



SHOW NAME	PAYMENT IN U.S. DOLLARS MUST ACCOMPANY ANY ORDER. MAKE CHECKS PAYABLE TO NOPFMI OR USE PAYMENT AUTHORIZATION FORM. <b>ALL ORDERS EMAILED/FAKED/MAILED WILL INCUR A \$50.00 PROCESSING FEE.</b>		ADVANCED RATE DEADLINE	4 / 16 / 2018	
EXHIBITION FIRM NAME	BOOTH NUMBER	SHOW DATE (S)		___ / ___ / ___ TO ___ / ___ / ___	
ADDRESS	EMAIL ADDRESS	TELEPHONE OR FAX			
CITY, STATE, ZIP	ON SITE CONTACT NAME	ON SITE CONTACT NUMBER	ORDER CONTACT NAME		

**Wired Internet Service - (Labor Included) (10/100 Connection) Static & Public IP address**

	Advanced	Standard	On-site	Quantity	TOTAL
Shared Internet Service with 1 IP address	\$1,100	\$1,300	\$1,625. <sup>00</sup>		\$
Additional IP Addresses	\$129	\$148	\$185. <sup>00</sup>		\$
Shared Internet Service with 5 IP address	\$1,597	\$1,879	\$2,348. <sup>75</sup>		\$
Shared Internet Service with 10 IP address	\$2,177	\$2,561	\$2,348. <sup>75</sup>		\$
Shared Internet Service with 15 IP address	\$2,757	\$3,243	\$3,446. <sup>25</sup>		\$
Shared Internet Service with 20 IP address	\$3,223	\$3,792	\$4,028. <sup>25</sup>		\$
Dedicated Internet Service with 27 IP address	\$3,993	\$4,698	\$4,991. <sup>00</sup>		\$
Dedicated Internet Service with 57 IP address	\$6,200	\$6,665	\$7,750. <sup>25</sup>		\$
DHCP Service (available with dedicated service only, not available without prior arrangement)	\$309	\$361	—		\$
Hub/switch rental - 8 port (signature is required upon delivery)	\$95	\$110	\$137. <sup>50</sup>		\$
Hub/switch rental - 16 port (signature is required upon delivery)	\$155	\$180	\$225. <sup>00</sup>		\$
56KB w/ 1 IP - Metered Broadband Service (email only - no add. IP)	\$400	\$471	\$588. <sup>75</sup>		\$
256KB w/ 1 IP - Metered Broadband Service (email only - no add. IP)	\$600	\$705	\$881. <sup>25</sup>		\$
512KB w/ 1 IP - Metered Broadband Service (email only - no add. IP)	\$800	\$941	\$1,176. <sup>25</sup>		\$

• All service originates from overhead

**Cable Service**

	Advanced	Standard	On-site	Quantity	TOTAL
25 Ft. Cat 5 cable (MCC Labor Optional)	\$25	\$30	\$37. <sup>50</sup>		\$
50 Ft. Cat 5 cable (MCC Labor Optional)	\$50	\$59	\$73. <sup>75</sup>		\$
100 Ft. Cat 5 cable (MCC Labor Optional)	\$75	\$88	\$110. <sup>00</sup>		\$
MCC Install 1 - 4 cables	\$38	\$38	\$38. <sup>00</sup>		\$
MCC Install 5 - 8 cables	\$76	\$76	\$76. <sup>00</sup>		\$
MCC Install 9 - 12 cables	\$114	\$114	\$114. <sup>00</sup>		\$
MCC Install 13 - 24 cables	\$152	\$152	\$152. <sup>00</sup>		\$

- The customer must provide all network, computer hardware, and software to be used in the exhibit booth or meeting room, as well as the proper configuration of such equipment.
- The MCC cannot provide technical support on any issue related to the configuration of your computer equipment.
- The MCC does NOT offer WiFi service to exhibitors on the show floor. Please see item 14 on the Terms and Conditions page.

- It is the customer's responsibility to provide administrative rights to configure computers. To Receive configuration info in advance, please send requests to techsupport@mccno.com. Include the event name, booth number and company name in the request.
- A move fee of \$129.00 per line will be charged to relocate the circuit after it is installed. If no location is provided, the drop is installed in the center rear of the booth. Internet drops originate from overhead.

**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:

X \_\_\_\_\_

\_\_\_ / \_\_\_ / \_\_\_

See Additional Terms and Conditions on Reverse Side

Please send forms and payment via

EMAIL • Exhibit\_services@mccno.com

MAIL • ATTN: Financial Services

FAX • (504) 582 - 3088

900 Convention Center Blvd

PHONE • (504) 582 - 3036

ATTN: Exhibit Services

please call for additional services and rates

ONLINE • services.mccno.com

New Orleans, LA, 70130

# INTERNET AND NETWORK 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.
13. **Use of Network Connection –**
  - The network attachment to be provided by MCCNO may be used only by the directors, officers, and employees of the company, its guests, its agents and consultants while performing service for the company and cannot be resold or distributed to other companies. The services being provided by MCCNO will facilitate communications between the Company's authorized users and the entities reachable through the national Internet. Users of MCCNO equipment and network services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other user of the interconnected networks, **specifically wireless interference.**
  - Users of MCCNO services shall not disrupt any of the MCCNO or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with MCCNO or other associated networks. MCCNO services shall not be used to transmit any communication where the meaning of the message, or its distribution, would likely be highly offensive to the recipient or recipients thereof.
  - **All devices for which MCCNO provides Internet or Networking connectivity shall be required to obtain a MCCNO assigned IP address.**
  - MCCNO will provide standard 10/100Mbps switched Ethernet-based connections with RJ-45 connections to each location as specified by the client. All data transmissions from connected client computers will be handled via copper and fiber optic based transmission media and routed/repeated as necessary to conform to Ethernet-based connectivity Standards. MCCNO will only be responsible to the end of that connection or MCCNO provided device.
14. **Wireless Specific-The use of any wireless device that interferes with the facility's wireless data frequency is Prohibited. Exhibitors are allowed to bring and utilize their own wireless routers. The exhibitor will be charged for the drop and an IP address for each device connected to the router. MCCNO is NOT responsible for the configuration or operation of the wireless router. It is the responsibility of the exhibitor to ensure their equipment is properly configured and operational and not interfering with other exhibitor and/or MCCNO equipment.**
15. Internet Performance Disclaimer – MCCNO does not guarantee the performance, routing or throughput, either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. MCCNO does, however, monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users.
16. Internet Security Disclaimer – **MCCNO does not provide security, such as but not limited to firewalls, etc...for any data circuit(s) we provide. It is the sole responsibility of the customer to provide any necessary security. With execution of this document the customer is agreeing to the Terms and Conditions of this document and will hold MCCNO, its agents and contracts harmless for any and all liabilities arising from the use of non-secured circuits. The client is responsible for Anti-Virus protection on all devices. MCCNO requires that all devices directly or indirectly accessing the MCCNO network and Internet connection must have the latest virus protection software, windows security updates, system patches and any technological cautions available/necessary to protect the MCCNO network, you and others from viruses, worms or any malicious programs and other disruptive appliances.**
17. The exhibitor must provide any services (email, ftp, http servers, etc.) that are required. The MCCNO provides standard Internet connectivity.
18. **Equipment Management – Customer will be responsible for returning all 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.**
19. **A signature is required delivery of your rental hub(s) or metered broadband modem. Please notify the MCCNO service desk when you are available to receive.**

# UTILITY LOCATION

## INFORMATION FORM

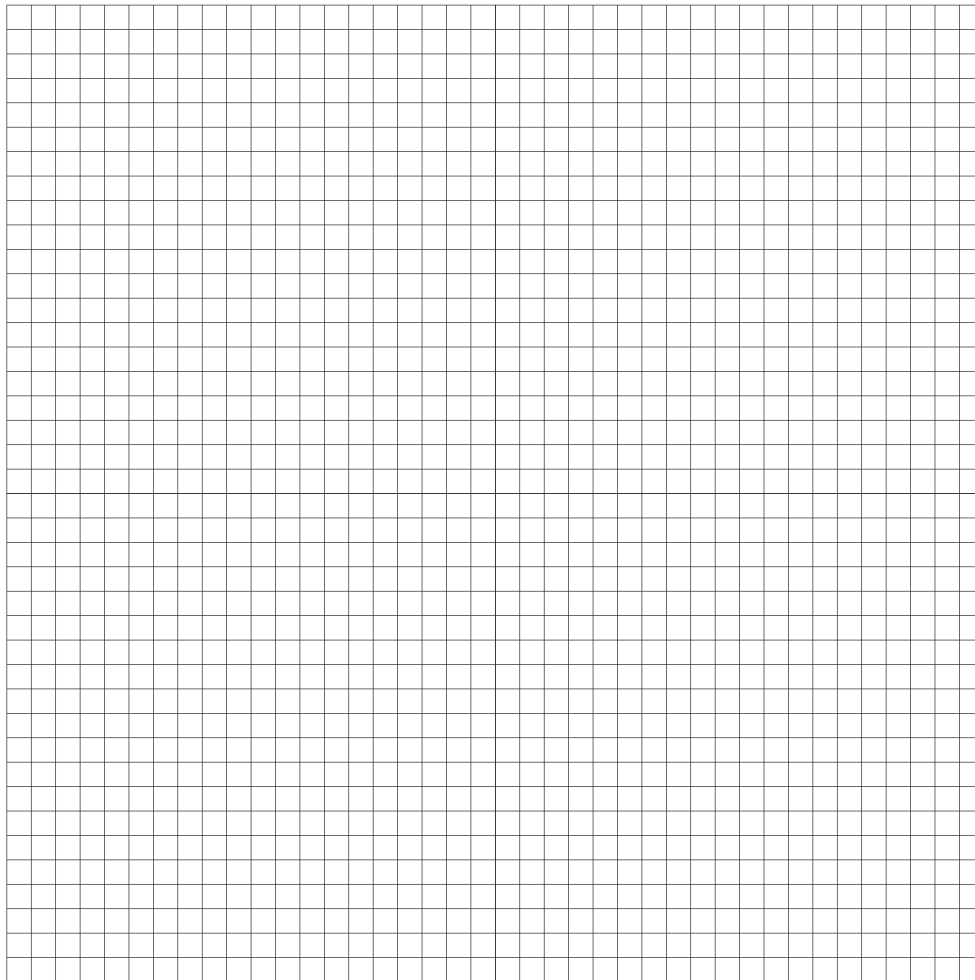
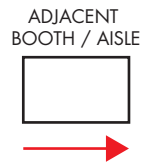
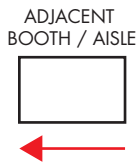


SHOW NAME			
EXHIBITION FIRM NAME	BOOTH NUMBER	SHOW DATE (s)	
ADDRESS	EMAIL ADDRESS	TELEPHONE OR FAX	
CITY, STATE, ZIP	ON SITE CONTACT NAME	ON SITE CONTACT NUMBER	ORDER CONTACT NAME

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 \*\***



SHOW NAME		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

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  3<sup>RD</sup> 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

CVV 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 \_\_\_\_\_      \_\_\_ / \_\_\_ / \_\_\_      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](mailto: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.