

JEDCO Conference Center



Facility Operations Manual

JEDCO Conference Center

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General Information



JEDCO Conference Center

Welcome to the JEDCO Conference Center.

The JEDCO Conference Center is the ideal location for your next corporate meeting. Located on the west bank of Jefferson Parish in Avondale, the facility is only 20 minutes from downtown New Orleans and 15 minutes from Louis Armstrong New Orleans International Airport. The Center can host anything from corporate retreats, business meetings, company receptions and social events.

This new 8,000 square foot venue hosts seating for up to 150 people with all the latest technology enhancements capable of meeting the most discerning needs of event planners. The flexible space consist of a large general session meeting room and three conference rooms that can be configured in a variety of ways to meet the needs of any group. If additional space is needed, there are three additional conference rooms and multiple offices at the JEDCO Complex adjacent to the Center.

High-tech services are standard in the JEDCO Conference Center. Wi-fi hot spots are located throughout the meeting facilities, making communication easy for guests. If you need to conduct a meeting with a group or an individual who is off-site, teleconference services are available.

Other state-of-the-art amenities offered at the JEDCO Conference Center include digital monitors placed outside of all the meeting spaces that provide news headlines and up-to-date information on facility events. Additionally, the building has a business center, which offers a variety of services, including copying and faxing.

Food and beverage service at the JEDCO Conference Center is second to none. The extensive menu gives a variety of choices, including box lunches, buffets, coffee breaks, elegant catered banquets or anything in between. Custom designed menus are available.

Event Planning Services



Event Management

Following the execution of an agreement, the Center will assign a member of the conference center staff to work with event planning. The staff member will be in contact and remain as the primary Center liaison through the conclusion of the event.

The major function of the staff member is to gather all event information for events. It is important to remember the JEDCO Conference Center is a multi-purpose center. On rare occasions, the facility may have multiple events in the building. The event manager will rely on the information given to coordinate public areas for multiple events. By receiving this information in advance, the event manager will ensure the smooth operation of your event.

Audio Visual

The prevailing rates for equipment are available on a separate rate schedule. All Center equipment will be setup and operated by authorized center personnel. Equipment is available as inventory permits.

Event Cleaning

The Center will be provided to the user in "clean" condition. During the event, the Center will maintain all public common areas such as the lobby, hallways and restrooms and meeting rooms.

User is responsible for removal of bulk trash. Center will charge user for any additional trash hauls necessary due to event operations. Bulk trash is defined as any material that cannot be readily removed by a standard push broom. It is the responsibility of the user to leave the facility "broom clean," making sure that all trash, including tape residue, is removed. Excess post-event cleaning done by the Center will be billed to the user.

Telecommunications/Internet

Telecommunications and internet services can be tailored to meet specific needs. The Center can provide internet connectivity at high speeds. All meeting spaces are equipped with Ethernet connections and capabilities. The Center has the same capabilities through wireless technology. User telephones are installed and billed per order specifications.

Event Planning Services



Security

Uniformed Jefferson Parish Sheriff's Office (JPSO) deputies are the security permitted in the center. Any special security services regarding police must be arranged through the Center. Events serving alcohol will be required to use security.

Event Staff

The Center's event staff is provided exclusively by the Center. Event staff may be requested for events during move-in, event, and move-out hours. These costs are in addition to the user agreement. Additional staffing will be at the discretion of Center as deemed appropriate after carefully considering the nature and character of the event.

Event staff services will be provided as a four (4) hour minimum per person per day. Security may be required on events that leave materials/supplies in the center overnight.

Facility Operations Guidelines



Animals

It is prohibited to have live animals in the conference center without proper written permission. Contact the conference center staff for rules and regulations. Service animals, as defined under the ADA and La. R.S. 46:1952 are permitted in the JEDCO Conference Center.

Business / Health Permits / Taxes

It is the user's responsibility to procure all necessary permits. The JEDCO Conference Center will assist in providing center-related information necessary for submission but the Center will not secure such permits on behalf of user.

Damages

Prior to the move-in day, the Center staff will schedule a facility inspection to verify the condition of the Center. At the conclusion of the event move-out, a final inspection will identify and specify any damages resulting from the event.

Notify the Center staff of any damage that occurs throughout the course of the event. Center staff will file a damage report and document with photographs when applicable. The cost of repair of damages is the user's responsibility and the JEDCO Conference Center will make all repairs.

Event Services Estimates

An event services estimate will be issued to the user thirty (30) days prior to the event. One hundred percent (100%) of the event services fees are due and payable at least fourteen (14) days prior to the use of the center.

Exhibit and Registration Floor Plan Approval

The JEDCO Conference Center's exhibit and registration floor plan approval process incorporates policies mandated by the Jefferson Parish Fire Department. The Fire Department, prior to the lease of any exhibit space, must approve all floor plans.

Facility Operations Guidelines



The Center staff can provide guidelines for floor plan layout. The proposed floor plans need to be submitted to the Center staff for submission to the Jefferson Parish Fire Department for approval. Non-approved floor plans will be returned to the user with explanations. User must re-submit floor plans for approval.

Note: ALL Jefferson Parish Life Safety Code guidelines are observed by the JEDCO Conference Center as well as all federal, state and local fire codes that apply to public assembly facilities. The decisions of the Jefferson Parish Fire Department will be considered final.

Freight Deliveries

Due to limited storage space, the JEDCO Conference Center will not accept advance freight deliveries. All freight must be shipped to the center during the designated move-in period. The Center will not accept C.O.D. shipments nor responsibility for costs associated with freight delivery/pick-up during non-assigned periods. The Center will not be liable for the security of freight left following the conclusion of the move-out date(s), nor responsibility for the shipping of such freight. Freight left will be disposed of at user's expense.

Insurance

All users and their sub-contractors are required to provide a Certificate of Insurance. Specific requirements are referenced in the license agreement. Certificate(s) must be furnished to the JEDCO Conference Center thirty (30) days prior to the move-in day of the event.

Moveable Airwalls

The moveable airwalls in the meeting rooms are to be installed and removed by Center staff only.

Special Needs Facilities

In accordance with ADA, the Center provides ramp access, restroom facilities, Braille elevator buttons, phone and fire alarms for the hearing impaired, patrons with disabilities, wheelchairs, and assisted listening devices.

Facility Operations Guidelines



Room Setups

Suggested capacities for meeting rooms are provided in the Center specifications. The chart reflects maximum amount of seating allowed with a standing podium in each room. Capacities will vary with the addition of staging, dance floors and/or audio-visual requirements. Contact Center staff to confirm room capacities prior to preparing room specifications.

One basic set-up is included with the use of each meeting rooms: theater, classroom, conference or banquet style; a podium and microphone if using the Center in-house sound; head table for two, and one registration table outside the room. Any additional equipment such as pads/pencils, skirting, tablecloths for classroom tables, staging, chairs or tables can be provided at an additional charge. See the equipment inventory & rate for a listing of all equipment and current prices. Any additions/removals/turnovers in the set-up, i.e. classroom to theater style, during your event will result in an additional charge.

Parking

The JEDCO Conference Center adjoins the Patrick F. Taylor Science & Technology Academy, which shares parking. The Center provides 70 surface parking spaces adjacent to the Center with additional parking at the JEDCO Complex. Contact the Center staff for details.

Signage and Decorations

Signs, decorations and related materials may not be taped, tacked, stapled, nailed, or otherwise affixed to painted surfaces, columns, fabrics, ceiling or decorative walls in the Center. Center permanent signs, banners, etc. may not be blocked in any manner. Temporary signs may not be attached in any manner to permanent Center signage.

Banners are allowed in the Center, although there are restrictions as to what, where, when and how the banners may be hung. No banner larger than 3' x 6' may be hung in the center without prior written approval. Under no condition will signs or banners be taped, hung or otherwise attached to the Center's glass curtain wall. Center staff will be required to hang banners for a fee. No exterior banners are permitted.

Adhesive backed decals and stickers may not be distributed in the Center. Any costs incurred by the Center for the removal of these items will be charged to the user.

Facility Operations Guidelines



The use of helium balloons is prohibited. Costs associated with violation of this are the responsibility of the user.

Smoking Policy

In accordance with the Jefferson Parish Code of Ordinances Section 17-71, the JEDCO Conference Center's smoking policy restricts smoking to designated outside smoking area. Smoking is prohibited at all times in the center.

Sub-Contractors / Sub-Contractors Employees

Insurance Requirements

All sub-contractors are required to provide a Certificate of Insurance evidencing a minimum one million dollar general liability insurance as well as workman's comp coverage. The certificate must name Jefferson Parish Economic Development Commission, their Officers, Agents and Employees as additional insured. The JEDCO Convention Center, as well as Jefferson Parish Economic Development Commission, must be named as certificate holders. The Certificate must also include a 30-day cancellation notice.

All sub-contractor operations and their employees must maintain generally accepted safe operating practices and follow all OSHA guidelines to insure a safe workplace.

Tape

The center requires the use of SURETAPE PC 628 GAFFERS tape or approved equal. The user is responsible for the removal of all tape and residue marks from the facility's floors. The use of high residue tape is prohibited on hard surface floors and carpeted areas. Tape or residue left on any surface will be removed by Center staff and the cost for the removal will be billed to the user.

Rules and Regulations



Use of Center equipment, supplies and other materials is limited to Center staff unless approved in writing.

Center staff personnel must perform the movement of Center's furniture, fixtures and equipment only.

House lighting, ventilation and air conditioning will be provided as required during event hours. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during move in/out.

Use of glitter and confetti is not permitted in the Center without the prior written approval of Center staff. Costs associated with the clean-up of glitter, confetti and related materials are the user's responsibility.

The sale or distribution of novelty merchandise is prohibited without prior written approval of Center staff. All distributed materials, whether for sale or at no cost, must be distributed from locations approved by Center staff.

Holes may not be drilled, cored or punched into any part of the Center or exterior premises.

Animals and pets are not permitted in the center except in conjunction with an approved exhibit, display, show, etc. Service animals, as defined under ADA and La. R.S. 46:1952, are permitted and the owner will be fully responsible for his/her animals.

All Center utilities are property of the Center and it is prohibited to access, tamper or otherwise utilize said utilities without prior written approval of Center staff. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are user's responsibility.

No soliciting is permitted in the Center or on Center premises.

Rules and Regulations



Any and all unsafe conditions or activities shall be terminated immediately upon request by center staff. The Center will remove disruptive parties as necessary.

The Center provides on an exclusive in-house basis of all electrical, utility, event staff security, telecommunications and food and beverage services.

Alcoholic beverages may not be brought into the Center without prior written permission. Center may prohibit the consumption of alcoholic beverages at any time.

Adhesive backed decals & stickers may not be distributed in or around the Center. Costs associated with the cleanup & related materials are the user's responsibility.

Helium balloons are prohibited inside the Center.

Exterior banners are prohibited outside the Center.

All electrical cords should be taped down immediately after placement using gaffers tape.

General Fire Code Regulations

The Jefferson Parish Fire Department mandates a strict adherence to the NFPA Safety Code. The decision of the Fire Marshall of Jefferson Parish is final.

Users, exhibitors and all other parties must comply with all Federal, State, Parish and Center mandated fire codes which apply to public assembly centers.

The following materials are prohibited without written consent of Center: electrical cooking equipment; open flame devices; welding, cutting or brazing equipment; ammunition; radioactive devices; pressure vessels; exhibits involving hazardous processing and materials; fireworks or pyrotechnics; blasting agents /explosives;

Rules and Regulations



flammable cryogenic gases; aerosol cans with flammable propellants; gas operated cooking equipment; portable heating equipment.

The Center may request in writing: specifications, descriptions, etc. of any and all equipment, processes, operations, etc. from user, exhibitors, etc. and reserves the right to submit such information to the Fire Department for approval.

Exterior doors and loading dock doors are not to be propped open. Automatic closing devices are not to be tampered with.

A Fire watch is mandatory when smoke and/or hazardous machines are used inside the Center.

Storage

Crate storage is prohibited in the Center without the prior written approval of Center staff. Crate storage is the responsibility of the user.

Crates stored in interior storage rooms may not be stacked higher than within three (3) feet of sprinkler heads and a ten (10) foot radius must be maintained around all access/egress doors. Crates may not be stored in any occupied hall/room.

Exit signage, fire extinguisher, fire alarms, pull stations and related fire fighting equipment may not be hidden, obstructed or blocked.

All emergency exits, hallways and aisles leading from the building are to be kept clear and unobstructed.

Flame Test

All bunting, table coverings, drapes, signs, banners and like materials must be flame resistant and are subject to inspection and flame testing by Fire Marshall. Materials that cannot be treated for flame retardancy shall not be used.

Rules and Regulations



Flame retardant materials shall not ignite and spread over the surface when exposed to open flame.

Compressed flammable gas, flammable or combustible liquids, hazardous chemicals or materials; and Class II or greater laser, blasting agents, and explosives shall be prohibited within the center.

Liquid Propane is not permitted inside the center.

Oil cloth, tarpaper, nylon, plastic cloths and certain other plastic materials cannot be made flame retardant and their use is prohibited.

All electrical equipment must conform to the National Electrical Code and be UL approved.

Open Flame Devices

Cooking and /or warming devices shall be isolated from the public. Place the device a minimum of four (4) feet back from the booth, or provide a barrier between the cooking /warming device and public.

A minimum of two (2) feet shall be kept between cooking devices.

The surface that holds the cooking device shall be of non-combustible material.

Combustible materials shall be kept two (2) feet away from cooking device.

An extinguisher and lid or an approved automatic extinguishing system shall be required utilizing cooking or warming devices.

Rules and Regulations



Event and Registration Floor Plan Approval

Detailed floor plans are required for events and registration areas and any other special activities located in the meeting rooms and/or public areas.

Prior to the final lease or assignment of any space, user shall submit proposed floor plan to Center staff for review and approval.

Any necessary changes in proposed floor plan will be forwarded to user by Center.

Layout and Setup

No exhibit booth, registration table or related material may be placed within 20' of main entrance and exit.

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.

Clear access must be maintained to all conference center staff (i.e. restrooms, concession stands, utility rooms, etc.)

Security

User is responsible for event staff in all areas specifically licensed to user including meeting rooms, lobbies, loading docks, service areas, etc.

The Center may require user to provide minimum levels of event staff coverage in any leased space and other areas (i.e. loading dock, public access areas, registration areas, etc.). Such coverage will be at user's expense.

JEDCO Conference Center's staff reserves final rights to admit access of any event personnel to any Center space.

Rules and Regulations



Food and Beverage

ALL food and beverages are operated and controlled exclusively by the Center's caterer.

Any and all exhibitors offering food or beverage sampling must have approval by the Center staff. Upon approval, the exhibitor will then adhere to the following:

- Food items must be administered and limited to "sampling" or "bite" size portions.
- Beverage items must be distributed in containers no greater than four (4) ounces, and no more than three (3) ounces of product may be distributed per container.
- Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar service, etc.) must be purchased from the Center's caterer.
- Restrooms and/or facility kitchen may not be used as exhibitor clean up areas.
- Space utilized for storage, preparation, etc. of product must be approved in writing by the center.
- Securing of all necessary licenses, permits, etc. is the responsibility of user.
- Costs associated with the disposal of trash, waste, etc. from sampling are the responsibility of user.

Miscellaneous

Circumstances and operations not covered in these rules and regulations will be subject to interpretation, stipulations and decisions deemed necessary and appropriate by Center staff.

Book Policy



In the process of scheduling the Center and dates, the following terms shall always apply to scheduling commitments, i.e., reservations issued by the JEDCO Conference Center:

Tentative

Facility and dates will be temporarily held pending notification to the contrary by either party. In the event a tentative commitment is released by the JEDCO Conference Center, the requesting party will be notified that the space and/or dates have been released.

Confirmed

Space and dates are considered confirmed or under contractual commitment only upon execution of a JEDCO Conference Center User Agreement by the event sponsor and the JEDCO Conference Center, specifying all details of the commitment.

No variance from the Center's agreement represented in the above terms may be made in any case except upon the prior express written approval of the Center.

Reservation Status

Tentative reservations are subject to the approval of the Center and are subject to the following:

1. All tentative reservations can be cancelled by the Center. If a tentative reservation is cancelled by the Center, both holder and requesting party will be notified that the dates have been released by the Center.
2. All events are considered on a tentative hold until there is a fully executed user agreement. Until a user agreement is fully executed and the full amount of agreed upon deposit is received, sub-contracting, advertising or leasing of Center space or access is prohibited.

Facility Specifications



Room Capacity

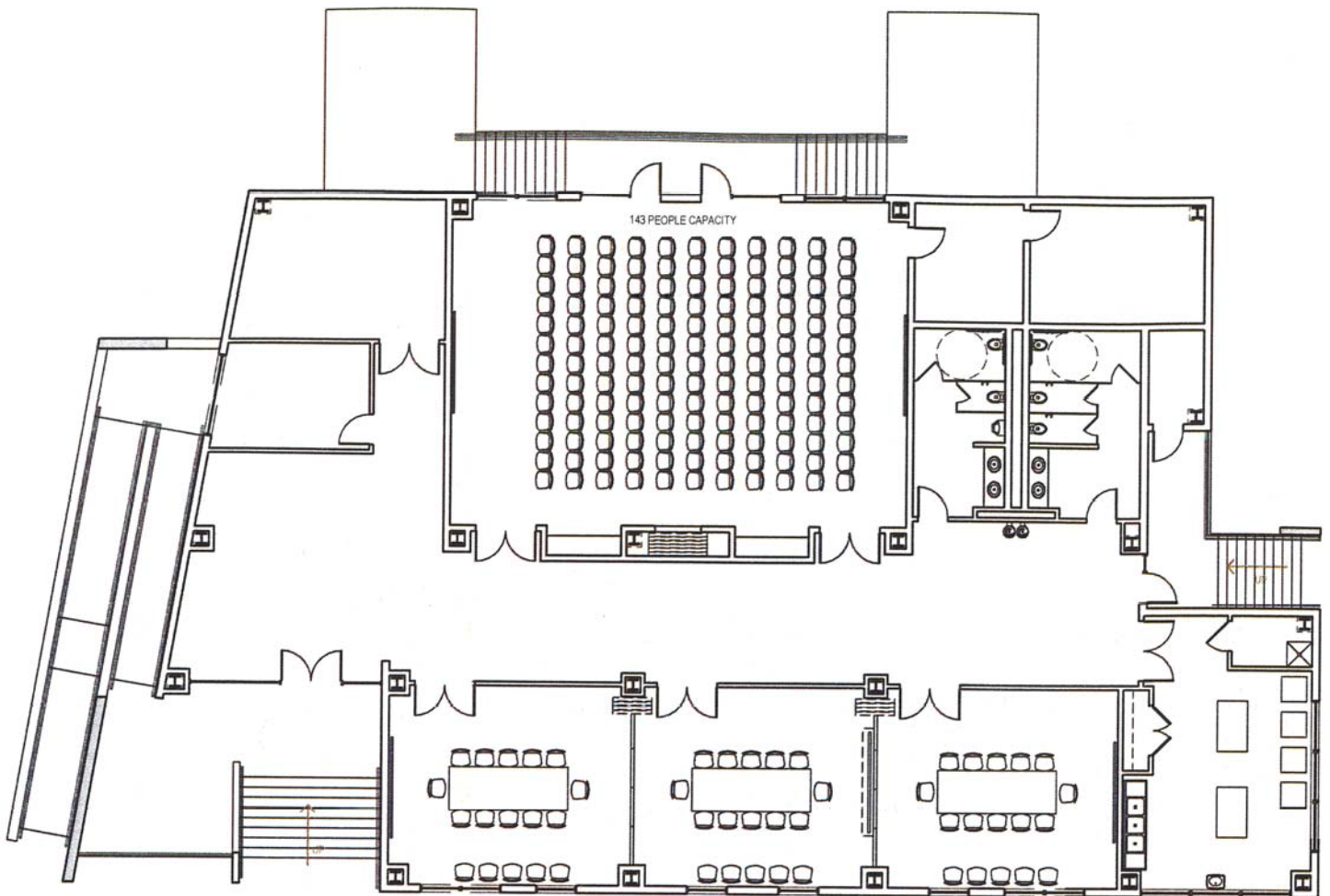
SPACE	DIMEN- SIONS	CEILING HEIGHT	SQ. FT.	THEATER	CLASSROOM (3 PER 6 ft.)	BANQUET	HOUSE SCREEN
Conference Room	32' X 46'	10'	1,472	144	60	56	10'W, 16:9
Meeting Room 1	20' X 22'	10'	440	36	12	20	5'W, 16:9
Meeting Room 2	20' X 22'	10'	440	36	12	20	5'W, 16:9
Meeting Room 3	22' X 23'	10'	506	36	12	20	5'W, 16:9
Combined Meeting Rooms	22' X 63	10'	1,260	108	36	60	5'W, 16:9
Lobby	22' X 22'	16'	484				
Concourse	12' X 67'	16'	804				

Capacity above reflects the maximum amount of seating allowed with a standing podium in each room. The addition of head tables, risers, dance floors, food service tables, or audio-visual equipment will reduce capacity.

Facility Specifications



Theater Style Seating

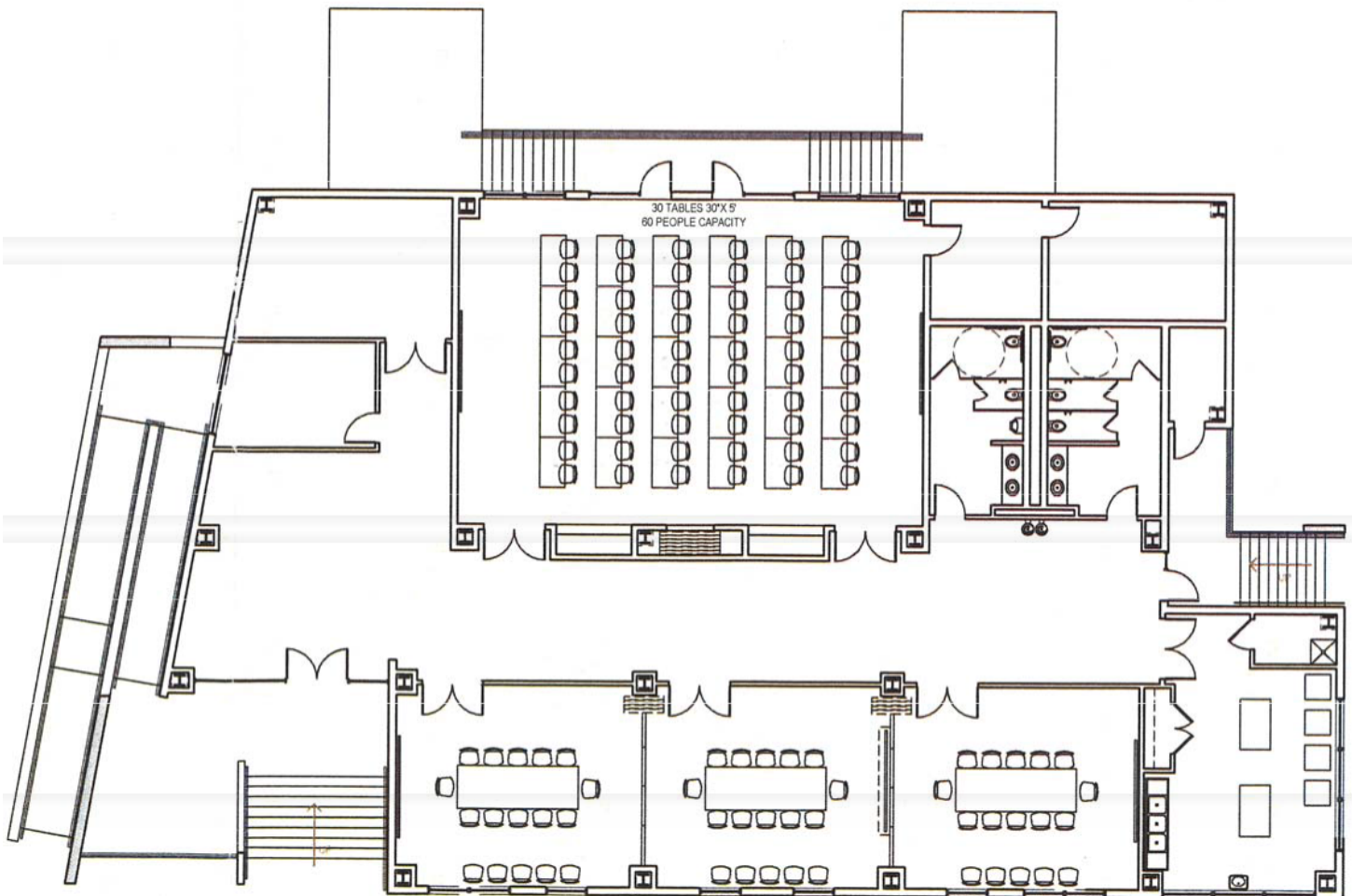


140 People Capacity

Facility Specifications



Classroom Style Seating

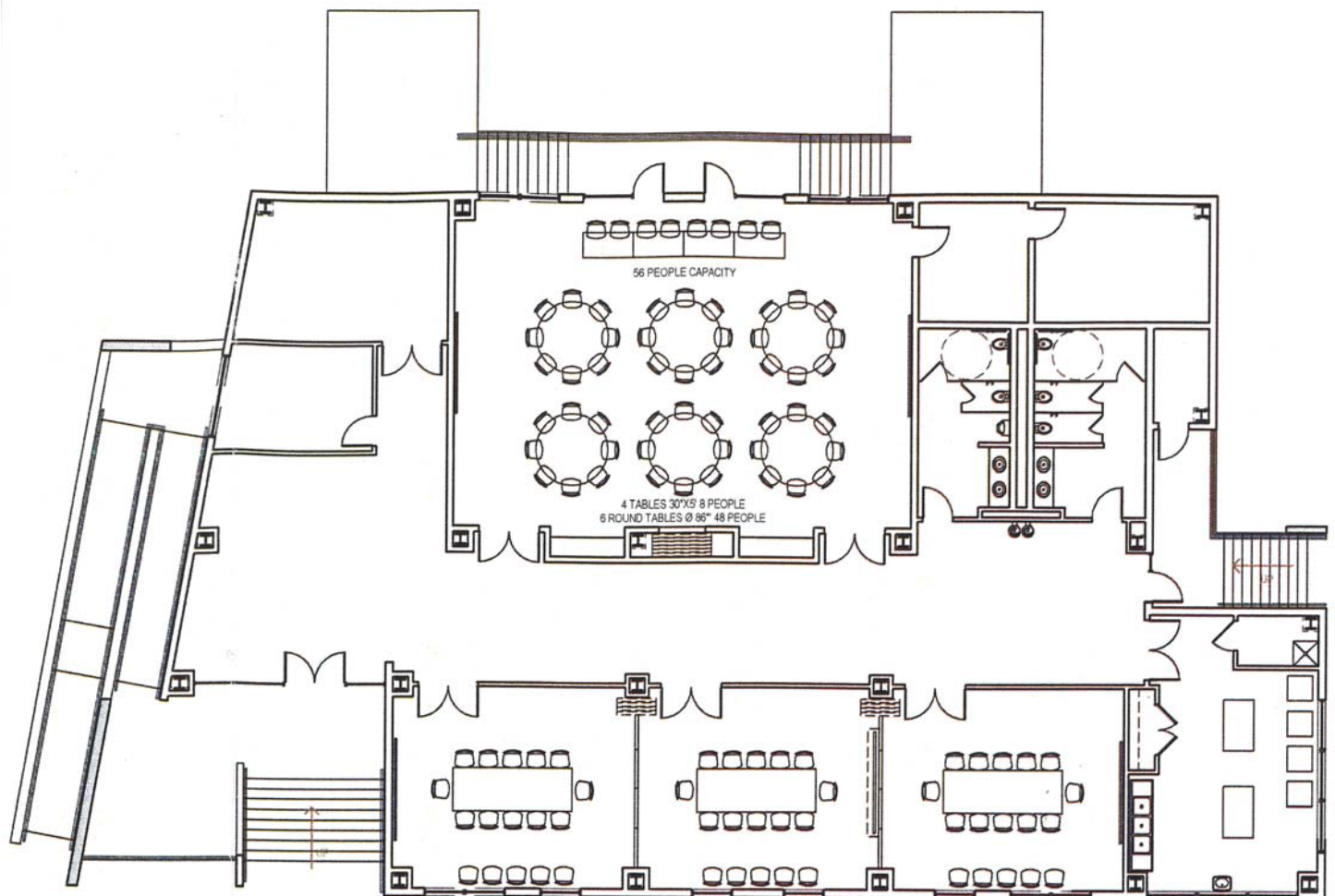


30 Tables 30" X 5'
60 People Capacity

Facility Specifications



Banquet Style Seating



45 People Capacity

Equipment Inventory and Rates



EQUIPMENT	PRICE
CHAIRS Padded Meeting Room Chair	\$1.25 / day
DANCE FLOOR 4' x 4' Sections	\$4.00 / section
PIPE & DRAPE 10' high	\$10.00 / running ft.
RISERS (Carpeted) 6' x 8' Section - 16" & 24" Height	\$15.00 / section
TABLES & SKIRTING 18" x 72" 6ft Classroom (plastic top) 30" x 96" 8ft table 72" round Linen Table Top (white) Table Skirting (black)	\$6.00 / day (bare) \$6.00 / day (bare) \$6.00 / day (bare) \$6.00 / day \$5.00 / day
MISCELLANEOUS Easel Flags with Poles(US & State) Pads and pens Podium (standing) Podium (table top) Stanchion & rope	\$5.00 / day NC \$2.50 / set \$5.00 / day \$3.00 / day \$5.00 / day

Terms and Conditions

Prices subject to change.

All equipment is to be set up by the Center's personnel and remains the property of the Center.

Certain items on this list may be provided free of charge as part of the base rental. Consult with the Event Coordinator.

Equipment Inventory and Rates



Special Services Rate Sheet

(All rates current for 2013 fiscal year)

Housekeeping Services	
Pre and Post-show Labor (4 hr. min.)	\$17.00 / hr
Special Janitorial Service (4 hr. min.)	\$17.00 / hr.
Bulk Trash Removal	\$17.00 / hr.
Event Services / Miscellaneous	
Emergency Medical Technician (4 hr minimum)	\$26.50 / hr
Fire Marshal	\$64.00 / hr
Sound System	\$50.00 / per day
TV Cable	\$100 / per day
Security	
Police Officer (4 hour minimum)	\$42.50 / hr.
Event Supervisor (4 hour minimum)	\$21.00 / hr.
Event Staff (4 hour minimum)	\$19.00 / hr

Terms and Conditions

Prices subject to change.

Certain items on this list may be provided free of charge as part of the base rental. Consult with the Event Coordinator.

Approved Vendor List



Certificate of Insurance Information



REQUIREMENTS FOR CERTIFICATE OF INSURANCE:

1. Originals only - NO photocopies.
2. Name of insured on certificate must be identical to name on the License Agreement.
3. Description of Operations

Must read:

Additional Insured Include: Jefferson Parish Economic Development Commission (JEDCO), JEDCO Board of Commissioners, Jefferson Parish, Louisiana, Agents and Employees

Event name, Dates (Move-in, Show, & Move-out)

4. Certificate Holder

JEDCO
700 Churchill Parkway
Avondale, LA 70094

5. Cancellation - must be for 30 days.

Contractor shall furnish insurance against any and all loss or claims arising out of the operations of its agents, employees, sub-contractors or invitees for the protection of JEDCO, their officers, directors, employees and agents. Said insurance shall be maintained with firms duly authorized to do business in the State of Louisiana.

A. Worker's Compensation Louisiana Statutory Limits

B. Employers' Liability

\$100,000 Each Accident

\$100,000 Each Employee

\$500,000 Aggregate

C. Comprehensive General Liability

\$1,000,000 Bodily Injury and Property Damage Combined Single Limit. Coverage shall include Premises and Operations, Contractual, Personal Injury, Independent Contractors and Broad Form Property Damage including Completed Operations.

Tech Questionnaire



TECH QUESTIONNAIRE

Date:

Event Date:

Phone:

Fax:

Light:

Sound:

Audio Visual:

Event:

Production Company:

Contact Name:

Power Requirements:

Stage:

Size:

Location:

Pipe & Drape:

Crew Needs:

Lighting:

Trusses:

Rigging Instrument:

Follow Spots:

Special Effects:

Fog/Haze/Smoke:

Mix Position, Snake Run:

Crew Needs:

Sound:

Floor of Hung Rigging:

Mix Position, Snake Run:

Tech Questionnaire



Crew Needs:

Audio Visual:

Screen:

Projector(s) #:

Type:

Cameras fixed:

Hand Held:

Rigging:

Scaffolding:

Crew Needs:

Other:

Event Information:

Load-In:

Show Hours:

Load-Out:

Fork lift: _____ Scissor lift: _____ Genie lift: _____ Ladder: _____

Truck(s) #: _____ Types: _____ Loaders: _____

Stage set prior to Arrival:

No?: _____ Yes?: _____ When?: _____

Seating set prior to Arrival:

No?: _____ Yes?: _____ When?: _____

A/C Requirements:
