of fees.

Day of event expenses and on-site services will be invoiced at the conclusion of the event and payment is due 30 days in receipt of the final invoice. In Some instances, a pre-approved credit card authorization may be required.

### **First Aid/Emergency Medical Services (EMT)**

The Complex may ***REQUIRE*** that public events, trade shows and/or events, have on-site emergency medical personnel. Your Event Manager can schedule this service on your behalf.

### **Floor Plans**

Floor plans for meeting and ballroom space must be designed with the assistance of your Event Manager to ensure fire code requirements are met. You can access floor plans and standard room sets on our website. Your Event Manager designated general service contractor will help you design your exhibit space (including registration areas). Exhibit floor plans must be submitted to your Event Manager to be approved by the Jackson Fire Marshall's office no later than thirty (30) days prior to move-in day. Please refer to the ***"Trade Show Guidelines"*** section of the Event Planning Guide.



### **Food & Beverage/Concession Service**

is available to provide concession operations for your event. The food and beverage department will allow sampling of products if the following sample size is followed: Food item samples are limited to a maximum of 1oz. “bite size” portions and non-alcoholic beverages

### **Housekeeping**

We will keep the restrooms, lobbies, corridors, and other public areas clean and tidy during all your event hours, and we will also refresh your meeting rooms between sessions, should time allow. All rooms are refreshed once each day and will be serviced at the end of each event day. Additional housekeeping services are available through the Complex at an additional cost. Please be sure to tell your Event Manager about special cleaning schedules or restricted housekeeping areas.

### **Included In Room Rental**

Inclusive in the rental fee of meeting room and ballroom space, the JCC will provide overhead lighting, HVAC, initial room set-up, a riser and lectern, a skirted head table with 2 chairs, skirted registration table, and housekeeping of restrooms, lobbies, corridors, and other public areas at no additional charge. Additional services, or expenses, shall be outlined by your Event Manager once final event requirements are provided.

### **Insurance**

All events booked at the JCC are required to provide liability insurance. Event insurance can be self-provided or OVG offers an excellent event insurance option through our preferred insurance company. To purchase insurance o contract rate please contact your Event Manager. **The Certificate of Insurance is due no later than thirty (10) days prior to the first day of occupancy.**

***NOTE:** When an event is booked within two weeks or less than the date of the first move-in day, and the client does not have an active policy on record with the JCC, OVG will automatically supply, at the client's expense, the appropriate insurance policy. No client is allowed to move-in without an approved (by Event Service Department or General Manager) insurance policy.*

### **Internet & Telecommunications**

Your internet & telecommunication needs are exclusively provided by the JCC. We help your event with its technology and communication needs by providing voice lines, high-speed data lines and wireless internet service. Please contact your Event Manager for details.

### **Pre-Cons, Post-Cons & Event Evaluation**

Pre-Convention Meetings are scheduled for all major events. It is an informal meeting for your staff and our staff to meet and review key event requirements. It is hosted by the Complex and coordinated by your Event Manager. A Complex Representative from each department will be in attendance. Your key support staff as well as any service contractors for your show (i.e. decorator, production company, audio visual company, etc.) is encouraged to attend. At the conclusion of your show, we will ask to schedule a Post-Convention Meeting with you so that we may get your feedback about the facility's performance. We will also send you an Event Evaluation Survey which will allow you to evaluate your entire convention experience from beginning to end.

### **Rigging Services (Exclusive)**

Jackson Convention Complex is the Exclusive Rigging Service Provider for the Jackson Convention Complex. Rigging Services at the JCC require the following:

- All rigging services (which include motor, labor and rigging hardware) **MUST** be provided through the JCC's EXCLUSIVE vendor., For pricing and quotes please contact your Event Manager.
- All rigging requests are to be submitted via the “Rigging Order Form” a minimum of 21 business days prior to the first move-in day of the event.
- Jackson Convention Complex must approve all rigging drawings before any rigging work will be allowed to proceed.
- If a rigging drawing is received by our office which does not meet the guidelines as provided by Jackson Convention Complex, the client has the option to either redesign their rigging to established specifications or to have our offices redesign the drawings.
- Final decisions about the safety limits of any item will reside solely with the JCC; items that are “dead hung” are limited to 100 pounds in total weight. Truss that is to be “dead hung” is limited to a total length of ten (10) feet.
- To maintain quality and to protect the facility's structural integrity, its customers and guests, outside audio visual companies are **NOT** permitted to hang any equipment from the JCC structure.
- Jackson Convention Complex personnel or its representatives will make all connections to the ceiling or roof supporting structure of the JCC.
- No flown equipment may be moved without Jackson Convention Complex personnel or representative being present.

### **Room Refresh**

One mid-day room refresh is provided for each meeting room in use. The refresh includes straightening of tables and chairs and trash disposal. If you have requirements beyond our usual mid-day refresh, appropriate labor charges may apply in relation to the scope of the work to be done. Your Event Manager can assist you with a room refresh schedule as well as

additional details.

### **Room Set-Ups & Changeovers**

Initial room set-ups will be provided at no charge with rental. An initial room set-up will include seating (*theater, banquet, classroom, conference, u-shape, crescent, and hollow square*), a riser/staging (up to 12" x 24"), a podium, skirted registration table and skirted head table. Changeover fees will apply for any changes to the room set-up thereafter, with the exception of changes required to go to or from a catered function. Please contact your Event Manager for applicable changeover fees. Room changes requested within 72 hours of the event will require a change fee. Additional rental fees may apply if additional tables, chairs, or other equipment is required that is outside of the complex's house inventory.

### **Sales & Booking**

Following the designation of available space, our Sales Representatives may enter a space reservation for your event. All space reservations are designated as "**space-hold**" on a first or second option basis, "tentative" or "definite." Potential date and space availability will be discussed as appropriate. An event will be regarded as "definite" following the execution of a License Agreement and payment of deposit. The parameters for issuing and executing License Agreements are dependent upon the type of event being considered. Please refer to the following section of the Event Planning Guide for more details on booking space at the JCC.

### **Vendors & Service Providers**

To assist with your planning efforts, the JCC has compiled a list of vendors approved to work and provide non-exclusive services in the Facility. These include general service contractors, exhibit services, event security/staffing, production services and stagehands. Please refer to your Event Manager for the Complex's Approved Vendors List. In the event your designated vendor does not appear on the Complex's approved list, please contact your Event Manager.

## **GUEST SERVICES INFORMATION**

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### **ATM (Automated Teller Machine)**

ATM machines are located on the 1<sup>st</sup> Floor, in the lobby outside Exhibit Hall A. ATM's or other cash dispensing machines may not be brought into the facility.

### **Coat Check**

Coat check services are available upon request for a fee. The JCC reserves the right to operate or contract out for the operation of all coat check services. Should Licensee desire to operate its own coat check area with Licensee personnel, approval must be obtained from the JCC. The JCC is not responsible for items left in coat check areas or on coat racks.

### **Lost and Found**

Items found and turned into any JCC representative will be held in the Security Base for a limited period. For inquiries regarding any lost items, contact the security Base at 601-960-2321 ext. 2151.

### **Vending Machine**

Drink machines are located on the 1<sup>st</sup> Floor, in the main lobby outside Exhibit Hall A. The machine accepts cash and credit/debit cards as forms of payments.

## **MARKETING & ADVERTISING**

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### **Advertising**

There are numerous opportunities for your event, sponsor, and/or exhibitors to gain exposure in the form of advertising while at JCC. In some instances, charges may apply when using commercial advertising. If you are interested in advertising outdoors or indoors, please discuss with your Sales Manager the Advertising Approval Process. Licensee may use the official JCC logo for promotional or advertising purposes, with prior permission from the JCC.

#### **General Guidelines (after License Agreement has been signed):**

1. Advertising in public (non-licensed) areas are subject to a fee.
2. All advertising copy and proposed sign locations need the prior approval of your Event Manager.
3. Licensee shall not publicize, or cause to be publicized, in any manner, any performance or event prior to the execution of the License Agreement.
4. When reference is made to the Facility, all print and broadcast materials associated with the Licensee's event shall use the official Facility name.
5. No signs, banner, advertisements, show bills, lithographs, decals, posters, cards, or other promotional material shall be placed in, on or about the Facility without the expressed written consent of the JCC, and only then for the event authorized by the specific License Agreement.
6. Signs containing commercial or sponsored advertising messages (other than signs within the booths or spaces of exhibitors which advertise exhibitor's business or products) must be approved in writing by the

- JCC prior to being displayed in the Facility. The JCC reserves the right to charge Licensee a fee for the right to display such advertising.
7. Licensee agrees not to permit or allow any advertising media that implies that JCC or OVG is sponsoring Licensee's event unless the event in fact is co-sponsored by the JCC or OVG. If in fact the event is co-sponsored, Licensee agrees not to allow or permit any advertising media to be presented, privately or publicly, without first obtaining expressed written consent from the JCC or OVG.
  8. We reserve the right to deny Licensee the authority to use the JCC logo in any public or private promotional materials. If any such advertising is released without prior approval of the JCC, the JCC reserves the right to require Licensee to recall or modify all materials.
  9. See your specific License Agreement for more information.

### **Outdoor Advertising**

Show banners that highlight the name and nature of your event may be installed within the JCC. No exhibitor booth advertising is allowed outdoors. All banners must be hung following proper hanging guidelines and cannot be displayed without prior written permission from the JCC. All signage must be made of fire-retardant materials.

If you wish to publicize your show within the City of Jackson (i.e., street light poles, billboards, etc.), you will need to get permission from the proper city agencies. Contact your Event Manager for assistance.

### **Indoor Advertising**

No advertising may be on the windows facing to the outside. The following list represents typical advertising ideas that have been used by customers.

1. Free-standing kiosks
2. Column coverings
3. Wall banners and signs
4. Ceiling-mounted banners
5. Audio or video kiosks featuring advertising

### **Broadcast Rights / Recording**

The JCC reserves the right to videotape and record events for its own records, publicity, and promotional purposes. Licensee shall not televise or broadcast, or record for the purpose of televising or broadcasting, any event scheduled to take place in the Facility without the prior written approval of the General Manager or designee. If Licensee wishes to telecast or broadcast any events in the Facility, Licensee is responsible for all costs associated with such broadcast and/or recording rights. The JCC is neither liable nor participator to any such activities unless contracted in advance. Licensee shall hold the JCC and Licensor harmless from all such broadcasting activities and shall provide additional insurance if requested to do so by the JCC.

### **Copyrights and Proprietary Material**

Licensee shall obtain all necessary licenses and shall pay all costs and fees arising from the use of copyrighted music or dramatic materials, or any other property subject to any trademark, patent, or other proprietary right, which is used or incorporated in the event. Licensee shall indemnify, defend, and hold Operator and all other indemnities designated harmless from any liability, claims or costs, including attorney's fees, arising from the use of any such materials or any claims of infringement or violation of the rights of the owner.

### **Digital Signage**

The JCC is equipped with digital signage that can be programmed with pictures, schedules, or event information.

#### **1. Interior Signage**

The JCC has 2 types of digital displays throughout the complex. Mounted on the columns in the lower level are widescreen TV's and in front of the ballrooms and exhibit halls are vertical signs. These signs can display a variety of content including image files, AVI files, QuickTime movies, PowerPoint presentations, and PDF files. The playback is visual only and does not pass audio from video files. The preferred format is a High-Resolution JPEG image. *All files MUST be received at least 72 hours prior scheduled event start or placement cannot be guaranteed.*

#### **2. Exterior Signage**

The JCC also has a Daktronics Digital Marquee located in front of the building. The sign is 21 feet tall, with two 9-foot sides and two 3-foot sides. Content needs to be sized to these dimensions and be 72dpi.

#### **3. Pricing**

- **Interior Signage** – Logos and other art elements are requested to be supplied in **PNG format** when possible. If properly formatted images are provided at least **five (5) days prior** to the event; they will be placed on the internal signage for the duration of the event at no charge. If the files are received less than five (5) days before the event, charges may apply.
- **Exterior Signage** – All events at the JCC are placed on the marquee rotation one (1) month before the event at no charge. A standard format is used that displays the name and date(s) of the event. If a client would like to personalize the marquee with an event flyer and/or logo and provides a properly formatted custom image or AVI animation, a \$50 programming fee will be charged to place the file into the rotation for 30 days prior to the event.

***Please contact your Event Manager for further assistance regarding Digital Signage.***

### **Music Licensing**

The Licensee shall bear all Broadcast Music Incorporated (BMI) and American Society of Authors, Composers and Publishers (ASCAP) charges attributable to this event.

### **Photography**

The JCC retains the right to take photographs of all events.

### **Web Site Calendar**

The JCC has a “Calendar of Events” listing on its website. If you have specific information or a web site you would like listed, please provide the information to your Event Manager.

## **SECURITY POLICIES**

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### **Badging/Credentials**

As a matter of security and for identification purposes, we ask that you provide your staff and delegates entering into any exhibit space (including exhibit halls, ballrooms, meeting rooms or in service corridors) with a badge clearly marked with their name and the event they are attending. For temporary employees an expiration date is required.

**Please Note:** *Persons without the appropriate identification will be directed to the proper location for credentials or asked to vacate the premises.*

### **General Security Guidelines**

- **Building Security**

The Complex maintains an exclusive in-house security operation. Our trained building security staff and security system maintains 24-hour security coverage for the Complex’s perimeter areas, internal corridors and life safety alarm system. Security staff will also open and secure exterior and interior access doors as well as monitor internal traffic flow.

- **Room**

The Complex provides a convenient locking system to help you maintain security of the various rooms you use. We will also work with you to coordinate other security needs. It is important to remember that the Complex must always have access to any area of the facility and reserves the right to access any area if necessary. For this reason, it is important to note that no doors may be locked or otherwise secured without prior written approval from your Event Manager.

- **Box Office**

Security will be assigned to the event’s Box Office or any public location(s) where cash is being handled, at the licensee’s expense.

- **Event Security**

The Complex may require certain events to provide minimum levels of event security coverage (including Jackson Police Department or Hinds County Sheriff Department staffing) in any leased space and other areas (i.e., docks, public access areas, registration areas, etc.). Such coverage will be at Licensee’s expense.

All incidents of injury, vandalism, fire, theft, etc. should be reported to the JCC Security Office immediately at 601-960-2321 ext. 1022 or 601-503-4590 after 5:00pm. Following notification of any incidents, event staff will initiate appropriate reports and investigations. **NOTE: The use of armed guards is prohibited without written consent from the Complex.**

- **Event Security Requirements**

Most events require security in addition to the facility’s normal security operations staff. JCC will schedule local police and/or private event security based on the type of function and expected attendance. Security is scheduled one (1) hour prior to the function starting time until the building is cleared/secured after the function. All event security fees are at the licensee’s expense.

The Complex’s Public Safety Manager will evaluate each event according to its nature, attendance and areas in uses for staffing your security needs. Event Security staffing is charged by the hour; with a 4-hour minimum labor call required.

### **Event Security Requirements (cont’d)**

- ❖ **JACKSON CONVENTION COMPLEX**

- Private Event held during normal business hours: Monday – Friday, 8:00am-5:00pm
  - No security required for attendance of 100 people or less unless alcohol served.

o At least one additional officer (one local police) for each additional 500 people in attendance over 500  
All security shall be scheduled through the convention complex.

❖ **MASS MARKETING PUBLIC TICKETED EVENTS**

Determined by JCC Management at time of booking.

*Complex Management reserves the right at its sole discretion to increase or decrease security requirements as deemed necessary in the best interest of the facility and public safety. Security officers may also be required for move-in and/or move-out of events, elevator operators, door guards, dock security and parking areas. Additional security may be required for entry/exit security procedures as deemed necessary for age identification and bag check procedures. Please confirm your final security details with your Event Manager. Four Hour Minimums Apply.*

All incidents of injury, vandalism, fire, theft, etc. should be reported to the Central Security Office immediately. Following notification of any incidents, event staff will initiate appropriate reports and investigations. All security shall be scheduled through the convention complex.

**Law Enforcement Officers (Police/Sheriff)**

- Uniformed Jackson Police Department or Hinds County Sheriff's Officers are the **ONLY ARMED** security permitted in the facility.
- Any special security services regarding law enforcement must be arranged through the Event Manager.

**Weapons**

Weapons are prohibited in the facility except as noted below:

- Firearms carried by sworn law-enforcement officers in the performance of their lawful duties or as permitted by law.
- Weapons approved by the Operator as an integral part of the event. If approved as an integral part of an event, weapons may be displayed as part of an exhibit at an event subject to the following conditions:
  - o The exhibitor must comply with all Federal, State, and Local laws governing the possession and/or sale of firearms.
  - o Firearms may not be loaded or fired in the Facility.
  - o Firearms must be deactivated by removing the firing pin, the bolt, or otherwise altered so that they are incapable of being fired (by a metal lock through the trigger mechanism, a plastic strap securing the trigger or hammer mechanism, a plastic strap securing the firearm's "action" mechanism in an "open" state). Exceptions may be granted, at the Operator's discretion, for particularly rare antique firearms displayed in a locked case or otherwise made inaccessible.
  - o Powder or primers are prohibited in the Facility. Sample live ammunition may be displayed in exhibits, which are kept separate from firearm exhibits or by exhibitors who do not also display firearms.
  - o Firearms and ammunition will be inspected at Licensee's expense by an authorized safety inspector approved by the Operator at times as determined by the Operator to insure adherence to these conditions.
  - o Pepper Spray, mace, OC spray, knives, stun guns, all martial arts defense weapons and tazers are prohibited. (Law enforcement exempt) Exceptions may be granted when items are for display only and inactive.





# FACILITY RULES & REGULATIONS

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## FACILITY RULES & REGULATIONS

This section provides guidelines on the Complex's general building operations which may be important to consider for your event.

### 1. **Americans with Disabilities Act**

The Complex offers many features that make our facility friendly to our guests with disabilities. These features include accessible parking, automatic entrance doors, wheelchair/motorized scooter accessible, elevators, accessible restrooms, for the hearing impaired. Please advise us thirty (30) days in advance of any delegates with special needs. We suggest that you include an area on your registration form to allow individuals with disabilities to indicate any special needs they may have.

#### **Additional Planning Notes**

- Parking: There are a limited number of parking spaces available for guests with disabilities. Please consult with you assigned Event Manager for further details regarding this subject.
- Restrooms: All restroom facilities are accessible for guests with disabilities.

### 2. **Announcements**

Operator reserves the right to make such announcements as Operator deems necessary at any time in the interest of public safety. Licensee agrees that it will cooperate with the Operator staff in making such announcements.

### 3. **Animal Policies**

With the exception of approved guide, signal or service dogs, animals are not allowed in the facility without prior approval. Approval is based on whether the animal is legitimately part of a show, exhibit or activity requiring use of animals. Animals that are approved to be on the premises must meet the following confinement guidelines:

- Animal(s) is to be always on a leash, if not confined to a pen.
- Animal(s) is to be confined within a pen, if not on a leash.
- Animal(s) must be always under constant control.
- Animal exhibits are not permitted on carpeted JCC areas.
- The owner or handler will be always fully responsible for their animal(s).
- Provide clean up and proper disposal of absorbents and waste.
- Some type of absorbent (*i.e., saw dust/fire retardant wood shaving*) must be placed within the pens
- A protective coating such as plastic or visqueen must be used to protect all floors and any Facility equipment.

#### **Animals for Events**

When any approved display includes pens or enclosures containing live animals, the following minimal provisions must be made.

- Curbing or bike rack must be provided to contain animals.
- Licensee will adhere to all other safety measures as required by Operator.
- Licensee, or any other party planning, to bring animals into the facility may be required to provide additional insurance naming Convention Complex Commission) Operator (OVGF) and Licensor (Capital as additional insured.
- Animals are not permitted within 50 feet of any food service preparation or service area. The only exception to this is the use of ADA service animals.

- Licensee is responsible for ensuring that any approved use of animals within the Facility is also in adherence to all applicable local, state, and federal laws and ordinances.

If permitted, an Animal Waiver must be signed and kept on file with your Event Manager. (Contact you Event Manager for a copy of the Animal Waiver.)

#### **4. Attendance Capacity**

In no event shall attendance be permitted more than the established capacity of the Authorized Areas. Licensee shall not admit a larger number of persons than can safely and freely move about in the Authorized Areas; the decision of the Operator and/or the Jackson Fire Department in this respect shall be final.

#### **5. Balloons & Other Decorations Materials**

- Helium Balloons.** Helium balloons may not be distributed or sold inside the facility. With the prior approval of your Event Manager, helium balloons may be used when they are permanently affixed to authorized displays. If helium balloons are released for any reason within the facility, labor costs associated with the removal of the balloons from ceilings and air handlers will be charged to Licensee. Helium balloons distributed outside the facility shall not be permitted inside the building.
- Decorative Materials.** All decorative materials displayed or installed in the Complex must be flame retardant in accordance with the Public Safety and Fire Regulations. Proof of satisfactory flame retardant treatment (certificate) is required and must be maintained within the specific exhibit area for inspection. The Complex does not allow anything to be taped, nailed, tacked, or otherwise affixed to ceilings, painted surfaces, doors, glass, fire sprinklers, columns, fabric, or decorative walls. Items such as glitter, confetti, rice, birdseed, sand, dirt, moss, and mulch are **NOT** permitted on any carpeted areas.
- NOTE:** Cleaning and/or removal of décor items such as confetti, streamers, balloons, etc. will incur additional charges.

#### **6. Banners and Signs**

Banner hanging must be coordinated in advance through Jackson Convention Complex and is subject to approval to ensure a safe and favorable meeting environment. Banner hanging will be quoted on a per project basis. Jackson Convention Complex reserves the right to decline the hanging of any banner not approved in advance. Please advise your Event Manager in advance of the quantity, size and exact location of your banners. Items may not be taped, nailed, tacked, glued or adhered to any facility structure or facility equipment (i.e. no taping to walls and tables).

##### **a. Directional Signage**

The JCC has permanent signage throughout the complex that provides general location information. The Licensee is responsible for providing event specific directional signage within the JCC, unless otherwise noted in Event Expense Estimate. Note that during simultaneous events, additional signage may be necessary. Written approval is required prior to installation in some areas. Please contact your Event Manager and general service contractor to assist with the development of a signage plan.

##### **b. Public Areas and Lobbies**

Banners may be installed in designated areas at the JCC. Banners must be hung following proper hanging guidelines (*constructed of ¼-inch foam core or lightweight fabric with JCC approved sign-hanging devices*) and cannot be displayed without prior written permission from the JCC. All signage must be made of fire-retardant materials as specified in the NFPA Fire Codes. Event signage or directional units may not be placed in areas that block permanent JCC signs. Contact your Event Manager for more information and approval.

##### **c. Meeting Rooms**

Digital Monitors or Sign holders are mounted next to meeting room entrances. For sign holders, temporary signs measuring 8½ in. x 11 in. will fit into these holders. Otherwise, signs may not be taped or attached to any walls or doors in any area of the Complex. General Service Contractors may be required to provide protective wall coverings for unusual setups if so, determined by the JCC.

##### **d. Flags & Flag Poles**

United States, State of Mississippi Flags and City Flag are available upon request.

#### **7. Booth Cleaning**

- Licensee will retain responsibility for booth and aisle carpet cleaning services. The premises are turned over to the Licensee under a “clean hall to clean hall” policy. Licensee will be responsible for the cleaning of areas including, but not limited to, areas utilized for purposes of offices, loading dock(s), any Exhibit Hall floor space that is utilized, trash left in aisles or placed in receptacles located on the show floor, etc. If Licensee fails to return the premises in a “clean hall” manner, including the removal of tape, Operator will perform the necessary services and it will be Licensee’s responsibility to reimburse Operator for the costs that were incurred to provide such services.
- Operator will maintain and clean all meeting room areas, restrooms, lobby space and concession areas throughout the term of the License Agreement at no additional cost to Licensee.

**8. Building Furniture**

Facility property (i.e. furniture, artwork, decorative plants, etc...) shall not be moved or relocated by Licensee or Licensee's staff, exhibitors or service contractors. Relocation of any item(s) must be approved by the Event Manager and moved only by Complex Staff. The facilities leather furniture and wood tables are not included in the rental price of the facility. If it is a request to utilize any of these pieces, please contact your Event Manager for details.

**9. Compliance with Laws**

Licensee shall, at its own expense, promptly comply and cause its employees, agents, contractors, exhibitors, patrons and invitees to comply with all laws, ordinances, orders, rules, regulations and requirements of all federal, state, municipal and local governments, departments, commissions, boards and officers and to conform in all respects with the City of Jackson Fire Department Management Plan for the facilities as in effect from time to time, with particular reference to such Plan's Exhibition Guidelines.

**10. Contractor Policies**

The Complex has established policies for your General Contractors and Service Providers regarding accessible areas throughout the Complex, check-in/out locations, and smoking areas. Please be sure all sub-contractors are permitted by the Complex. Show Management must provide the Convention Complex with a list of contractors that will be used during the event at least thirty (30) days prior to the first move-in day. The list assists us with the pre-planning of services and security programs.

**11. Damages and Clean-up**

As the Licensee, you are responsible for any damage caused by your staff, contractors, exhibitors, or attendees. A pre and post walk through of your licensed areas will be conducted to verify the condition of the facility prior to your event. All damages, except for normal facility wear and tear, are the responsibility of the Licensee. Any damage to the Complex property or equipment is to be reported immediately to the Event Manager Complex's Security Department located in the Loading Dock area. Clean-up fees may also apply.

**12. Door Keys and Lock Change**

At your request, up to two (2) keys can be issued upon arrival. Additional keys are \$50.00 each. There will be an automatic charge of \$100.00 per key for any keys not returned on your final move-out day. All keys will be issued to one member of your staff who will then be responsible for their return.

**13. Electrical**

The Complex shall supply limited (20 amp) power in meeting and board rooms at no cost (excludes all areas used for exhibits). Exhibition electrical needs can be ordered through your Event Manager.

**14. Equipment Rental**

The Complex offers a variety of equipment that you may rent for your event. Use of Complex equipment is conditional upon proper operating safety. For a list of available equipment and rental rates, please refer to **"Appendix G"** for Equipment & Labor Service Rates.

If you require special items for your event that are not in the Complex's inventory, please contact your Event Manager and they will provide you with a list of local vendors that may be able to assist you. Should you handle your own rentals, be sure to advise the Complex of the delivery/pick up schedule and location of where these items should be placed upon delivery.

If you will be renting lift equipment from an outside vendor, please note that all equipment must use propane or electric power. Wheels should be **non-marking tires** or taped for use in carpeted areas. Lifts should be equipped with reverse beepers and operated at 5 mph or less for safety. Only general contractors demonstrating driving certificates and approved by the JCC can operate in the venue.

**15. Evacuation of Facility**

If it becomes appropriate in the judgment of Operator to evacuate the premises because of a bomb threat or for other reasons of public safety, then, after such evacuation, the Licensee may continue to use the premises for sufficient time to complete presentation of the event without additional fees providing such time does not interfere with another Licensee. If it is not possible to complete presentation of the event, fees shall be prorated or adjusted at the discretion of the Operator and the Licensee hereby waives any claim for damages or compensation from the Operator.

**16. Failure to Vacate/Removal of Property**

Upon the expiration or sooner termination of the agreement hereof, Licensee shall immediately remove all goods, wares, merchandise, property and debris owned by Licensee or which Licensee has placed or permitted to be placed on or at the Facilities. Any such property not so removed shall be considered abandoned and, at Operator's option, be removed and stored by Operator at Licensee's expense or disposed of in any manner Operator deems expedient. Licensee hereby waives all claims for damage resulting from such removal, storage and disposal of such property and indemnifies Operator from any damages or costs including reasonable attorney's fees resulting from such storage and disposal.

**17. Fire Protection and Smoke Removal**

The JCC is fully protected by an automatic fire sprinkler system. In addition, fire extinguisher cabinets with fire extinguishers are installed throughout the building. A fire pump provides water for the sprinklers and firefighting services. A fire alarm and smoke detection system and manual pull stations are located throughout the facility.

## 18. Flammable Materials

No flammable materials, such as bunting, tissue paper, crepe papers, etc., will be permitted to be used for decorations and all materials used for decorative purposes must be treated with flame-proofing and be in accordance with the Operator's Fire and Safety Rules and Regulations. Only votive candles within an enclosed holder are permitted for use in decorations.

## 19. Floor Boxes – Plumbing/Air/Electricity/Data/Voice

The JCC offers extensive electrical, plumbing and technology services within each meeting space. A summary of building features is listed below. For specific room amenities and services please refer to your Event Manager:

- Electrical – 20amp, 30amp, and 100amp receptacles.
- Plumbing – Water and waste connections available
- Compressed Air
- Telephone – voice/data digital connections
- Data – fiber-optic and CAT 5
- Coaxial cable connections

## 20. Floor Plan Review Information

The Complex's exhibit and registration floor plan approval process is closely involved with the City of Jackson Fire Department. The Event Manager can provide guidelines for floor plan layout, but the plans must be prepared by the Licensee or your general service contractor. The Licensee must provide a copy of the proposed floor plan drawn to scale to the Event Manager no later than **one hundred twenty (120) days** before the event and **thirty (30) days** before commencing the sale of exhibit space and entering into contracts with exhibitors, to be submitted to for Fire Marshal for approval. This includes floor plans for any exhibits to be held in public areas. Floor plans must also be approved for any exhibits taking place in the Ballroom and for any General Session or Banquet Events taking place in the Exhibit Hall. Non-approved floor plans will be returned to the Licensee with explanations. Licensee must submit a copy of amended and final floor plans for approval no later than **thirty (30) days** prior to move-in day. **All decisions of the City of Jackson Fire Department will be considered final.**

Please note these basic rules for exhibit show floor plans:

- **Aisles**
  - Aisle dimensions/locations are subject to Fire Marshal approval. Aisles must be a minimum of 8 ft. wide.
  - Nothing may intrude into the aisle space.
  - Aisles must be configured to provide clear access to all exit ways.
- **Exits**
  - There must be twenty (20) feet of clearance in front of all exits.
  - No exhibit booth, registration table or related material may be placed within 20 feet of main entrance/exit.
  - Clear access must be maintained to all Complex services (i.e. restrooms, concession stands, utility rooms, etc.).
  - Doors, fire exits, including doors in partition walls, or access to any exit cannot be blocked or impinged upon by pipe, drape, exhibits, or other fixtures.
- **Miscellaneous**
  - Direct access to fire extinguishers cannot be blocked.
  - Literature and other items cannot be stored in booth beyond what could be reasonably used in one day or hidden/secured under a skited table/stand. Additional material must be stored in closed containers in a designated storage area.
  - Carpet runners or show carpet installed over the Complex's permanent carpet is prohibited without the prior written approval of the Director of Operations.

*\*Note: The facility reserves an area 20 feet in front, 20 feet to the right, and 20 feet to the left of Exhibit Hall A concessions (Approx. 2,000 sq. ft.) and Exhibit Hall B concessions (Approx. 800 sq. ft.) for Food and Beverage use. This is negotiable with the Catering Department based on catering needs.*

Please note that for safety reasons all exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways, elevators, escalators and aisle ways must be kept clear at all times. Exit signs must be kept visible at all times. Fire extinguishers, fire protection valves and fire hose cabinets must be kept clear at all times.

## 21. Floor Plan Changes

Any changes made to floor plans that have received final approval from the Complex must be immediately routed to your Event Manager for review and approval from our Public Safety Manager and Fire Marshall. Floor plan drawings of meeting rooms, including those with standard room sets (class, theater and banquet), are available from your Event Manager upon request. If any changes are made within 72 hours of the event there will be an addition room conversion fee applied.

Please refer to [www.jacksonconventioncomplex.com](http://www.jacksonconventioncomplex.com) for floor plan layout and dimensions.

## 22. Food and Beverage

Jackson Convention Complex is the exclusive food and beverage provider for both concessions and catering at the Jackson Convention Complex reserves the right to sell at its discretion, food and beverage, including alcohol, in any unused space within the facility for this purpose.

- a. Food and Beverage Sampling.** Complimentary sampling or distribution of food or beverage must be approved by OVGf a minimum of (2) two weeks prior to the first day of occupancy. Licensee must provide OVGf with the exact descriptions of samples offered and portion size in writing. Such sampling will be limited to areas approved by OVGf and must not be in competition with products or services offered by OVGf. Sample sizes are limited to two (2) ounces of non-alcoholic beverages and one (1) ounce of food products.
- All alcoholic beverage sampling must be coordinated through OVGf and must be served by an OVGf licensed bartender. A corkage fee per bottle will apply. OVGf practices responsible alcohol service and therefore reserves the right to refuse alcohol service to anyone, including the right to terminate the service of alcoholic beverages of your event if deemed necessary by OVGf.
  - Licensee is responsible for obtaining all related permits and paying applicable fees as required by the City of Jackson for serving or sampling food. Please contact the Mississippi Health Department at (601) 576-7400 or online at [www.msdh.state.ms.us](http://www.msdh.state.ms.us).

## 23. Freight / Receiving / Shipping

### a. Freight Movement

All equipment and freight shall be loaded/unloaded in the appropriate building dock areas at all times. The loading/unloading of equipment and/or freight from the main guest exterior entrance areas, in front of either building, is strictly prohibited.

### b. Receiving / Shipping

The JCC has a formal Shipping and Receiving Department and has a storage area for event packages. The Complex will accept any freight or materials including overnight freight services, prior to your contracted move-in date. Shipping of materials to and from the JCC can only be arranged through prior communication and may necessitate additional fees. Please contact your Event Manager for details. Freight can be shipped to your service contractor/decorator who will deliver it to the Complex during the designated move-in period. Any freight scheduled for delivery to the Complex during move-in periods must be to the attention of person/persons. The Complex will accept freight deliveries on behalf of Licensee, service contractors, decorators, exhibitors, etc. Additional fees will apply, contact your event manager.

**NOTE:** *The Complex will not be liable for the security of freight left in the facility following the conclusion of your move-out date(s), nor can we assume responsibility for the shipping not being scheduled of such freight. Freight left in the Complex will be disposed of at the Licensee's expense.*

- **Exhibitor:**
  - All shipments for exhibits must be coordinated by the JCC. If shipments arrive at the Complex prior to move-in date, the Complex will accept the delivery, subject to a service charge, at Licensee's expense, so that your exhibitor is not left without their product.
- **Meetings and One Day Events:**
  - Shipments for meetings and other events are to be delivered no earlier than one day prior to the actual event. If shipments arrive at the Complex prior to move-in date, the Complex will accept the delivery so that your event will not be delayed due to non-received materials; however, you as the Licensee will be charged.
  - The Complex is unable to accept C.O.D. shipments under any circumstances.

All materials, equipment or freight sent to the Facility during contracted move-in dates should be clearly marked to include the name of the intended receiver, name of event, location of event (i.e. exhibit hall A), and booth number if known.

**Example: Attention: John Doe  
Nat'l Assn. of Bicycle Makers  
Exhibit Hall A – Booth # 34  
Jackson Convention Complex  
107 E. Pascagoula Street Jackson, MS 39201**

Show management related materials (non-exhibitor items) such as registration materials, handout literature, furniture, rental plants, special decorations, etc., should be directed to the attention of the Licensee's on-site Show Manager or service contractor.

Operator shall not be liable for any loss of or damage to such property.

## 24. Hours of Operation

The standard hours of operation for administrative staff are 8:00AM to 5:00PM, Monday – Friday. Our standard operating hours for client leased space is 7:00 AM to 11:59PM daily. Event hours cannot be scheduled prior to or after this period without the Complex's approval. Overtime fees may apply.

## 25. HVAC & Lighting (*Show Level*)

Basic room rental includes standard house lighting and HVAC during event hours. The JCC will supply adequate levels of HVAC (heating, ventilation, air conditioning) and overhead lighting necessary for set up and tear down. Full event level lighting and HVAC on event days will begin approximately one hour prior to the scheduled start time of the Licensee's event, depending on the size of the event space, and will remain on until the conclusion of the event. Full event level lighting and/or HVAC is available during move-in and move-out at an additional hourly charge. Non-Show hours (first hour) \$75.00; non-show Hours (each additional hour) \$50.00.

### TEMPERATURE CONTROL & SETPOINTS

Exhibit Halls	Summer Set Point	Winter Set Point
Move-In (rollup doors open)	82 Degrees	63 Degrees
Move-In/Set-up (roll up doors closed)	78 Degrees	65 Degrees
During Event Hours	72 Degrees	69 Degrees

Ballrooms	Summer Set Point	Winter Set Point
Move-In/Set-up	78 Degrees	68 Degrees
During Event Hours	72 Degrees	69 Degrees

Meeting Rooms	Summer Set Point	Winter Set Point
Move-In/Set-up	78 Degrees	68 Degrees
During Event Hours	72 Degrees	69 Degrees

Lobby & Gallery	Summer Set Point	Winter Set Point
Move-In/Set-up	76 Degrees	65 Degrees
During Event Hours	71 Degrees	69 Degrees

## 26. Licenses or Permits

If any governmental license or permit is required for the proper and lawful conduct of Licensee's business or other activity carried on, in or at the Authorized Areas or if failure to obtain such a license or permit might in any way affect the operations of the Facilities, then Licensee, at its own expense, shall obtain and maintain such license or permit and submit the same to inspection by Operator. Licensee, at its sole cost and expense, shall always comply with the requirements of each such license or permit.

## 27. Load In & Out Policy

Loading in and loading out must be done through the designated loading docks assigned to the space contracted (Authorized Areas). Loading in and loading out through the Complex lobbies is strictly limited to hand-carried items. Materials, which require the use of a two-wheeled (or more) apparatus must go through the designated loading dock area. Based on availability, dollies and/or flatbeds can be arranged through your Event Manager.

Staff and exhibitors driving POVs (privately owned vehicles) may load and unload in Complex's loading dock area and adjacent parking lots. Commercial vehicles requiring access to the loading dock for move-in/ move-out should be scheduled through your Event Manager. The Complex may be hosting several events simultaneously and must maintain access to loading docks and lobby entrances for all clients. Exhibitors move-in/move-out is not permitted through the main lobby with the exception of small hand carried freight only. Escalators and lobby elevators are restricted for passenger use only. Passenger elevators and escalators are designed for passenger use and not intended to carry the heavy weights of freights. Security will be required to monitor the move-in/move-out process. Vehicles must be unloaded and moved immediately to the appropriate parking spaces.

### a. Adhesives (Approved Tape Usage)

- Only approved tape and adhesive backed materials (non-residue, easily removable) are permitted for use on the facility's floor surfaces. Examples of approved tape are Shurtape – PC-618 Cloth Tape (2" or 3" width) or Shurtape – DF-642 Double Face Cloth Tape.
- Use of tape on any wall surface, glass or equipment is prohibited. Adhesive backed decals and stickers may not be affixed to any Facility surfaces nor distributed to attendees.
- Licensee is responsible for the removal of all approved tape and adhesive backed materials and any resulting residue on and/or damage to Facility surfaces and equipment by the completion of move out. Should Complex staff have to remove any such materials and residue or make any repairs; the Licensee will be charged accordingly.

### b. Carpet & Surface Protection Requirements



- **General Info** – Doorways, carpeted areas and terrazzo floors must be protected from damage from the movement of crates, registration counters, pallet jacks, plants, sign-hanging activities and all other rolling stock during move-in and move-out.
- **Exhibit Hall** – When carpeting the exhibit hall only non-residue tape may be used.
- **Ballrooms** – Carpet protection is required at the Ballroom entrances for move-in and move-out. No forklifts are allowed in the public concourse and contracted meeting and ballroom spaces without prior approval from the Director of Operations.

**c. Elevators / Escalators**

- Transport of freight and equipment between floors is permissible only via the freight elevators. Under no circumstances are public passenger elevators to be used for transporting equipment or exhibit materials that cannot be carried by hand. Additionally, escalators are for the use of the general public and may not be blocked or used to transport freight and equipment (i.e. tables, chairs, etc...).

**d. Freight Elevator**

- There is one 8' wide by 13'7" deep, height 9', elevator with a weight capacity of 10,000 pounds that, connects the Farish Loading Dock to the 2<sup>nd</sup> and 3<sup>rd</sup> floor meeting room back of house corridors. There is also an elevator with the same dimensions located just off the Lamar Lobby in the back of house corridor.

**e. Storage**

- **Crate Storage.**
  - Box or crate storage is only permitted in limited areas of the Complex. Once exhibit materials have been unloaded, crates must be removed by your service contractor who will in turn store them safely on or off-site and return them promptly to the appropriate booth location once the show closes. Consult your Event Manager for alternative storage areas.
  - All crates and related materials shall, at Licensee's expense, be removed from the Authorized Areas before the opening day of Licensee's scheduled event.
- **Refrigerated Storage**
  - We have limited space available for exhibitors requiring refrigeration of their products. Information on the storage of perishable items and applicable charges may be obtained from the Food and Beverage Department.

**f. Trash Removal / Recycling**

- For all events, a 40 cubic yard recycling compactor (cardboard, paper, plastic; and aluminum only) is provided for use and a temporary roll off containers will be brought in for events that may generate more than 5 cubic yards of trash. Standard rates will apply as per the waste carrier, typically, 1- 40 yard container delivered, filled, hauled, and disposed, runs approximately \$700.00 Please ask your Event Manager about specific charges.
- Special services including open top dumpster rental and recycling programs are available upon request.

**28. Lost Articles**

Operator shall have the sole right to collect and have the custody of articles left in the premises by persons attending any performance, exhibition or entertainment event given or held in the Facilities, and the Licensee or any person in Licensee's employ shall neither collect nor interfere with the collection or custody of such articles. Such items will be held in the security department for 10 days and then disposed of by licensor with no liability.

**29. Mississippi Department of Taxation Information**

For more information about the tax requirements in the State of Mississippi, please contact The Mississippi Department of Revenue at 601-923-7800. Exhibitors who sell merchandise from the show floor must have the appropriate seller's permit and licenses. While it is the individual exhibitor's responsibility to obtain the permit, it is Licensee's responsibility to notify their exhibitors of this requirement and to identify those exhibitors to whom the permit and license requirement applies. Some merchandise offered for sale by your exhibitors may be subject to Mississippi sales and general excise tax. Exhibitors may apply for a General Excise Tax License at the Department of Taxation by contacting the number above.

**30. Movable Air Walls**

The moveable air walls/partition walls in the exhibition halls, ballrooms, and meeting rooms are to be installed and removed by JCC personnel only. An additional set up charge will apply if they need to be moved on the same day of the event.

**31. Non-Smoking Facility**

Licensee agrees to uphold the "Non-Smoking" policy as per the Mississippi House Bill 132; smoking is prohibited within all public facility and will be held responsible for notifying its Exhibitors, attendees and Invitees. The JCC is a non-smoking building. Smoking is only permitted in designated open-air areas.

**32. Novelty/Merchandising Fee**

Applies to any merchandise sold. Licensee shall pay a merchandising fee equal to twenty-five (25%) of gross novelty and merchandising revenue, less all applicable taxes and fees, generated in connection with the Event. Jackson Convention Complex reserves the right to sell said merchandise.

### **33. Opening Hours**

Licensee shall open doors for an event in accordance with advertised times.

### **34. Pre-Function Space / Public Space**

All pre-function (lobby space) and foyer areas are to be used for ingress/egress. Use of these areas for registration, exhibits or any other activity requires the prior written approval of the Operator, and is subject to prevailing rental rates. When approved, floor plans must include this space if it will be used for any other purpose beyond ingress/egress. All flooring in the pre-function and foyer areas must be adequately protected from damage prior to moving any supplies or equipment into this space.

### **35. Production Events**

Events requiring a production company will need to contact the Event Manager to facilitate their move-in and move-out schedule, rigging, staging, and production requirements.

### **36. Property of Operator**

Licensee may not use or transport any equipment, furnishings or other property belonging to Operator, or the City of Jackson, to any place outside the Facility itself.

### **37. Protection of Facilities**

Licensee will not permit anyone to drive any nails, hooks, tacks or screws in any part of the Facilities or to alter the Facilities in any respect. Without limiting the above, Licensee will not permit anyone to affix any material to the walls, floors, doors or ceilings or to alter the Facilities in any respect without prior written approval by Operator. If, with or without Operator's approval, Licensee damages the Facilities it will pay Operator the cost of repair or replacement.

### **38. Public Safety**

Licensee agrees not to bring onto the premises any material, substance, equipment or object which is likely to endanger the life of, or to cause bodily injury to, any person on the premises or which is likely to constitute a hazard to property thereon without the prior approval of the Operator. The Operator shall have the right to refuse any such material, substance, equipment or object to be brought onto the premises and the further right to require its immediate removal therefrom if found thereon.

### **39. References**

Reference in these Rules and Regulations to "Operator" means OVGF; to "City" refers to the City of Jackson; and, to the "Agreement" or "License Agreement" refers to Operator's License Agreement for JCC executed by Licensee. "Facility" refers to the facilities described in that Agreement. Other terms are defined in such License Agreement.

### **40. Rigging**

Any and all rigging services (which include motor, labor and rigging hardware) MUST be provided through the JCC.. For pricing and quotes please contact:

Event Manger  
(601) 960-2321

All rigging requests are to be submitted via the "Rigging Order Form" provided by Jackson Convention Complex a minimum of 21 business days prior to the first move-in day of the event.

### **41. Show Badges**

Licensee agrees to provide ten (10) all access badges per day to Operator for each event or performance covered by this agreement. Such complimentary badges shall be of Operator's choice and supplied to Operator at its office at least ten (10) working days before the first day of the event.

### **42. Solicitations**

No collections or donations, whether for charity or otherwise, shall be made, attempted or announced on the premises without prior written approval of Operator.

### **43. Telecommunications**

Telecommunications is an exclusive service of the JCC. We offer standard digital (no analog lines are available) telephone lines for incoming/outgoing telephone calls, faxes, credit cards, and modem use. We are also equipped to manage digital multi-line telephones and special features such as voicemail and voice messaging. Charges shall apply.

### **44. Telephones**

There are no public telephones in the Jackson Convention Complex.

### **45. Tours**

Operator reserves the right to conduct public tours of the Facilities during the period of occupancy in such a manner that the tours do not interfere with Licensee's event.



# FIRE REGULATIONS & SAFETY INFORMATION

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# FIRE REGULATIONS & SAFETY INFORMATION

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The JCC wants to provide and maintain a venue which ensures the safety of all who enter our doors. In partnership with the City of Jackson Fire Marshal's Office, the JCC has adopted and will enforce applicable provisions of the Life Safety Code (LSC), the Uniform Fire Code (UFC) and the NFPA 101, Life Safety Code. The following incorporates this provision along with the Complex's own rules and regulations.

## **General Regulations**

1. Aisle dimensions/locations are subject to Fire Marshal approval. Aisles must be a minimum of 8' wide and cross aisles must be a minimum of 10' wide.
2. No exhibit booth, registration table or related material may be placed within 20' of main entrance/exit.
3. Doors, fire exits, including doors in partition walls, or access to any exit cannot be blocked or impinged upon by pipe, drape, exhibits, or other fixtures. Exit doors must be maintained in an operable condition.
4. At no time shall an exit door be chain locked, blocked, tied open or obstructed in any way. This includes placement of signage or other convention related materials that may impede the path of egress to an exit door.
5. Literature and other items cannot be stored in booth beyond what could be reasonably used in one day. Additional material must be stored in closed containers and kept in a neat and organized manner in a designated storage area.
6. Clear access must be maintained to all fire extinguishers near booths.
7. Carpet runners or show carpet installed over the Complex's permanent carpet is prohibited without the prior written approval of the Complex.
8. Clear access must be maintained to all exits and all Complex services (i.e. restrooms, concession stands, utility rooms, etc.)
9. Exhibit booths shall be constructed of noncombustible or limited combustible materials. Pipe and drape shall be fire retardant and shall not ignite and spread over the surface when exposed to open flame.
10. Show carpet will be properly stretched to eliminate uneven walking surfaces; and secured at edges and seams with double-sided gaffers or other professional tape. Transitions between carpet and bare floor will also be taped down to minimize tripping hazard. Carpet overlap in show areas may not exceed two layers.
11. Wherever possible, cords should run in non-traffic areas; and when run across traffic areas on or under carpet, taped down and marked with caution tape.
12. The Fire Marshal has the discretion to mandate on-site fire inspectors and/or emergency personnel in the name of public safety. Licensee is responsible for paying fees associated with this staffing directly to the City of Jackson Fire Marshal's Office.
13. Do not exceed the capacity of the electrical connection ordered and provided. Only UL-approved, grounded extension cords may be used for electrical connections. These cords can be ordered through the Complex.
14. Extinguishers are required every 75 feet on the exhibit floor. Minimum rating of fire extinguishers shall be 3A40BC type.
15. Tents and canopies cannot exceed 300 square feet without the written approval of the Fire Marshall.

## **Fire Regulations**

1. **Capacity Concerns**  
The JCC will not permit exhibition halls or meeting rooms to be occupied by number of persons greater than listed capacities.
2. **Exhibit Hall Floor Plan Approval**  
Preliminary exhibit floor plans, including general session, registration and pre-function space, must be submitted to the JCC Event Manager at least one (1) month prior to the first move-in day for approval by the Jackson (MS) Fire Rescue Department.

Please refer to the **“Operations – Floor Plan Review Information”** section for further planning details regarding the floor plan approval process.

### 3. Fire Watch

A Fire Watch is a detail performed by City of Jackson Fire Rescue Department personnel who are specifically trained for special events and trade shows. A fire watch is ordered through your JCC Event Manager **ONLY**. All requests should be submitted, no less than twenty-one (21) days before the exhibit hall move-in begins.

A Fire Watch is required for the following types of exhibits and activities:

- Covered Booths over 300 sq. ft. in an area without automatic suppression
- All Multi-level booths without automatic suppression
- Cooking without a flue connection
- Cooking appliances without automatic suppression
- Movement of a vehicle during a show or event
- Battery terminals connected to a vehicle during a show or event
- Open flames
- Pyrotechnic displays
- Tents in accordance with OCFR Standard #6000
- Use of nominal 5 lb. containers of Liquid Petroleum
- Introduction of any other hazardous operation into the building

The minimum Fire Watch is four (4) hours. A Fire Watch schedule can be expanded for additional coverage, contact your Event Manager for detail. **Please Note:** All Fire Watch schedules are based on hour increments, to include a ½ hour prior to the start of event activity and a ½ hour after the conclusion of event activity.

### 4. Flame Resistance

All woodwork, stage scenery, furnishings, decorations and sets used upon a working permanent or temporary stage, or within an exhibit, shall be coated or treated by approved methods to render them flame resistant. All fabrics, films, draperies, curtains and similar furnishings must be flame resistant as demonstrated by testing in accordance with NFPA 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films. Acoustical and decorative material including, but not limited to, cotton, foamed plastic, hay, paper, straw, wood chips, mulch, split bamboo and thatch must be treated with a flame-retardant.

#### **Please Note:**

- Documentation of flame resistance must be available for review upon request
- Additional flame retardant treatments shall be applied in accordance with the appropriate product direction.
- The use of Styrofoam products for set construction is not permitted.

### 5. Gas Information

The Licensee shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the JCC, would be, or might be, dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings.

- Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressurized cylinders and helium tanks, and hazardous chemicals (including oxidizers) are prohibited inside the JCC.
- The intended use of LP gas (i.e. propane, butane) or natural gas must be disclosed on a Cooking, Gas (Natural/LP), Open Flame or Heat Producing Device Notice form, prior to any gas installation or on-site use. Cooking, Gas (Natural/LP), Open Flame or Heat Producing Device Notice forms can be obtained via the JCC Event Management Guide Forms section, which is then submitted for review and approval to the City of Jackson Fire Marshal's office.
- Compressed flammable gasses, flammable/combustible liquids and hazardous chemicals are prohibited.
- The use of gas cooking appliances must be disclosed on the Notification Form. Each exhibit using cooking or food warming devices may be subject to an individual inspection. In addition, a 2A40BC fire extinguisher must be within thirty (30) feet of all cooking and/or heat producing appliances.
- Operation or demonstrations of natural gas-powered equipment is limited to no more than ten (10) minutes per hour.

#### **Gas – Storage**

Gasoline, kerosene, diesel fuel, combustible gases (cylinders) or other flammable liquids may not be stored (permanently or temporarily) within the JCC facility, or on dock areas, during an event or its move-in and move-out.

### 6. Hazardous Materials

All hazardous materials must be registered with the Complex. Please submit the OSHA Material Safety Data Sheet (MSDS) on your hazardous materials sixty (90) days prior to your event.

Hazardous materials (chemicals, gases, batteries, paints, oils, petroleum products, corrosives, solvents, and biological contaminants including blood, body fluids, organic matter, cadavers, used first aid supplies, and sharps)

are the responsibility of the Licensee and/or Exhibitor. All items must be placed in clearly marked product safe containers, safely stored and secured, and disposed of properly, according to local, state, and federal regulations. Items may not be left in the facility for later pick-up or disposed of in facility trash receptacles or sewage systems. Hazardous waste left in the facility will be disposed of immediately at the expense of the Licensee. This includes charges associated with identification, containment, transportation, disposal, and potential closures of the convention facilities or waste disposal site due to contamination. Please contact your Event Manager for a list of vendors that can assist you with hazardous waste disposal.

## **7. Hazardous Work Areas**

Exhibit halls during move-in and move-out, loading dock areas, and “back of the house” service areas are considered hazardous areas and as such, the following guidelines will be strictly enforced to insure a safe environment for all occupants of the Complex:

- No consumption of alcoholic beverages.
- No horseplay, practical jokes, throwing of objects, or display of unsafe behavior.
- No use or possession of illegal or controlled substances. Violators will be prosecuted.
- No speeding or reckless use of vehicles, forklifts, carts, or equipment.
- Exit doors may not be blocked with freight, equipment, display material or any object.
- Children under the age of 16 years old are not permitted in hazardous areas.
- Proper footwear must be always worn.

## **8. Open Flames, Pyrotechnics, Lasers and Special Effects**

The use of open flame devices, including candles, within the JCC is strictly regulated by the City of Jackson Fire Marshal's Office and the Complex's Rules & Regulations. These guidelines are designed to ensure the safety of all your staff, the JCC staff, attendees and visitors, as well as protecting the structural integrity of the Complex.

A special permit is required for the use of pyrotechnics and/or lasers. Each situation must be individually pre-approved by General Manager or Director of Operations and the Fire Marshall. If approved, the use of pyrotechnics and/or lasers will be strictly controlled and continuously monitored. A demonstration of the open flame device, pyrotechnics/lasers display and/or special effects may be required at the discretion of the Fire Marshal, while on JCC premises. Standby Fire Personnel may be required at Licensee's expense. If paperwork is not submitted in a timely fashion the use of pyrotechnics/lasers will not be allowed.

### **a. Open Flame**

- Open Flame and Flame Effects must comply with NFPA 160 – *Standard for Flame Effects Before An Audience*.

### **b. Candles**

- All candle flames must be enclosed and always protected.
- Candles may be used on tables if securely supported on a substantial noncombustible base and located in a position to avoid danger of ignition of combustible material.

### **c. Pyrotechnics**

- Pyrotechnics must comply with NFPA 1126 *Standard for the Use of Pyrotechnics*
- A mandatory fire watch will be required. A fire engine stand-by may be required, per the discretion of the Fire Marshal.

### **d. Special Effects – Fog & Hazers**

- The use of fog and haze machines for lighting and theatrical effects is permitted within the JCC, provided that the fog/haze fluid used in those machines is water-based. The use of non-water-based fog/haze fluid, specifically with an oil-based composition, is prohibited.
- In order to comply with various state and federal life safety codes, it is required that all fog and haze fluid be appropriately labeled and available for inspection by the Fire Marshall, if necessary.
- The Event Manager must be notified twenty-one (21) days in advance with a schedule of intended use of water-based fog or haze machines, including rehearsals, technical runs and actual show/event times of use.
- Should the use of fog or haze fluid create a residue or slippery coating on any of the JCC infrastructure, (catwalks, stage steps, handrails, etc.), the clean-up or wipe down of those areas will be charged to the Lessee at the prevailing rate.

### **e. Special Effects – Lasers**

- The use of lasers for lighting and theatrical effects is permitted on JCC premises, with prior approval from the Fire Marshal, provided Lessee or exhibitor adheres to the following conditions:
- Lasers must comply with NFPA 115 – *Standard for Laser Fire Protection* and Florida Department of Health, State Bureau of Radiation regulations.
- All lasers must be registered with the Mississippi Department of Health, State Bureau of Radiation. A separate registration is required for each location of intended use.
- Out-of-state lasers brought into the state for temporary use require notification to the Mississippi Dept. of Health, State Bureau of Radiation.



- The Laser Safety Officer must establish and supervise a program of laser radiation safety for compliance with all applicable rules.
- Laser system users and staff must be trained on fire safety features prior to the lasers first use and at least annually thereafter.
- All training must be documented and available for review.

## 9. Vehicle Display Guidelines

Display vehicles are allowed on the Exhibit Hall floor, Ballroom, and limited areas of the public concourses.

Regulations on display vehicles are as follows:

- Equipment/Vehicles are to have **no more than 1/4 tank of gasoline** or five (5) gallons, whichever is less.
- Gas tank fuel pipe cover must be taped shut to prevent leakage of fumes.
- **Both** battery cables must be disconnected.
- Vehicles **must** have protective material (carpet, visqueen) underneath the vehicle, bumper to bumper, at all times to protect carpet.
- Vehicle **must** have a piece of carpet or drop cloth with a catch pan under the engine.
- Vehicle **must** be pushed by hand from service door entrance to the Exhibit Hall.
- Vehicles shall not be moved during show hours
- Fueling and defueling is prohibited
- During Move In and Move Out of display vehicles, either the tires must be wrapped or a path of protective materials **must** be laid on all carpeted areas.
- Security must receive keys to all approved display vehicles for emergency purposes.
- Certificate of Insurance is required and is to be kept on file.

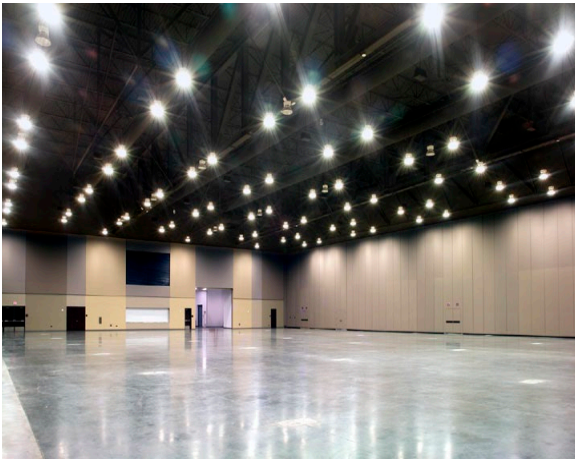
## Safety Information

### 1. Cables , Cords & Wires

All wires and cables that cross doorways, aisles or walkways must be sufficiently covered or taped down in a safe and secure manner and marked with caution tape. They can be covered with rubber matting, carpet and/or marked reflective tape. When applying tape to non-carpeted surfaces, only non-residue tape may be used. When applying tape to carpeted surfaces, only non-residue carpet tape may be used. Applying tape to anything that is the property of the Complex (i.e. walls, windows, doors, ceilings, equipment, etc.) is strictly prohibited. Damages resulting from the use of tape are the Licensee's responsibility and cleaning charges may apply. Please Note: ASI-SPL will charge accordingly if items are not provided and properly taped.

### 2. First Aid/Emergency Medical Coverage (EMT) - University of Mississippi Health Care

The Complex requires all events of one thousand (1,000) or more attendees to have on-site emergency medical personnel through our exclusive service provider, University of Mississippi Medical Complex/AMR. We recommend that you consider staffing the Complex's First Aid Room during your move-in/move-out periods when your exhibitors are working on-site. Charges for these services will be billed on your final statement.



# TRADE SHOW GUIDELINES

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# TRADESHOW GUIDELINES

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The JCC boasts 85,000 square feet of exhibit space and is the ideal venue to accommodate your trade show, poster sessions, or consumer shows. This section will provide you guidelines specific to these events. Please share these guidelines with your designated General Service Contractor (GSC).

## **Exhibits & Set-up**

1. The exhibit floor is to be returned to the Complex in the same condition it was received. If the floor is not returned in such condition, the Complex will clean the area and bill you for the costs incurred, including the removal of tape and tape residue.
2. Exhibitor Kits must be sent to your Event Manager prior to mailing them to your exhibitors/vendors. Please include all information concerning registration, rules and regulations and order forms. Your Event Manager will review the information and make sure you have all the current information and correct forms.  
  
Along with the sample exhibitor service kit, a list of exhibitors should be supplied to the Event Manager no later than thirty (30) days prior to move in. Contact your Event Manager for more information.
3. Exhibits in Permanently Carpeted Areas: In the Ballroom and Meeting Rooms, there are limited provisions for installation of electrical or telephone services to individual exhibits and no provisions for certain utilities. Therefore, specific limitations have been set to maintain the furnishings of these areas.
  - Tape may not be used to mark the carpeted floors.
  - Drapery systems must be supported through the use of sandbags or similar weights.
  - Visqueen and plywood must be laid over the carpet before bringing freight or material handling equipment into the area.
  - No trucks, carts, or other motorized devices are allowed on the carpet unless suitable floor coverings, as approved by the Director of Operations, are in place to protect the carpet.

## **Exhibit and Registration Floor Plan Approval**

1. Detailed floor plans are required for exhibit and registration areas and any other special activities located in the exhibit hall, meeting rooms, ballroom, or public areas. Use of all lobby or common areas is controlled by the Complex and will permit us to use such areas as it deems appropriate. Please coordinate lobby use with your Event Manager.
2. Six (6) months prior to move-in or prior to the final sale, lease or assignment of any exhibit space, Licensee shall submit a copy of proposed floor plan.
3. The proposed floor plan submitted for approval must include the following:
  - a. Show title, contracted dates, draftsman's company name and address, service contractor name and address.
  - b. Booth configurations drawn to scale, including base dimensions, heights and locations
  - c. Aisle locations and dimensions. Aisle shall be a minimum of 8 ft. wide and cross aisles at a minimum of 10 ft. wide.
  - d. Location and dimensions of all fixtures including, but not limited to, stages, risers, registration areas, lounge areas, entertainment areas, etc.
  - e. Location of all exits.
  - f. Location of all permanent and temporary concession and novelty stands.
  - g. Location of all fire safety devices including extinguisher and alarm stations.
  - h. Location of all primary entrances.
  - i. Locations and dimensions of all service desks including space allocations for service desks operated by the Complex.
  - j. Location and dimensions of service contractor storage areas or "bone yards".
  - k. Distinction between pipe and drape and hard wall.

## **Exhibit and Registration Floor Plan Approval (cont'd)**

4. The Complex will submit proposed floor plans to the Fire Department, and upon approval, will forward the approved copy to Licensee. Any necessary changes in the proposed floor plan will be forwarded to Licensee by the Complex, and Licensee must submit revised floor plan.
5. A copy of the final approved floor plan is due no later than thirty (30) days prior to move-in and is to be displayed in the service contractor's service area or office.

6. The decisions of the City of Jackson Fire Marshal Office are final.

### **Exhibit Hall and Loading Dock**

1. No vehicles will be allowed in dock areas, exhibit halls, etc. without advance approval by the Complex.
2. No parking, tow away zones and other restricted areas will be strictly enforced and vehicles will be towed at the owner's expense.
3. Move in and move out periods/activities must be planned in writing and submitted for approval by the Complex.
4. Scheduling of dock offices, storage areas, etc. must be approved by the Complex.
5. Individuals exhibiting behavior indicative of intoxication or use of a "mood altering" substance will be expelled from the Complex premises.
6. Vehicles are to be operated in a safe and prudent manner. Any actions including speeding, erratic driving, etc. deemed unsafe by the Complex are to be stopped at once. Failure to adhere to the Complex's direction will be grounds for ejection from the premises and possibly suspension of work privileges in the Complex.
7. No refueling of vehicles is permitted within fifty (50) feet of the Complex.
8. At no time may exit doors be blocked or obstructed with freight, equipment, display material, trash or unattended materials.
9. No glass containers are permitted on the exhibit floor without the prior written approval of the Complex.
10. Dock utilization schedules must be submitted to the Complex and the Complex at times may require changes in the proposed schedules to allocate specific space to different events.
11. All freight deliveries to the Complex must be shipped on designated move-in/out days and must be to the attention of the service contractor. The Complex cannot accept freight deliveries on behalf of Licensee, service contractors, exhibitors, etc. The Complex will not accept C.O.D. deliveries.
12. The Complex will not assume responsibility or liability for freight left on the premises following the conclusion of the move-in/out. Freight left in the Complex will be disposed of at Licensee's expense.
13. The Complex will not assume responsibility or liability for banners left on the premises following the conclusion of the event.
14. Licensee is responsible for informing all parties of Complex's freight policies.
15. Providing mechanized equipment for off-loading and loading freight/exhibits, etc. is the responsibility of the Licensee and at the Licensee's expense. Mechanized equipment that is the property of the JCC will not be used by the Licensee, their sub-contractors or anyone associated with the Licensee's event for any purpose, unless permission has given, in writing, by the JCC.

### **Electrical & Utility Services**

1. The JCC is the exclusive provider of electrical services and other utilities in the Complex. We offer electrical power, water service, drainage, compressed air and natural gas in all our exhibit halls. Licensee is not to allow the resale or markup any utilities or services. Basic rates and information can be found in the Exhibitor Kit located online at [www.JacksonConventionComplex.com](http://www.JacksonConventionComplex.com).
2. Please advise your Event Manager of your show's General Service Contractor (GSC) immediately after designation. The JCC will work closely with your GSC to ensure the Complex's utilities order form is included in the show's exhibitor's kit.
3. A complete exhibitor list with contact information is due to your Event Manager no later than thirty (30) days prior to move-in. This will allow the Event Manager to follow-up with your exhibitors to ensure their electrical and utility needs are ready for them upon move-in.
4. Exhibitor electrical and utility orders are required no later than five (5) business days prior to move-in. Orders received after this date are subject to a service fee.
5. Only UL-approved extension cords may be used for electrical connections and can be ordered through the Complex.
6. Utilities Services:

- **Electric/Air/Plumbing:** Electric, air and plumbing are available throughout the facility via floor ports. For the exact locations of each service, please contact your Event Manager.
- **Internet:** The JCC provides broadband high speed Internet connections throughout the facility. If you require a static IP address, please submit your request at least 21 days before your first contracted date.
- **Telephone:** The JCC maintains numerous business lines to accommodate your communication needs. All telephone lines require outgoing calls dial "9" and require any peripheral equipment to be properly programmed by the user. JCC maintains ISDN lines for teleconferencing and these lines are programmed for universal use. Should you need to reconfigure these lines, a request needs to be submitted at least 21 days before your first contracted day.

### **Exhibit Hall Security**

1. The Complex maintains a twenty-four (24) hour security force responsible for monitoring the facility perimeter, interior public, traffic flow in such areas, and the Complex's life safety system. The activities of the security personnel cannot be restricted by activities of the Licensee.
2. Licensee is responsible for event staff in all areas specifically leased to the Licensee including exhibit halls, meeting rooms and other areas.
3. The Complex may require Licensee to provide minimum levels of event staff coverage in any leased space and other areas (i.e. docks, public access areas, registration areas, etc.). Such coverage will be at Licensee's expense.
4. No doors may be chained or otherwise locked without the written approval of the Complex. No doors can be chain locked when area is occupied.
5. All proposed event staff arrangements must be provided by a vendor from the Complex's approved list. Security arrangements are subject to the Complex's approval and the proposed schedule must be submitted to your Event Manager no later than two (2) weeks prior to move-in.
6. Use of armed guards, or any other security equipment, is prohibited without the written consent of the Complex.

### **Food Shows**

1. **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. Water service requiring a line connection must be ordered through the Catering Sales Manager. Ice service is exclusively provided by *Jackson Convention Complex*. Please contact *Jackson Convention Complex* at 601-960-2321 for assistance.
2. **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. 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.
3. **Grease Disposal.** Grease disposal can be arranged through JCC or through the show's general service contractor. Please contact our Catering Department at 601-960-2321 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 grease is not properly disposed of, clean-up fees may apply.
4. **Sampling.** Sampling portions of food and non-alcoholic beverage is limited to no more than 2 oz. "bite size" portions. Sample items must be products manufactures, processed or distributed by the exhibiting company and must be directly related to the participation in the event. Please contact our Catering Department at 601-960-2321 for further assistance related to food sampling.
5. **Permits.** It is the responsibility of the exhibiting company to secure all necessary licenses and permits required by the City of Jackson and the State of Mississippi.



# FACILITY BOOKING

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## APPENDIX A

## I. PROTECTION CLAUSE

A protection clause may, upon approval of the JCC'S General Manager, be granted to recurring consumer/public shows that have a proven record of success, and which have produced significant economic benefit to the tourism community and the JCC. If granted, the Protection Clause will offer a maximum of ninety (90) total days of protection. JCC management will have discretion to split the protection period (example: 45 days before and after or 60 days before and 30 days after), but in all cases the Protection Period shall be detailed in the License Agreement. In addition, all advertising related to public shows must focus on the primary product lines being offered in the show and may not promote product lines common to competing shows creating confusion in the public expectation for each show. The Protection Clause will read as follows:

### **Protection Clause**

*Licensor agrees that it will not license any portion of the JCC facility to any competing event for a period of \_\_\_\_ days before Licensee's first event day and \_\_\_\_ days after Licensee's last event day (the "Protection Period"). A "competing event" is hereby defined as an event which has twenty percent (20%) or more of its net square footage of exhibit space showing/selling product lines the same or substantially similar to the product lines in the Licensee's event. However, a show that is open to the public shall never be deemed a competing event with a show open only to the trade and vice versa. All advertising for consumer/public shows will focus on the primary theme and product lines being promoted to the consumer and will not promote competitive show product lines. The determination whether or not an event is a "competing event" shall be solely within the discretion of the General Manager and shall be based upon the product lines and/or exhibitor listings from both events.*

## II. RESERVATION PROCEDURES

### A. Facility Use Application

Potential facility users may request space by completing and submitting a "Facility Use Application" or by contacting the JCC Sales Team directly via phone, email or letter. The Sales Team will follow-up on **ALL** requests for space.

The JCC may decline to approve any application for any potential facility user on the basis of credit references, financial ability or prior experience, or to those who have failed to perform any obligations under a prior agreement with the JCC or similar facility, has cancelled or failed to proceed with a confirmed reservation in JCC or a similar facility, or whose conduct is, in the opinion of the management of JCC, detrimental to the best interest of the City of Jackson and the Region.

### B. Deposits

The rental deposit establishes the Licensee's commitment to license the space on the specified dates and is required to fully execute the License Agreement. Generally, no less than 25% of the rental amount is due no along with the executed License Agreement, with the rental balance due no later than 10 days prior to the move-in day. The rental deposit schedule for each event will be detailed in the License Agreement for that event, and may vary depending on event type, lead time to the event, payment history of Licensee and credit references of Licensee.

Deposits schedule for the ancillary goods such as Food and Beverage, audio/visual, equipment rental, electrical and security will be detailed in the event License Agreement as well. It is the standard policy of the JCC to require and obtain deposits for all anticipated ancillary goods and services prior to the first move-in day. Ancillary goods related deposit schedules for specific events may vary depending on event type, lead time to the event, Licensee payment history and credit references.

### C. Contingency Deposit

A contingency deposit may be required for certain events such as public dances and concerts. The deposits amount shall be determined by the JCC's General Manager based on potential risk assumed by the JCC on the event being booked. Such deposits are due not later than two (2) weeks prior to the move-in day. The fee is refundable once it is determined that there are no damages or outstanding expenses.

### D. Cancellation

Cancellations by Licensee of an event that has an executed License Agreement will be subject to a cancellation fee as liquidated damages, as set forth in the License Agreement. In general, the cancellation fee will be equal to the full gross rental amount of the licensed space, as well as a portion of the anticipated food and beverage revenue, determined by the timing of the cancellation.


## III. FIRST OPTION RIGHT OF REFUSAL

Should a group or event of equal priority submit a Facility Use Application for all or part of the same dates and/or space being held as a tentative under a First Option, the Second Option group or event shall be given the right to confirm the dates and/or space contingent upon the First Option group or event releasing the dates and/or space under the definition of First Option in Section II, 5.

To activate the First Option Right of Refusal process, the Second Option group or event must submit a Facility Use Application complete with a full deposit, which will only be refundable if the First Option holder exercises their right to execute a license agreement with the JCC.



## FACILITY SPECIFICATIONS

JACKSON CONVENTION COMPLEX						
	Square Footage	Banquet	Theater	Classroom	Reception	10'x10' Exhibits
Level 1						
EXHIBIT HALLS						
Exhibition Hall A	30,000	1800	2500-2700	1400-1600	2600-2800	155
Exhibition Hall B	30,000	1800	2500-2700	1400-1600	2600-2800	155
<b>Exhibition Hall A + B</b>	<b>60,000</b>	<b>3600</b>	<b>4800-5000</b>	<b>2800-3000</b>	<b>5200-5400</b>	<b>315</b>
TRUSTMARK BALLROOMS						
Ballroom A	4,200	170	340-375	120-150	400-425	-
Ballroom B	4,200	170	340-375	120-150	400-425	-
Ballroom C	8,400	450	750-950	250-350	1000-1200	-
Ballroom D	4,200	170	340-375	120-150	400-425	-
Ballroom E	4,200	170	340-375	120-150	400-425	-
Ballroom A+B or D+E	8,400	450	750-950	250-350	1000-1200	-
Ballroom A+B+C	16,800	900	1500-1900	500-700	2000-2400	80
Ballroom C+D+E	16,800	900	1500-1900	500-700	2000-2400	80
<b>ALL Ballrooms</b>	<b>25,000</b>	<b>1500</b>	<b>2150-2350</b>	<b>950-1150</b>	<b>2300-2500</b>	<b>125</b>
<b>EH A and B &amp; ALL Ballrooms</b>	<b>85,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6800-7000</b>	<b>425</b>
Board Room A	Permanent set-up for 20					
Board Room B	Permanent set-up for 20					
Pre-Fuction Lobby/Registration	33,000					
Level 2						
MEETING ROOMS						
Meeting Room 201	1,000	60	100-110	30-40	120	-
Meeting Room 202	1,000	60	100-110	30-40	120	-
Meeting Room 203	1,000	60	100-110	30-40	120	-
Meeting Room 204	1,000	60	100-110	30-40	120	-
Meeting Room 205	1,000	60	100-110	30-40	120	-
Meeting Room 206	1,000	60	100-110	30-40	120	-
Meeting Room 207	1,000	60	100-110	30-40	120	-
Meeting Room 208	1,000	60	100-110	30-40	120	-
Meeting Room 209	1,000	60	100-110	30-40	120	-
Meeting Room 210	1,000	60	100-110	30-40	120	-
Meeting Room 211	432	30	45	22	50	-
Meeting Room 212	432	30	45	22	50	-
Meeting Room 213	432	30	45	22	50	-
Meeting Room 214A	560	50	50	30	60	-
Meeting Room 214B	560	50	50	30	60	-
Meeting Room 215	432	30	45	22	50	-
TRUSTMARK MEETING ROOMS						
Meeting Room 216	1,566	80-100	162	80	200	9
Meeting Room 217	1,620	80-100	170	80	200	9
Meeting Room 218	1,566	80-100	162	80	200	9
Meeting Rooms 216+217 or 217+218	3,186	108-200	325	180	375	16
<b>All Combined</b>	<b>4,779</b>	<b>280-300</b>	<b>425</b>	<b>200-225</b>	<b>550</b>	<b>24</b>
The Gallery	5,760	320-400	550	240-260	800	26
Level 3						
Meeting Room 301	1,261	70-90	140	60	175	7
Meeting Room 302	1,261	70-90	140	60	175	7
Meeting Room 303	1,261	70-90	140	60	175	7
Meeting Room 304	1,261	70-90	140	60	175	7
Meeting Rooms 301+302 or 303+304	2,523	160-180	275	125	350	12
<b>All Combined</b>	<b>5,046</b>	<b>300-320</b>	<b>475</b>	<b>225-240</b>	<b>650</b>	<b>24</b>
300 - Theater (Stage 20x47)	-	-	382	-	-	-
Note - Room capacity numbers are for general reference only. They are based on maximum seating without space allowance for head tables, staging/risers, audio/visual or other equipment.						
Effective July 1, 2012. (Rates are subject to change without notice)						



# FOOD & BEVERAGE POLICY



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## APPENDIX C

# FOOD & BEVERAGE POLICY

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## **About Us**

Jackson Convention Complex catering and concessions services are proudly operated by **Jackson Convention Complex**. Our goal is to offer the highest quality products and services and deliver truly memorable experiences. Our Executive Chef and his team of culinary experts take great pride in delivering fresh, unique, and flavorful dishes.

## **Exclusive Caterer**

OVG Hospitality and the JCC is the exclusive provider of food for the Jackson Convention Complex. Outside food and beverage is prohibited.

## **Menu Selection**

Your Catering Sales Manager will assist you with all of your food and beverage needs and is available to meet with you as early as your first contact with the facility. As your single source for planning food & beverage needs, your Catering Sales Manager should be included in your initial site visits to discuss the possibilities available to you.

As our menus are seasonal, we suggest that you make your initial menu selection no earlier than four months before your event. If you wish to make your selection earlier than this, please contact your Catering Sales Manager for assistance. However, your initial menu selections should be made (and estimated attendance is required) no later than 30 days prior to the scheduled event.

Should you desire something a bit more unique, please let your Catering Sales Manager know. Our team of culinary experts welcomes the opportunity to customize menus and services to create unique and thematic events.

## **Guarantee**

For catered events, the initial menu selection is required no later than 30 days prior to the date of the scheduled event. Any major changes must be made no later than two weeks prior to the event date. A final guaranteed number of attendees ("**Final Guarantee**") for each meal function is required no later than **seven (7) business days** prior to the event. A business day is defined as Monday-Friday and does not include holidays. If the Final Guarantee is not received within seven business days of the scheduled event, the estimated attendance number specified on the contract will be designated as the Final Guarantee. Once determined, the final guarantee is not subject to reduction. If an increase is requested by the client and we are able to accommodate, a 25% overage fee may be added to any additional entrees. Catered functions contracted within five (5) business days of the event will be subject to a 25% additional charge.

Vegetarian meal options are available with all plated entrees. These vegetarian meals are part of the final guarantee and not in addition to it. Vegetarian counts are to be specified by client at time of Final Guarantee. The JCC customarily prepares vegetarian meals based on Chef's choice and the main entrees selected.

Please notify your Catering Sales Manager of any other special dietary restrictions when submitting your Final Guarantee.

For plated meal functions, we customarily prepare meal service for up to 5% over the Final Guarantee, to a maximum of 30 guests. Final charges will be based upon the final guarantee or the actual meal count, whichever is greater.

Accuracy in the Final Guarantee is vital to the success of your function. We will make every effort to service additional guests based upon availability of product and labor. However, we cannot guarantee that any guests above the Final Guarantee plus 5% will be served. Any such request will incur additional service fees.

## **Contract**

By signing the master event license agreement for your event, you agree to abide by all of the policies and procedures of the Jackson Convention Complex, including these Food & Beverage Policies.

If your event includes food & beverage services, Banquet Event Order is also required. You must sign and return your Banquet Event Order to your Catering Sales Manager no later than thirty (30) days after signing your master event License Agreement. The License Agreement and BEO's will constitute the entire agreement between you and Jackson Convention complex.

## **Food and Beverage Minimum (F&B Minimum)**

Some master event License Agreements will be based on a minimum purchase of food and beverage services (F&B Minimum) in exchange for a reduced rental rate. In such cases, the amount of the F&B Minimum will be detailed in the master event License Agreement and is calculated based on any food and beverage products or services purchased, excluding administrative fees and taxes.

## **Pricing**

Due to market fluctuations, menu prices are subject to change. Pricing will be fixed within 60 days of your event (30 days for seafood options).

Food and beverage functions require a minimum purchase of **\$200.00** in food and non-alcoholic beverage. Should your catering order be less, the balance will be invoiced to total **\$200.00** before tax and service fee.

All buffet and break pricing is based on a two (2) hour service time. Additional labor fees (\$35 per server/ per hour) may apply for service time in excess of two (2) hours.

Plated meal function pricing is based on a four (4) hour service time. Additional labor fees (\$35 per server / per hour) may apply for service time in excess of four (4) hours.

Events with a guarantee of less than 50 people for plated or buffet meals will incur a \$75.00 set-up fee.

**PLEASE NOTE: A 17% Administrative Fee will be applied to all food and beverage services (including alcohol). This Administrative Fee is retained to defray administrative costs; it is not intended to be a tip, gratuity or service charge and will not be distributed to employees. A 7% state sales tax, a 3% state tourism tax.**

### **Payment**

For any increases in the Final Guarantee within five (5) business days of the event is due and payable prior to start of the event. Any on-site adjustments, additions or replenishments of the contracted catering services will require the written authorization of the on-site contact and will be reflected in a final invoice, payable at the conclusion of the event.

You may finalize your account by Company Check, Cashier's Check, Visa, MasterCard, American Express, or cash. We will process / pre-approve your credit card for any estimated balance due three (3) business days prior to your function date.

Post-event direct billing is only available to pre-qualified clients. To apply for direct billing, a Credit Application must be submitted no less than 30 days prior to the contracted event date. Contact your Catering Sales Manager for more details.

### **Cancellation Policy**

Cancellation of contracted food and beverage services must be made in writing. Should the event License Agreement be based on a minimum food and beverage purchase (F&B Minimum), which is included as part of the license fee, then the cancellation policies stipulated in the License Agreement shall prevail. Should the event License Agreement NOT be based on a minimum food and beverage purchase (F&B Minimum), the following cancellation fees apply:

Notification of Cancellation Prior to Scheduled Event	Cancellation Fee % of Estimated Lost Food & Beverage Revenue
0 - 7 Days	100%
8 - 30 Days	75%
31 - 60 Days	50%
61 - 90 Days	25%

### **Alcoholic Beverage Service**

Mississippi Alcohol & Beverage Control (ABC), a division of the Mississippi Department of Revenue, regulates alcoholic beverages and service in the state of Mississippi. As the holder of the alcoholic beverage license for the Jackson Convention Complex the JCC is responsible for the administration of these regulations within the facility. As such, no other entity may sell or serve alcoholic beverages in the facility. Outside alcoholic beverages are strictly prohibited.

Should you require a bar for your event, a minimum of **\$500.00** in beverage consumption ("**bar minimum**") per bar is required for the first four hours. Bars open longer than four hours require an additional \$100 bar minimum per hour, per bar. Should consumption not reach the specified minimum consumption amounts, the balance will be billed to the Licensee.

All bars must close no later than 30 minutes prior to the scheduled event end time. In the interest of public safety, we reserve the right to close a bar at any time during the event. We also reserve the right to refuse alcohol service to intoxicated or underage persons. Further, we reserve the right to limit the number of alcoholic beverages sold to any individual to two drinks per purchase. Alcoholic beverages may not be removed from the facility.

Outside alcoholic beverages may not be brought into the facility. However, in unique circumstances and only with the written approval of the facility's General Manager, donated wine may be utilized. In such cases, you must adhere to all ABC laws. Additional handling and corkage fees will apply. Please contact your Catering Sales Manager for details.

For events at which some attendees may be under the age of 21, alcohol sales policies may be modified at the sole discretion of the JCC. Such modifications may include, but not be limited to requiring wristbands for age verification (at Licensee's expense), ending alcohol sales at the JCC discretion, and not serving alcohol at all (based on planned event end time, age group, etc...).

### **Excess Food**

The Jackson Convention Complex adheres to federal and local health guidelines which dictate that catered food items may not be taken off the premises. Accordingly, all food and beverage prepared and provided by the JCC must be consumed during the specific event and may not be taken off property. To minimize potential waste, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged at the convention center's sole discretion.

### **Facility Services**

Banquet prices include black lines to the floor, glassware, china, and flatware for up to 1,100 guests. For functions with more than 1,100 guests, an additional charge of \$5 per guest will be charged for china service. Any events requiring food & beverage service outdoors will also incur additional services charges.

### **Linens**

Black linen (132 round) and white napkins are included for plated and buffet meal functions. The number of tables dressed will be based on the final guarantee plus 5%. Non-food service tables or additional guest tables above the guaranteed amount may be clothed upon request at a charge of \$5.00 per table. For non-food tables, table skirting is available at \$20.00 per table.

### **Decorations & Floral**

In an effort to make your job as easy as possible, and to provide a one-stop-shopping option, your Catering Sales Manager is available to assist you with fresh flowers, thematic decorations, specialty linens and center pieces to enhance your event.

### **Holidays**

Menu pricing will be increased by up to 50% for events that fall on the following holidays: New Year's Day, Labor Day, Thanksgiving Day, The day after Thanksgiving, Christmas Eve and Christmas Day.

### **Concessions**

Jackson Convention Complex is the exclusive concessionaire, no other entity may operate a point of sale concessions operation in the facility without the expressed written consent of the facility General Manager.

We reserve the right, but are not obligated, to sell food and beverages at any location throughout the facility. For exhibit hall events, the Licensee may neither block, nor permit its exhibitors or contractors to block, access to the permanent concession stands. Licensee must ensure that a 10' x 35' area directly in front of each concession stand in each exhibit hall remains open and available for use by the facility's exclusive concessionaire.

Should you require a concession stand for your event, a minimum of \$800 in sales ("concessions minimum") per stand is required for the first four (4) hours. Concession stands open longer than four hours require an additional \$150 concessions minimum per hour, per stand. Should concession sales not reach the specified concessions minimum amounts, the balance will be billed to the Licensee.

### **Concession Vouchers**

A concessions voucher program has been established to assist public event show managers who may choose to provide meals to staff, judges and/or vendors. The discounted vouchers may be purchased through your Catering Sales Manager. Vouchers must be purchased in advance. Vouchers are date specific and are not transferable, refundable or exchangeable. Vouchers that go unused will be null and void after the specific date.

### **Food & Beverage Sampling Policy**

Exhibitors may distribute food and/or beverage samples only with the express written approval of the Jackson Convention Complex General Manager or Director of Food & Beverage. Such approval will only be given for food and beverage products manufactured or distributed by the Licensee and/or Licensee's exhibitors. Contact your Catering Sales Manager for more information.

The following guidelines shall also apply:

- Food samples are limited to a maximum of 2 oz. "bite size" portions.
- Non-alcoholic beverage samples are limited to a maximum of 2 oz. serving size.
- Any alcoholic beverages served or sampled must be served by a JCC bartender at the exhibitor's expense.
- Restrooms, concession stands, and/or facility kitchens may not be used as exhibitor clean-up areas.
- Securing of all necessary license, permits, etc. is the responsibility of licensee/exhibitor.
- Costs associated with the disposal of trash, waste, etc. from exhibitor sampling area are the responsibility of exhibitor.
- Food and beverage items used purely as traffic promoters (i.e. coffee, popcorn, bottled waters, sodas, bar service, cookies, yogurt, ice cream, etc.) MUST be purchased from Jackson Convention Complex. Distribution of individual pieces of candy is permitted. Please contact our Catering Sales Manager with questions on traffic promotion items.
- The Licensee and its approved exhibitors must comply with and observe all applicable federal, state, and local laws, ordinances and regulations regarding food safety, and shall obtain all necessary permits and licenses at their sole expense.
- The Licensee is ultimately responsible for proper removal of all food and beverage waste products (grease, food, etc...). Food and beverage products may not be disposed of in facility sinks, toilets, etc. Any damage resulting from non-adherence to this requirement will be billed to the Licensee at prevailing rates.
- Arrangements for the receiving and storing of all food and beverage products, as well as use of kitchen facilities, must be coordinated through the Catering Sales Manager. Prevailing rates will apply.
- A the JCC kitchen supervisor is required for any kitchen use and will be billed at prevailing rates.

***Please contact the Catering Sales Manager at 601-960-2321 for further assistance regarding food and beverage.***

# GENERAL SERVICE CONTRACTOR GUIDELINES

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# GENERAL SERVICE CONTRACTOR GUIDELINES

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1. **Abandoned Property.** The Service Contractor and/or exhibitors, at the close of the show, must remove all materials from the contracted space. The JCC **WILL NOT** provide storage nor ship any abandoned property. Licensee shall be liable for the cost incurred in disposing of any materials.
2. **Banners & Signage.** All banners and signage must be hung by contractor's staff or by the JCC staff. Exhibitors are not allowed access to the catwalks to hang banners.
3. **Billing & Facility Use Application.** Contractors wishing to cover event-related expenses such as Complex staffing, utilities, equipment rental, supplementary hall rental, damage, etc. may do so with advance approval from the Event Coordinator/Manager.
4. **Bone yard & Crate Storage.** Complex will assign, and Contractor's floor plans will indicate, bone yard/crate storage locations. Storage areas may not block access to any door, fire hose/extinguisher cabinet or pull-station. Contractor will respond to Complex's reasonable requests for consolidation / cleanup of storage areas during the event. Pallets or other Contractor or exhibitor packing material left on property will be subject to a disposal charge.
5. **Cables.** All cables that cross doorways, aisles or walkways are to be covered with rubber matting or carpet marked with reflective tape. JCC will charge accordingly if items are not provided.
6. **Carpet.** All carpeted areas must be protected during move-in and move-out. Show carpet will be properly stretched to eliminate uneven walking surfaces; and secured at edges and seams with double-sided gaffers or other professional tape. Transitions between carpet and bare floor will also be taped down to minimize tripping hazard. Carpet overlap in show areas may not exceed two layers. Cord runs should be located wherever possible in non-traffic areas; and when run across traffic areas on or under carpet, marked with reflective caution tape.
7. **Cleaning.** The Authorized Areas are turned over to the Licensee under a "clean hall to clean hall" policy. Licensee's contractor will be responsible for the cleaning of areas including, but not limited to, areas utilized for purposes of offices or registration, loading dock(s), any Exhibit Hall floor space that is utilized, trash left on the show floor and removal of floor tape.
8. **Damage.** Contractor is required to inspect the premises with the Complex Event Coordinator/Manager to note any pre-existing damage. Client will be held liable for any damage caused by Contractor, unless Contractor requests and Complex approves appropriate billing.
9. **Employee Identification.** Contractor employees must wear identification and/or proper uniform identifying their staff at all times.
10. **Equipment Rental.** Complex's equipment is available for Contractor's use at prevailing rental rates. Contractor agrees not to use or transport any equipment, supplies furnishings or other property belonging to the Complex, without the Event Coordinator/Manager's written permission.
  - a. NO electrical moving equipment (i.e. scissor lifts, boom lifts) can be used by any production company without written request to the Event Services Department 48 hours prior to requested time.
11. **Event Coordinator/Manager.** The Complex's Event Coordinator/Manager is Contractor's main contact for all aspects of the event. Contractor is expected to comply with Event Coordinator/Manager's requests and direction.
12. **Exit Doors.** At no time shall an exit door be chain locked, blocked, tied open or obstructed in any way.
13. **Fire Exits, Hose/Extinguisher Cabinets, Pull Stations.** Contractor may not, or permit exhibitors to, obstruct or obscure visibility from show floor to any marked Fire Exit, Hose/ Extinguisher Cabinet, or Pull Station. Contractors agree to comply with all requirements set forth by the City of Jackson Fire Marshal Office.
14. **Food & Beverage.** Contractors should remind employees that outside food and beverages are not permitted in the Complex at any time. Contractors are also not allowed to take advantage of any event related food unless arranged by client with prior approval from the Event Coordinator/Manager.
15. **Freight.** All event-related freight must be addressed to Licensee or Contractor, and consigned through Contractor. Freight sent directly to the facility must arrive during the licensed period; and must be accepted and handled by Contractor. The facility will not accept freight addressed to the Complex or Complex staff, or which arrives prior to move-in day.
16. **Floor Plans and Fire Marshal Inspections.** Contractors will submit for Complex and Fire Marshal approval detailed full-size, drawn-to-scale floor plan(s) for any area being used for exhibits, displays and registration, no later than thirty (30) days prior to move-in. Plans will show aisle width, clearance from walls, doors and fire cabinets, location of bone yard/crate storage, and exhibit area layout.
17. **Insurance.** Service Contractors must have a copy of their current insurance certificate on file with the Facility.
18. **Loading Dock.** The loading docks are hazardous areas. Contractor will ensure employee attention to safety, trip-and-fall hazards etc. Where possible, equipment such as forklift attachments, carpet rolls, etc. should be stored in trailers and not on the dock.

- 19. Loading In & Out.** Loading dock space shall be designated by the Event Coordinator/Manager. Contractor will be responsible for a dock marshal to control the load-in/out process, with its own personnel or trained personnel provided by a Complex-approved vendor. Contractor will not permit loading in/out via front-of-house entrances without the approval of the Event Coordinator/Manager.
- 20. Parking.** Contractor employees will park in areas designated by Complex. Please refer to the parking section of the Complex's Event Planning Guide. Parking in the loading dock basin or on dock ramps is prohibited and violators will be towed at the owner's expense.
- 21. Permanently Carpeted Areas Used for Exhibits.** Carpets will be protected during load-in/out with thick plastic sheeting over any area traversed by forklifts, pallet jacks, or vehicles; to drop palletized items; or where plants or permitted plant matter will be placed. Forklift / equipment wheels will be protected by clean plastic booties when traversing unprotected carpeted areas.
- 22. Rigging Services.** All rigging services MUST be provided through the Complex's EXCLUSIVE PROVIDER. For pricing and quotes please contact your Event Manager.
- 23. Safety.** Contractor will comply with Complex safety regulations, including proper use of harnesses and other safety equipment and operator certification.
- *CONTRACTOR agrees to follow all OSHA safety standards outlined in Part 1910 (General Industry Regulations) as required by the US Department of Labor. CONTRACTOR shall provide initial safety orientation to its new employees upon arrival at the COMPLEX. At a minimum, such orientation shall include training on safety hazards associated with their work, site-specific safety policies and procedures, personal protective equipment requirements, rules and limitations on equipment operations, what to do in case of injury or illness and location of medical / first aid stations.*
  - *CONTRACTOR shall meet all OSHA standards for the storing of Hazardous Materials. "Hazardous Materials" shall mean, without limitation, those substances included within the definitions of "hazardous substances", "hazardous materials", "toxic substances", or "solid waste" in any applicable state or federal environmental law.*
- 24. Smoking.** The Complex is a non-smoking facility. Smoking is only permitted in designated areas outside of the Complex. Please see the Event Coordinator/Manager for these designated areas.
- 25. Staging and Marshaling Area.** Please contact the Event Coordinator/Manager for available staging and marshaling area related to your show.
- 26. Storage.** Limited storage is available within specifically marked areas allocated by the JCC. Stored items may not block doorways, exits or fire equipment. Storage in service corridors is strictly **PROHIBITED**. Empty crates may NOT be stored inside the facility during show days. Contact the Event Manager for approval.
- 27. Sub-contractors.** Contractors are responsible for the safety, conduct, and performance of their sub-contractors.
- 28. Tape & Residue.** Only professional contractors or gaffers tape may be used on Complex floor and wall surfaces. Duct tape, clear "cellophane" or packing tape is specifically prohibited. Licensee or Contractor as appropriate will be liable for cost of any work necessary to remove tape or residue.

# GENERAL SERVICE CONTRACTOR GUIDELINE ACKNOWLEDGMENT FORM

COMPLETE THIS FORM ONLY ONCE YOU HAVE REVIEWED AND UNDERSTAND THE INFORMATION PROVIDED IN "APPENDIX D" OF THE JACKSON CONVENTION COMPLEX – EVENT PLANNING GUIDE

Return signed form to: Jackson Convention Complex –Event Services Department  
105 E. Pascagoula Street  
Jackson, MS 39201  
Attn: Director of Event Services  
Or: Email to [cmiller@jacksonconventioncomplex.com](mailto:cmiller@jacksonconventioncomplex.com)

PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS

## GENERAL SERVICE CONTRACTOR INFORMATION

CONTRACTOR ACKNOWLEDGES THEY HAVE READ AND UNDERSTAND THE GUIDELINES PROVIDED IN "APPENDIX D" OF THE EVENT PLANNING GUIDE OF THE JACKSON CONVENTION COMPLEX AND SHALL ADHERE TO ALL THE GUIDELINES PROVIDED.

**Company Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Please Print*

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Complex Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_





## EXHIBITOR KIT

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## APPENDIX E

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 the Jackson Convention Complex, Please contact your Event Manager at 601-960-2123 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 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. Food Service for attendance draw many be purchased by contacting 601-960-2321
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 or can be arranged by the JCC for a fee. 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. Vehicles **must** have protective material (carpet, visqueen, or drop cloth) underneath the tires and engine, always to protect carpet. Security must receive keys to all approved display vehicles for emergency purposes.
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. If using candles for your exhibit, all candle flames must be enclosed and protected at all times. Candles may be used on tables if securely supported on a substantial noncombustible base and located in a position to avoid danger of ignition of combustible material. Please contact our Catering Department at 601-960-2321 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.
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 building 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 and encourage written letters 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 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 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 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.**



# CERTIFICATE OF INSURANCE

*The City of Jackson, State of Mississippi and OVG360 have established insurance guidelines to help clients and patrons manage the risk of liability should injury or damage occurs while in our facility. Below you will find a summary of the Insurance Requirements for each event. Please refer to your contract for detailed insurance requirements. This summary is for your convenience and does not take precedence over the contract.*

## **INSURANCE REQUIREMENTS**

### **1. Insured**

Name of Insured in certificate must be identical to name on the License Agreement.

### **2. Insurers Letter**

All policies must be issued by companies authorized to do business in the State of Mississippi and assigned a rating of A:X or better, per Best's Key Rating Guide, latest edition.

### **3. General Liability**

Commercial general liability insurance, on an occurrence form, in the amount of One Million (\$1,000,000.00) Dollars per occurrence for bodily injury, death, property damage, and personal injury. The policy must include coverage for premises operations, blanket contractual liability (to cover indemnification section), products, completed operations, and independent contractors. If the user's activities involve the sale of alcohol. See sample Certificate of Insurance on next page.

### **4. Description of Operations/Locations/Vehicles (must list the following)**

**RE: (List Event Name); (List Event Dates)**

**Additional Insured: Oak View Group 360/Capital City Convention Center Commission, its officers, directors agents and employees. /City of Jackson**

### **5. Certificate Holder**

Oak View Group 360/Capital City Convention Center Commission, its officers, directors agents and employees. /City of Jackson 105 E. Pascagoula Street Jackson, MS 39201

### **6. Cancellation**

OVG360 must receive thirty (30) days written notice prior to any cancellation, non-renewal or material change to the required insurance policies. This written notice must be sent to OVG Jackson Convention Complex, 105 E. Pascagoula Street, Jackson, MS 39201.

### **7. Evidence of the required insurance policies must be provided to your Event Manager fourteen (14) days prior to the start of your event.**

## APPENDIX F



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						\$
	DED <input type="checkbox"/> RETENTION \$						
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATU-TORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

ACORD 25 (2010/05)

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The ACORD name and logo are registered marks of ACORD



## AUDIOVISUAL SERVICES

**The Jackson Convention Complex's official in-house audiovisual and production provider.**

### ***Video / Data Projection / Image Magnification***

The JCC provides the latest technology and technical expertise for all data and video sources. These technologies include widescreen, seamless matrix video and graphics switching capabilities with video playback.

- SD and HD Video Camera packages for IMAG & recording
- Digital video capture with KiPro decks
- Multi-source input
- Playback Pro systems
- Image mapping

### ***Audio System & Communications***

The JCC utilizes Line Array audio systems including JBL and Meyer.

These systems have the range to provide excellent audio strength resulting in a clearer, more evenly distributed sound.

- FOH speakers and subs
- Center fill & delay
- Stage monitors
- Midas & Yamaha Digital mixing consoles
- Playback devices
- Shure UHF-R wireless



### ***Stage Lighting***

Our creative use of traditional and intelligent lighting fixtures enhances stage sets and ensures that the image magnification (Image) of your presenters and entertainment is vibrant and rich.

- Vari-lite intelligent fixtures & Source Four static fixtures
- LED Colorblast & Impression moving heads
- GrandMA & HOG controls
- Flexible upstage & downstage truss systems

## APPENDIX H

## Breakouts & Training Sessions



JCC is perfectly suited to support all of your breakouts and training sessions with the highest level of customer service and support. We have an extensive inventory of standard breakout and workshop equipment along with the knowledge and expertise to coordinate and execute unlimited concurrent sessions.

## Exhibit Support

Managing exhibits takes a commitment to organization, communication and personnel. In order to successfully support companies that demand the latest technology we provide forms that are clear and easy to understand. We service the floor prior to and throughout the show.

We manage the last minute, on-site requests with the same urgency as those that ordered months in advance...at a price that is reasonable.



## Technology Solutions

Our IT Solutions team is expert at designing technology solutions for events. We have successfully integrated many of the most popular Social Network sites into practical use during client events, and understand how today's short attention span mentality can be effectively supported through the use of new media and interactive technologies.

- Digital Signage
- Audience Response Systems
- Video Teleconferencing
- Webcasting
- Internet Café Solutions
- Presentation Management Networks
- Mobile Apps



## Rigging & Banner Services

Jackson Convention Complex is the **exclusive** provider of rigging services at the Jackson Convention Complex. We have certified personnel to design, install and manage the rigging for events coming to the JCC. We have truss and motors available onsite. We will review and approve all rigging plots, additionally we provide design and CAD services for those clients that require support at an hourly rate.