



SHOW NAME	PAYMENT IN U.S. DOLLARS MUST ACCOMPANY ANY ORDER. MAKE CHECKS PAYABLE TO NOPMI OR USE PAYMENT AUTHORIZATION FORM. All orders emailed/faxed/mailed will incur a \$50.00 processing fee.		ADVANCED RATE DEADLINE	<u>4</u> / <u>16</u> / <u>2018</u>
EXHIBITION FIRM NAME	BOOTH NUMBER	SHOW DATE (S) <u> </u> / <u> </u> / <u> </u> TO <u> </u> / <u> </u> / <u> </u>		
ADDRESS	EMAIL ADDRESS	TELEPHONE OR FAX		
CITY, STATE, ZIP	ON SITE CONTACT NAME	ON SITE CONTACT NUMBER	ORDER CONTACT NAME	

Compressed Air (100 PSI)

	CFM Total	Advanced	Standard	Onsite	Quantity	TOTAL
Single Outlet 1/2"	Price Available Upon Request (504) 582 - 3036					
Single Outlet 3/4"		\$361	\$440	\$550.00		\$
Branch Outlets		\$200	\$250	\$312.50		\$

- Exhibitor must supply regulator and filter • All service originates from overhead
- 24 Hour Service is available for compressed air. Add a 50% Outlet.

24 Hour Service Required

Water (80 PSI)

	CFM Total	Advanced	Standard	Onsite	Quantity	TOTAL
Single Outlet 3/4" - COLD (Drain Not Included)		\$300	\$390	\$487.50		\$
Single Outlet 3/4" - HOT (Drain Not Included)		\$400	\$520	\$650.00		\$
Branch Outlets		\$200	\$260	\$325.00		\$
Fill and Drain to 500 Gallons (1time fill and drain Included)		\$287	\$396	\$495.00		\$
Additional 250 Gallons		\$199	\$250	\$312.50		\$
"Everything But the Kitchen Sink Package" <small>HOT and COLD water service with drain included. Sink not provided.</small>		\$860	\$989	\$1236.25		\$

- Exhibitor must supply regulator and filter • All service originates from overhead

Food Grade Hose Required

Drain Service

	CFM Total	Advanced	Standard	Onsite	Quantity	TOTAL
Connection		\$257	\$364	\$455		\$
Branch Outlets		\$155	\$181	\$226		\$

Sizes Required - _____ • 2" Maximum Drain Line

Gas (6' Water Column, 2 PSI)

	CFM Total	Advanced	Standard	Onsite	Quantity	TOTAL
Single Outlet 1/2" Natural Gas		\$304	\$361	\$457.50		\$
Single Outlet 3/4" Natural Gas		\$329	\$386	\$482.50		\$
Single Outlet 1" Natural Gas		\$429	\$486	\$552.50		\$
Branch Outlets		\$231	\$272	\$340.00		\$

- Exhibitor must supply regulator and filter • All service originates from overhead

Steam	Price Available Upon Request (504) 582 - 3036
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INSTALL/DISCONNECT DATE AND TIME | MATERIALS AND SPECIAL /CONDITIONS
CALL FOR SPECIALTY FITTINGS, BOOTH RECONFIGURATION, SPECIAL SERVICES

LABOR RATES Per 1/2 Hour - 1/2 Hour min

M-F - 8:00AM - 4:30PM - \$80/HOUR	\$
M-F - 4:30PM - 8:00AM - \$120/HOUR	\$
SATURDAY - \$120/HOUR	\$
SUNDAY & HOLIDAYS - \$160/HOUR	\$

TOTAL AMOUNT DUE \$

Customer Acceptance of Terms & Conditions:

Date: ___ / ___ / ___

Please send forms and payment via

X _____
See Additional Terms and Conditions on Reverse Side

EMAIL • Exhibit_services@mccno.com
FAX • (504) 582 - 3088
PHONE • (504) 582 - 3036
please call for additional services and rates

MAIL • ATTN: Financial Services
900 Convention Center Blvd
ATTN: Exhibit Services
New Orleans, LA, 70130
ONLINE • services.mccno.com

PLUMBING TERMS & CONDITIONS

1. Location of service in booth must be designated. Diagrams indicating booth orientation are required.
2. Rates listed for all connections include bringing the service to booth in the most convenient manner and DO NOT INCLUDE connecting equipment, special wiring, ramping, making specialized installations or labor.
3. Additional service charges and labor charges may be assessed for installation. Payment must be rendered in Full when billed during the event. Service may be interrupted if payment is not received.
4. **Any additional cost incurred by MCCNO to (1) assist in trouble diagnosis or problem resolution found not to be the fault of MCCNO or (2) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.**
5. **All service issues must be reported to the MCC Service Desk prior to the close of the event.**
6. **Claims will not be considered unless filed in writing by exhibitor prior to close of event.**
7. **Credit will not be given for service installed and not used.**
8. **Cancellation – All cancellations must be submitted in writing. A \$50.00 processing fee will be applied to orders cancelled prior to installation. No credit is given for service cancelled after installation.**
9. The Convention Center is responsible for the installation of all electrical distributions from the power source to the exhibit. Distribution is defined as all cable, connectors and hardware up to the first connection that follows the last branch circuit protection device.
10. Any branch circuit connection which is terminated in a non-Nema rated connector (i.e. bare wire, disconnect) must be made by a Convention Center electrician
11. All equipment, regardless of source of power or plumbing connection must comply with Federal, State and Local codes. The Convention Center reserves the right to inspect all electrical and/or plumbing devices and connections to ensure compliance with all codes.
12. If further explanation of your plumbing/electrical requirements is necessary, please attach a separate sheet to this form.
13. If a technical data sheet on equipment indicating connections and/or description of equipment to be connected is available, please attach sheet or description to the Utility Location form.
14. Please indicate locations of outlets in booth on the utility locations form.
15. If no location is provided, the drop is installed in the center rear of the booth. Labor charges will apply to relocate the service
16. All connections are subject to approval by MCC, and only the Convention Center Mechanics are authorized to make air, water, drain, gas, and steam connections.
17. All fittings are SPT.
18. Gas branches are not permitted under carpet.



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Standard Line Service for Telephones, Modems, Fax, and POS Machines	Advanced	Standard	Onsite	Quantity	TOTAL
Unrestricted Telephone Line - (CC# required for Long Distance)	\$260	\$305	\$381. ²⁵		\$

Telephone Sets (Includes telephone instrument and service)	Advanced	Standard	Onsite	Quantity	TOTAL
Single Line Sets	\$281	\$330	\$412. ⁵⁰		\$
Single Line Speakerphone	\$313	\$367	\$458. ⁷⁵		\$
Message Waiting Single Line Sets	\$313	\$367	\$458. ⁷⁵		\$
Multi-Line Speakerphone Sets	\$460	\$555	\$693. ⁷⁵		\$
Polycom Conference Phone	\$450	\$560	\$670. ⁰⁰		\$

Other Telecom Services	Advanced	Standard	Onsite	Quantity	TOTAL
Voice Mail	\$26	\$50	\$75. ⁰⁰		\$
Call Waiting, Call Pickup, Rollover/Hunt	\$15	\$15	\$15. ⁰⁰		\$
Direct Dial Line	\$421	\$475	\$588. ⁵⁰		\$
Extend Analog Pots Line From Dmark to Booth	\$206	\$242	\$302. ⁵⁰		\$
Extend ISDN BR1 Line From Dmark to Booth	\$309	\$364	\$455. ⁰⁰		\$
Extend T1 Circuit From Dmark to Booth	\$1,854	\$2,238	\$2,738. ⁴⁰		\$
Move Line Fee	\$52	\$52	\$52. ⁰⁰		\$

LABOR RATES Per 1/2 Hour - 1/2 Hour min	INSTALL/DISCONNECT DATE AND TIME MATERIALS AND SPECIAL /CONDITIONS	
M-F - 8:00AM - 4:30PM - \$80/HOUR		\$
M-F - 4:30PM - 8:00AM - \$120/HOUR		\$
SATURDAY - \$120/HOUR		\$
SUNDAY & HOLIDAYS - \$160/HOUR		\$

TOTAL AMOUNT DUE \$

Customer Acceptance of Terms & Conditions: _____ Date: ___/___/___

See Additional Terms and Conditions on Reverse Side

Please send forms and payment via
 EMAIL • Exhibit_services@mccno.com MAIL • ATTN: Financial Services
 900 Convention Center Blvd
 FAX • (504) 582 - 3088 ATTN: Exhibit Services
 PHONE • (504) 582 - 3036 New Orleans, LA, 70130
 please call for additional services and rates ONLINE • services.mccno.com

TELEPHONE SERVICE TERMS & CONDITIONS

1. Location of service in booth must be designated. Diagrams indicating booth orientation are required.
2. Rates listed for all connections include bringing the service to booth in the most convenient manner and DO NOT INCLUDE connecting equipment, special wiring, ramping, making specialized installations or labor.
3. Additional service charges and labor charges may be assessed for installation. Payment must be rendered in Full when billed during the event. Service may be interrupted if payment is not received.
4. All material and equipment furnished by the Convention Center shall remain the property of the Convention Center and shall be removed ONLY by Convention Center Personnel.
5. **Any additional cost incurred by MCCNO to (1) assist in trouble diagnosis or problem resolution found not to be the fault of MCCNO or (2) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.**
6. **All service issues must be reported to the MCC Service Desk prior to the close of the event.**
7. **Claims will not be considered unless filed in writing by exhibitor prior to close of event.**
8. **Credit will not be given for service installed and not used.**
9. **Cancellation – All cancellations must be submitted in writing. A \$50.00 processing fee will be applied to orders cancelled prior to installation. No credit is given for service cancelled after installation.**
10. Customer provided/ordered circuits must be installed and working 2 days before show move-in.
11. End user is responsible for compliance with all applicable federal, state or local laws pertaining to the use of all services.
12. The equipment and services will be provided only during the dates of the event the Customer is participating.
 1. **Long Distance** – Long Distance (inter-exchange) services are provided by the Center under license arrangements (1 + dialing). The Center will process billing for such services. **A credit card is required for long distance charges.**
 2. **Equipment Management** – Customer will be responsible for returning all telephone sets or other equipment and related materials to the MCC Exhibitor Service Center at the close of the show unless prior arrangements have been made with the Services Center.
 - **A signature is required delivery of your telephone sets. Please notify the MCCNO service desk when you are available to receive.**
 - The following costs will be charged to the customer's credit card account if equipment is not returned: **Single line sets - \$78.75 Multi line sets \$388.50 Hubs - \$250.00. A credit card is required for rental of all equipment.**

UTILITY LOCATION

INFORMATION FORM

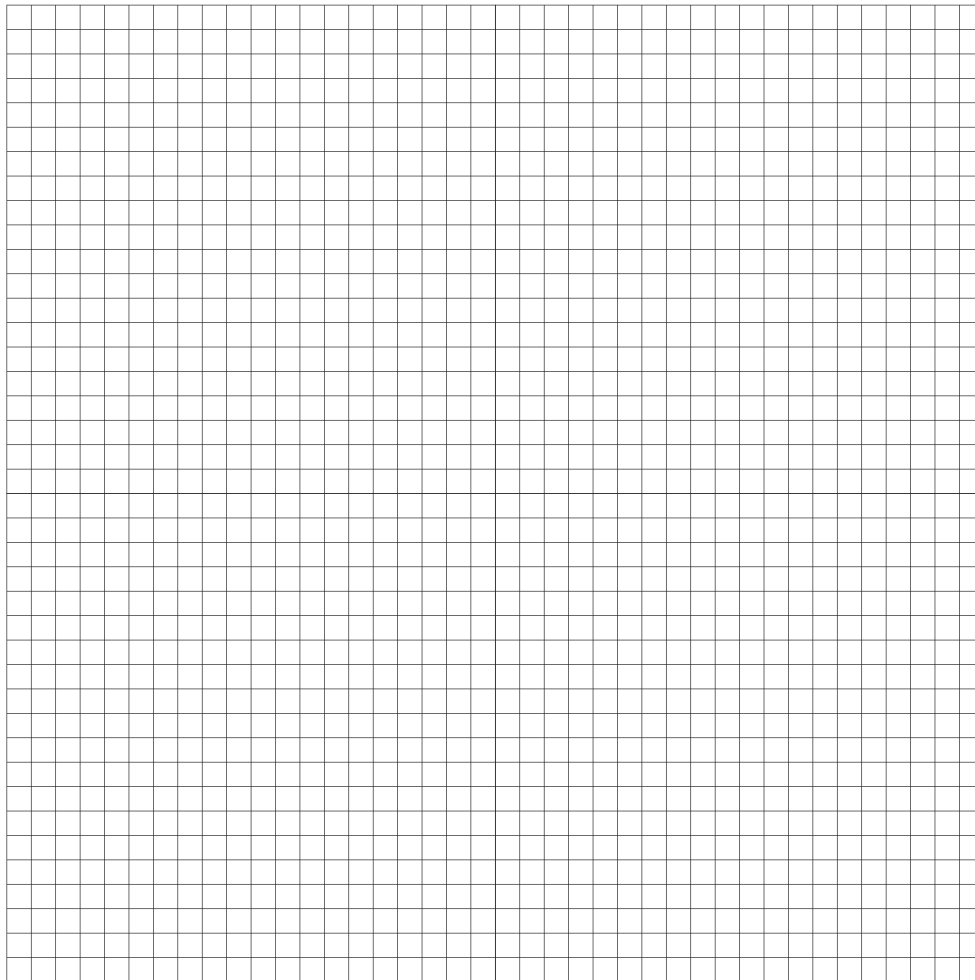
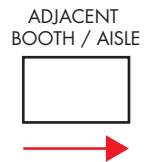
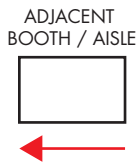
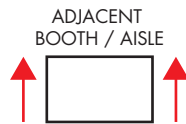


SHOW NAME			
EXHIBITION FIRM NAME	BOOTH NUMBER	SHOW DATE (s)	
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CITY, STATE, ZIP	ON SITE CONTACT NAME	ON SITE CONTACT NUMBER	ORDER CONTACT NAME

To ensure proper installation of your services, a booth floorplan must be submitted with your service orders and requests. If you do not have a booth plan, you can use the grid on this form.

- Indicate the borders of your booth with a thick dark line if it's not square.
- Indicate the scale of the grid (e.g. 1 square = 1 foot) or booth dimensions.
- Please mark the adjacent booth/aisle numbers to ensure correct service orientation.
- Mark all requested service locations and indicate internet/telephone/wattage/amps/or voltage at each location. Marked locations should accurately reflect services ordered.

 X
 BOOTH DIMENSIONS



PAYMENT AUTHORIZATION FORM

**** MANDATORY FORM ****



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If you intend to utilize the services of the Morial Convention Center, this form must be completed and returned to the above address. Please select the method of payment you will be using for services provided:

NEW MCCNO CLIENT 3RD PARTY PAYMENT

ONLINE ORDER/PAYMENT

• Please visit <http://services.mccno.com> to complete your order online. **All orders emailed/faxed/mailed will incur a \$50.00 processing fee.**

COMPANY CHECK

• Please make check payable to the **Morial Convention Center**,
• Express Mail Address: 900 Convention Center Blvd., Attn: Exhibit Services, New Orleans, LA 70130

BANK TRANSFER

• Contact Exhibit Services at (504) 582-3036 for bank payment information.
• Please Reference the name of the show and booth number on all Bank Transfers so we can properly credit your account.

CREDIT CARD

• For your convenience, we will use this authorization to charge your credit card account for advance orders, and any additional amounts incurred as a result of show site orders placed by your representative.
• These charges may include labor.
• Please complete the information requested below.

CARDHOLDER NAME	COMPANY
CREDIT CARD BILLING ADDRESS	STATE/PROVINCE
CITY	COUNTY/PARISH
ZIP/POSTAL CODE	INVOICE EMAIL ADDRESS

CARD/ACCOUNT NUMBER

CVW CODE _____ EXPIRATION DATE: ___ / ___ / ___



Cardholder Signature:
X _____

We have read, understand, and agree to all items as described on both sides and have advised our show site representative accordingly.

Exhibitor Signature _____ Date: ___ / ___ / ___ Print Name X _____

Forms and payment can be sent via the following methods. For additional service & rates please call The Exhibit Services Department. Payment in U.S. Dollars must accompany any order. Make Checks Payable to Morial Convention Center or Include Payment Authorization Form.

EMAIL • Exhibit_services@mccno.com
FAX • (504) 582 - 3088
PHONE • (504) 582 - 3036
MAIL • ATTN: Exhibit Services
900 Convention Center Blvd
New Orleans, LA, 70130

PAYMENT TERMS & CONDITIONS

1. Conditions for processing service order forms:
 - A. Payment for service must accompany service orders. **NO EXCEPTIONS!**
 - B. Personal checks will not be accepted. Service will not be installed if payment is not received.
 - C. Incomplete hook-ups or power requirement information will delay processing.
 - D. Booth number(s) must be identified on the face of the form.
 - E. Location of power in booth must be designated. Diagrams indicating booth orientation are required.
 2. Rates listed for all connections include connecting the service to booth in the most convenient manner and **DO NOT INCLUDE** labor for making specialized installations, special wiring, material or ramping.
 3. Additional service charges and labor charges may be assessed for installations. Payment must be rendered **IN FULL** when billed during the event. Service may be interrupted if payment is not received.
 4. Claims will not be considered unless filed in writing by exhibitor prior to close of event.
 5. Credit will not be given for service installed and not used.
 6. There is a 10% charge to change and reprocess the method of payment submitted for an account.
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INTERNATIONAL EXHIBITORS

We require 100% pre-payment of orders. Any orders or services placed at show site must be paid at the show. Payment may be made by check in U. S. funds drawn on a U. S. bank.

UNPAID BALANCES

Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 45 days after invoice date, any unpaid balance will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by applicable law, or 1/5% per month, which is an **ANNUAL PERCENTAGE RATE** of 18%, and future orders will be on a pre-payment bases only. Unpaid balances of \$100.00 or less must be paid at show site.