

New Orleans Public Facility Management, Inc.
Morial Convention Center-New Orleans (MCCNO)
900 Convention Center Boulevard
New Orleans, LA 70130
(504) 582-3000

Prior to Unmanned Aircraft Systems/Drone Approval the Operator and MCCNO Management must submit the following:

Operator and MCCNO Management:

- A signed and dated **Policy on Use of Unmanned Aircraft System/Drones** (attached)
(signature required by both parties)

Operator:

- Current FAA Remote Pilot Airman Certificate
- Certificate of Insurance for General Liability coverage that specifically states coverage for drone exposures. *(Sample Operator COI attached)*
- Drone or UAS specifications
- Description of intended use

Please note it shall be the Operator's responsibility to determine whether or not a Certificate of Authorization (COA) or Waiver is required by FAA for intended use.

Submit all required documents to:

Babette Rader brader@mccno.com

Any question can be directed to brader@mccno.com or (504) 582-3073.

**New Orleans Public Facility Management, Inc.
New Orleans Ernest N. Morial Convention Center
900 Convention Center Boulevard
New Orleans, LA 70130
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MCCNO POLICY ON USE OF UNMANNED AIRCRAFT SYSTEMS/DRONES

In addition to complying with applicable state law and any rules and/or regulations promulgated by the Federal Aviation Administration (FAA), anyone desiring to operate an unmanned aircraft system (UAS) and/or drone in, on or over property owned by the Ernest N. Morial New Orleans Exhibition Hall Authority or New Orleans Public Facility Management, Inc. d/b/a New Orleans Ernest N. Morial Convention Center (Owner) must comply with the following policies and procedures.

It is the sole responsibility of the drone owner and operator to be familiar with current FAA regulations at the time of drone operation and to follow such regulations without exception. NOPFMI is not responsible for reviewing and updating FAA information as respects to this policy.

1. PRIOR APPROVAL.

Any party wishing to use a UAS or drone in, on or over NOPFMI property (Operator) must submit the following information to NOPFMI and Show Management for prior approval:

- a. The specifications of the proposed UAS or drone (size, weight, height, etc.); and
- b. A description of the intended use, including whether or not images will be recorded.

Only licensed and insured operators may operate a drone or UAS on or over NOPFMI property. The drone or UAS must be operated in a safe manner at all times.

2. CERTIFICATE OF AUTHORIZATION / WAIVER.

It shall be the Operator's responsibility to determine whether or not a Certificate of Authorization (COA) or Waiver is required by the FAA to operate a drone or UAS on or over NOPFMI property. If a COA or Waiver is required, Operator must obtain said COA or Waiver and provide NOPFMI with a copy of same at least 72 hours prior to the scheduled event. To the extent the FAA imposes any limitations on use of the UAS or drone, Operator is responsible for complying with those limitations.

3. PROHIBITED USES.

- a. No UAS or drone is allowed in the Convention Center without prior written approval by the New Orleans Public Facility Management, Inc.
- b. No UAS or drone may be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include but are not limited to restrooms, dressing rooms, etc.
- c. No UAS or drone may be used to monitor or record sensitive, personal or proprietary information which may be found, for example, on individuals' workspaces, on computers or other electronic displays.

4. RECORDING IMAGES.

Anyone operating a drone or UAS for the purposes of recording or transmitting visual images must take all reasonable measures to avoid recording and/or transmitting images that would normally be considered private.

The Owner retains the rights to approve the use of Owners Marks including any artwork or signs, trademarks, names, logos and other intellectual property and all personnel.

5. INSURANCE REQUIREMENTS.

Prior to operating a drone or UAS on or over NOPFMI property, the Operator must furnish the Show Organizer and NOPFMI with proof of insurance as follows: Evidence of General Liability coverage in the form of a Certificate of Insurance (COI) with minimum limits of \$1,000,000 per occurrence shall be provided. Such coverage shall name and evidence the City of New Orleans, New Orleans Public Facility Management, Inc., and Ernest N. Morial - New Orleans Exhibition Hall Authority as Additional Insureds for both on-going and completed operations. Further, the evidence of coverage shall contain a Waiver of Subrogation in favor of the Additional Insureds. The COI shall specifically confirm coverage for the drone exposure in the description section of the document.

6. INDEMNIFICATION.

The Applicant must provide contractual liability insurance which will, to the fullest extent permitted by law, indemnify, defend and hold harmless the Authority and NOPFMI and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to harm to individuals, damage to NOPFMI or a third party's property, and reasonable attorneys' fees, arising out of or resulting from Applicant's use of a drone or UAS on or over NOPFMI property. Any damages that are incurred as a result of Applicant's use of a drone or UAS on or over NOPFMI property shall be the sole responsibility of the Applicant, not NOPFMI.

7. VIOLATIONS OF MCCNO POLICIES

A violation of these policies and procedures may result in termination and/or cancellation of contracts for third party tenants or vendors.

8. MISCELLANEOUS.

Any additional costs that are incurred by MCCNO as a result of Operator's use of a drone or UAS on or over MCCNO property shall be the responsibility of Operator.

Acknowledged and agreed to this _____ **day of** _____ **, 20**__

OPERATOR

Name (Please Print): _____

Signature: _____

Title: _____

OPERATOR

Name (Please Print): _____

Signature: _____

Title: _____

Approved on this _____ **day of** _____ **, 20**__

MCCNO MANAGEMENT

Name (Please Print): _____

Signature: _____

Title: _____

Event: _____

MCCNO APPROVAL:

Ins: _____

Public Safety: _____

Bldg. Ops: _____

Mgmt.: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
XX/XX/XX

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 have ADDITIONAL INSURED provisions or 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 ABC Insurance Agency Mainstreet, USA	CONTACT NAME: PHONE (A/C. No. Ext): _____ FAX (A/C. No): _____ E-MAIL ADDRESS: _____	
	INSURER(S) AFFORDING COVERAGE	
INSURED Drone Sample COI	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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____	Y	Y	XXXXXXXXXX	XXXX	XXXX	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED _____ RETENTION \$ _____						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	Y	Coverage includes employees in Louisiana		<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

New Orleans Public Facility Management, Inc., Ernest N. Morial New Orleans Exhibition Hall Authority, and City of New Orleans are named as Additional Insured on General Liability policy General Liability Additional Insured endorsements include coverage for both ongoing operations per CG 2010 AND completed operations per CG 2037. All policies contain a waiver of subrogation in favor of the Certificate Holder. General Liability policy includes coverage for Unmanned Aircraft System and/or Drone exposure.

CERTIFICATE HOLDER**CANCELLATION**

New Orleans Public Facility Management, Inc., Ernest N. Morial New Orleans Exhibition Hall Authority, and City of New Orleans 900 Convention Center Blvd. New Orleans, LA 70130	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