



## MULTI-LEVEL/ENCLOSED BOOTH FLOOR PLAN FILING REQUIREMENTS

**Deadline: November 20, 2024**

If you plan to construct a booth with more than one level or with an enclosed area, you must also submit a booth drawing/rendering for approval by NADA and the New Orleans Ernest N. Morial Convention Center. **Detailed plans of enclosed or multiple-story booths must be submitted at least 45 days prior to move-in.**

When submitting your booth drawing/rendering, please attach the Multi-Level/Enclosed Booth Floor Plan Reporting Form to your booth drawing/rendering.

Following are the New Orleans Ernest N. Morial Convention Center guidelines for multi-level/enclosed booth construction and floor plan approval procedures. If you do not obtain prior approval, you will not be able to construct your booth in the New Orleans Ernest N. Morial Convention Center. To ensure the success of your exhibit, please make sure you have complied with the following guidelines:

### **New Orleans Ernest N. Morial Convention Center Multi-Level/Enclosed Booth Regulations**

Any exhibitor planning to utilize a two-story booth shall adhere to the following guidelines:

Ceiling clearances in the MCC vary from 26'4" to 59', with most areas having a minimum of 30' clearance. Multi-level booths cannot be located under passenger or utility truss ways.

Booth plans must specify the maximum number of occupants and must have a structural engineer's stamp certifying the maximum occupant load capacity.

Certain booths may require Fire Watches, electrical ventilation, smoke detection devices, fire extinguishers, multiple exits, etc., as required by Fire Prevention Officials. Contact the MCC Public Safety Department for specific requirements for your exhibit.

**IMPORTANT: Companies using a Multi-Level/Enclosed Booth must submit booth drawings/renderings to:**

**MCC Public Safety Office**

New Orleans Ernest N. Morial Convention Center  
900 Convention Center Blvd  
New Orleans, LA 70130  
[ehamm@mccno.com](mailto:ehamm@mccno.com)  
[nkerr@mccno.com](mailto:nkerr@mccno.com)  
[cglaviano@mccno.com](mailto:cglaviano@mccno.com)

**AND**

**Terri Carter**

NADA Expo Dept  
8484 Westpark Dr, Ste 500  
Tysons, VA 22102  
[expoforms@nada.org](mailto:expoforms@nada.org)



# Enclosed Multi-Level Floor Plan Reporting Form

DEADLINE: November 20, 2024

NADA Show 2025 | January 23-26, 2025  
New Orleans Ernest N. Morial Convention Center | New Orleans, LA

All exhibitors utilizing a multiple-level booth or a booth containing an enclosed area must SUBMIT THIS FORM WITH A BOOTH DRAWING/RENDERING by November 20, 2024.

Exhibiting Company \_\_\_\_\_

Contact Person \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number (Direct or Cell) \_\_\_\_\_

Booth Number \_\_\_\_\_ Booth Dimensions \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

Type of Booth: Peninsula \_\_\_\_\_ (Max Height: 20') Island \_\_\_\_\_ (Max Height: 20')

Height of tallest piece of display material or equipment \_\_\_\_\_ (Maximum height allowed: 20 feet)

Occupancy limit for enclosed area or second level \_\_\_\_\_ people

Square footage of enclosed area or second level \_\_\_\_\_ sq. ft.

Number of exits \_\_\_\_\_

Number of smoke detectors \_\_\_\_\_

Number and type of fire extinguisher(s) \_\_\_\_\_

**VERY IMPORTANT:** Attach a copy of the booth drawing/rendering to this form.

Submit this form with a booth drawing/rendering by November 20, 2024, to:

MCC Public Safety Office  
New Orleans Ernest N. Morial Convention Center  
[ehamm@mccno.com](mailto:ehamm@mccno.com)  
[nkerr@mccno.com](mailto:nkerr@mccno.com)  
[cglaviano@mccno.com](mailto:cglaviano@mccno.com)

**AND**

Terri Carter  
NADA Expo Dept  
[expoforms@nada.org](mailto:expoforms@nada.org)