



Exhibitor Kit



Revised: JULY 2012

1. Smoking is strictly prohibited at all times in the JCC.
2. Utility services (water, plumbing etc.) are exclusively provided by the JCC. Please use the form provided in your Exhibitor Service Kit. All utility service requests must be received fourteen (14) working days prior to Exhibitor move-in to avoid late fees. Exhibitor orders are handled by Convention Display Services (CDS), our exclusive electrical provider, who will work with your general services contractor to communicate and distribute our electrical/utility forms to your exhibitors. Please contact CDS at 601-948-4228 for further information on exhibitor utilities service.
3. Painting of any kind within the JCC is strictly prohibited. Exhibitors may not glue, tape, tack, nail, screw or in any way affixed to any interior or exterior surface of the Complex. Nothing may be attached to exhibit floor columns, even within booths and drilling is strictly prohibited.
4. Glitter, streamers and adhesive-backed (stick-on) decals are strictly prohibited and may not be distributed or used for any purpose within the JCC.
5. No outside food or beverage is allowed inside the facility. Please contact our Catering Department 601-960-2321 ext. 1007 for any food and beverage need.
6. Donations, whether for charity or otherwise, may only be made with the prior written approval by the JCC.
7. **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.**
8. **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.**
9. Aisle ways and exit ways must remain clear of any trash or debris and cannot be obstructed in any manner.
10. No equipment, booths, signs, displays, or other items can block or obstruct any emergency phones, alarms, sprinkler valves, or hose connections.
11. **All banners and signage must be hung by the show's General Service Contractors. Exhibitors may not hang banners or signage without approval from show management.**
12. **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.**

13. **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.**
14. 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.
15. 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.
16. Helium-filled balloons are allowed in the Complex only as part of a display, and must be securely fastened to the booth. Balloons may not be given out and must be used for décor only. Compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling, and must be removed from within the during all event hours. Cleaning and/or removal of balloons will incur additional charges.
17. The JCC has a "no tipping" policy. JCC employees are prohibited from accepting gratuities, tips or gifts or any kind from exhibitors, contractors or show managers. We appreciate written letters of acknowledging the good work of our staff.
18. **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.

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

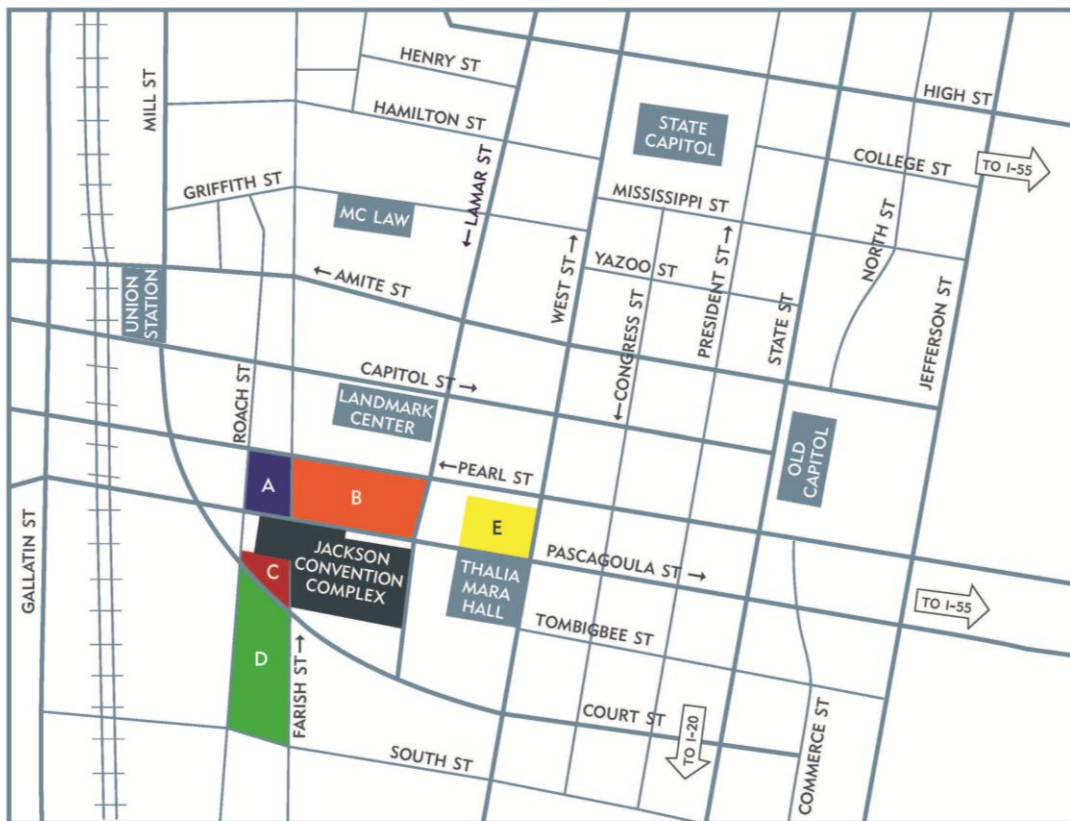
Please address questions or comments concerning this Event Planning Guide to:

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

DIRECTIONS TO THE JACKSON CONVENTION COMPLEX

<p>From I-55 South 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 at 105 Pascagoula Street</p>	<p>From I-55 North 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 at 105 Pascagoula Street</p>
<p>From I-20 West 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 at 105 Pascagoula Street</p>	<p>From I-20 East 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 at 105 Pascagoula Street</p>

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

Vendor Parking/Unloading

Vendors are allowed to unload large and heavy materials in the Main loading dock during the time designation and provided by Event Contact Person. Each vendor needing to unload will have approximately 15 minutes to unload and drop off materials. (Please Note: Unloading does not mean setting up). Once you have unloaded all materials, you will need to move your vehicle to **Parking Lot C** which has been identified as "Vendor Parking". Lot C is located to the right of the loading dock area.

Upon completion of the event, please pack-up and prepare all items for pick-up prior to moving your vehicle to the loading dock to load-out.

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.

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