

please call for additional services and rates **ONLINE** • [services.mccno.com](http://services.mccno.com)

# ELECTRICAL 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. **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.

# UTILITY LOCATION

  
INFORMATION FORM

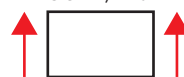

SHOW NAME			
EXHIBITION FIRM NAME	BOOTH NUMBER		SHOW DATE (S)
ADDRESS	EMAIL ADDRESS		TELEPHONE OR FAX
CITY, STATE, ZIP	ON SITE CONTACT NAME	ON SITE CONTACT NUMBER	ORDER CONTACT NAME

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.

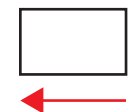
- Indicate the borders of your booth with a thick dark line if it's not square.
- Indicate the scale of the grid (e.g. 1 square = 1 foot) or booth dimensions.
- Please mark the adjacent booth/aisle numbers to ensure correct service orientation.
- Mark all requested service locations and indicate internet/telephone/wattage/amps/or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

     **X**       
BOOTH DIMENSIONS

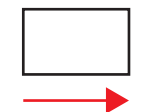
ADJACENT  
BOOTH / AISLE



ADJACENT  
BOOTH / AISLE



ADJACENT  
BOOTH / AISLE



ADJACENT  
BOOTH / AISLE



EMAIL • [Exhibit\\_services@mccno.com](mailto:Exhibit_services@mccno.com)  
FAX • (504) 582 - 3088  
PHONE • (504) 582 - 3036  
please call for additional services and rates

MAIL • 900 Convention Center Blvd  
ATTN: Exhibit Services  
New Orleans, LA, 70130  
ONLINE • [mccno.com/exhibitors](http://mccno.com/exhibitors)

# PAYMENT AUTHORIZATION FORM

**\*\* MANDATORY FORM \*\***



SHOW NAME		ADVANCED RATE DEADLINE <u>4</u> / <u>14</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 <input type="checkbox"/> 3 <sup>RD</sup> PARTY PAYMENT <input type="checkbox"/>	

## ☐ 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

X \_\_\_\_\_

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](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.