

Pack In/Pack Out Guideline - New Orleans Ernest N. Morial Convention Center – Exhibitor FAQ

We have a new **Pack In/Pack Out guideline** at the New Orleans Ernest N. Morial Convention Center for 2025. This is an effort to reduce some of the largest, but preventable, waste impacts from events.

We are requiring Exhibitors to remove all booth components, especially CARPET and PADDING.

What is Pack In/Pack Out?

- A guideline that keeps major items that are re-usable and recyclable out of the waste stream. We ask that Exhibitors use these **Best Practices**.
- For example – General Service Contractors rent out **carpet and padding** that are used multiple times or recycled. Booth components like furniture and pipe and drape can be rented so that they can be reused as well.
- **Exhibitors** can follow this practice by **renting** or packing out and **returning** booth items and anything that cannot be recycled onsite.

What are the main items we see left by Exhibitors on the show floor that end up in the landfill?

- **Carpet padding and carpet.**

We see these additional items from the show:

Booth items; Carpet; Padding; Carpet Tubes; Flooring; Packing Materials; and Pallets.

*Note: Items like **cardboard, Visqueen, metal and wood** (unpainted) can be **recycled here at the facility**. Please see our Know Where to Throw Program at: [Know Where to Throw - MCCNO](#) and in Spanish at: [Saber Dónde Tirar - MCCNO](#)

What should we do?

- **Rent or Return:**
 - The best practice is **renting** carpet and padding. Although renting may seem more expensive, the overall cost is similar to purchasing and leaving behind.
 - If an exhibitor does purchase these items, the cost to return is not significant if included in overall shipping costs.
- **Communicate.** Please see attached flyer on what is restricted – communicate to your booth supply house and EAC.
- **If this problem persists, we will be enforcing fees and fines on Exhibitors and Events.**

Why Pack In/Pack Out?

- We have introduced many recycling programs for exhibit halls and reduced the waste for events.
- However, through our waste auditing process, **we have observed that up to 25% of the waste in shows is re-usable and recyclable, especially carpet and padding.**
- Your participation and cooperation will reduce this wasteful event industry practice.

Questions?

- Please contact **Linda Baynham, Director of Sustainability and Corporate Social Responsibility**
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