

## ELECTRICAL SERVICES

REQUEST FORM



SHOW NAME		PAYMENT IN U.S. DOLLARS MUST ACCOMPANY ANY ORDER.  MAKE CHECKS PAYABLE TO NOPFMI OR USE PAYMENT AUTHORIZATION FORM.  ALL ORDERS EMAILED/FAXED/MAILED WILL INCUR A \$50.00 PROCESSING FEE.				ADVANCED RATE DEADLINE4/16/2018			
EXHIBITION FIRM NAME		BOOTH NUMBER	MAILED WILL INCOK A	( \$30.00 PROCES	SSING FEE.	SHOW DATE (S)	/ /	TO	/ /
ADDRESS		EMAIL ADDRESS				TELEPHONE OR FAX	· — · —		
CITY, STATE, ZIP	TY, STATE, ZIP ON SITE CONTACT NAME		ON S	ITE CONTACT NUMB	BER	ORDER CONTACT NAME			
120 Volt Service (Includes labor for the installation)			Advanced	Standard	Onsite	Overhead (+50%)	24hr. (+50%)	Quantity	Total
5 AMP - 0-600 watts (Phones, laptops, lead retrieval, water cooler)			\$116	\$150	\$187.50				\$
10 AMP - 601-1200 watts (Desk top, fax, printer, TV, refrigerator)			\$152	\$184	\$230.00				\$
15 AMP - 1201- 1800 watts (Vacuum, coffee pot, iron, toaster)			\$1 <i>7</i> 0	\$207	\$258. <sup>75</sup>				\$
20 AMP - 1801-2400 watts (Heater, copier, microwave)			\$202	\$272	\$340.00				\$
208 Volt 1Ø Service (Includes labor for the installation)			Advanced	Standard	Onsite	overhead (+50%)	24hr. (+50%)	Quantity	Total
20 AMP			\$338	\$461	\$576.25				\$
30 AMP			\$433	\$585	\$731.25				\$
60 AMP			\$673	\$866	\$1,082.50				\$
100 AMP			\$938	\$1,244	\$1,555.00				\$
200 AMP			\$2,040	\$2,353	\$2,931.25	OVERHEAD REQUIRED LABOR INCLUDED			\$
400 AMP			\$3,353	\$3,558	\$4,437.50	OVERHEAD REQUIRED LABOR INCLUDED			\$
208 Volt 3Ø Service (Includes	labor for the installation)		Advanced	Standard	Onsite	overhead (+50%)	24hr. (+50%)	Quantity	Total
20 AMP			\$472	\$625	\$781.25				\$
30 AMP			\$591	\$793	\$991.25				\$
60 AMP			\$959	\$1,195	\$1,493. <sup>75</sup>				\$
100 AMP			\$1,500	\$1,863	\$2,328.75				\$
200 AMP			\$2,940	\$4,000	\$5,000.00	OVERHEAD REQUIRED  LABOR INCLUDED			\$
400 AMP			\$5,840	\$8,040	\$10,040.00	OVERHEAD REQUIRED LABOR INCLUDED			\$
480 Volt Service and Tra	nsformers			Prio	ce Availal	ole Upon Re	auest (504	I) 582 - 3	036
- 1.1 · · · · · · · · · · · · · · · · · ·									
Spotlights and Extension Cords  1000 Watt par 64 theatrical spot (Inc. power/install/focus/remo			oval)		Savano \$3	25 \$375	Onsite <b>\$475</b>	Quantity	TOTAL \$
-	ovalj		-	23 \$23			\$		
Single Extension Cords (Power and labor not Included)  Multiple Connection Boxes (Boxes include 4 oulets)						23 \$23	· ·		\$
Womple Connection Boxe	55 (Boxes include 4 out	510]			Ψ	23	) ΨZ3		Ψ
LABOR RATES Per 1/2 Hour - 1/2	2 Hour min	Install/Discoinni Labor Charges V						S	
M-F - 8:00AM - 4:30PM	- \$80/Hour	\$							
M-F - 4:30pm - 8:00am - \$120/Hour								\$	
SATURDAY SUNDAY & HOIDAYS	- \$120/Hour					\$			
3011DAT & HOIDATS	- \$100/1100k							\$	
TOTAL AMOUNT DUE \$									
Customer Acceptance of Terms & Conditions: Date:  Please send forms and payment via  FMAIL • Exhibit services @messas com.  AMAIL • ATTN: Financial Services									
X / FAX • (504) 582 - 3088 ATTN: Exhibit Services									
See Additional Terms and Conditions on Reverse Side  PHONE • (504) 582 - 3036  New Orleans, LA, 70130  please call for additional services and rates  ONLINE • 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.



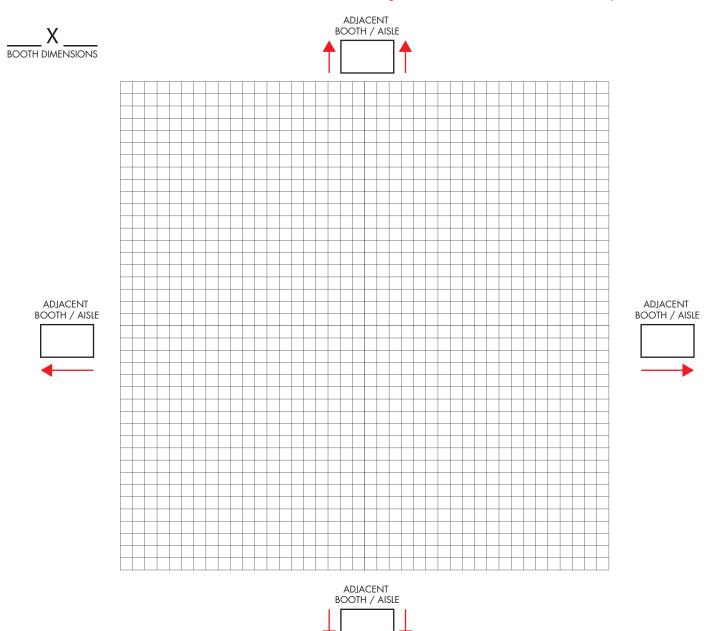
# UTILITY LOCATION INFORMATION FORM



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.



**EMAIL** • 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



# PAYMENT AUTHORIZATION FORM

\*\*MANDATORY FORM\*\*



SHOW NAME			ADVANCED RATE DEADLINE 4 / 14 / 2018			
EXHIBITION FIRM NAME		BOOTH NUMBER	SHOW DATE (S) / / TO / /			
ADDRESS	EMAIL ADDRESS	1	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 Converse must be completed and returned to the above address of payment you will be using for services provided:	ention Center, this form . Please select the method	NEW MCCNO	CLIENT 3 <sup>RD</sup> PARTY PAYMENT			
ONLINE ORDER/PAYMENT  • Please visit http://services.mccno.com to complete y	our order online. <mark>All orders</mark>	emailed/faxed/mailed	will incur a \$50.00 processing fee.			
COMPANY CHECK  • Please make check payable to the Morial Conver • Express Mail Address: 900 Convention Center Blvd.		w Orleans, LA 70130				
BANK TRANSFER  • Contact Exhibit Services at (504) 582-3036 for bank  • Please Reference the name of the show and booth no		so we can properly cred	lit your account.			
<ul> <li>CREDIT CARD</li> <li>For your convenience, we will use this authorization of show site orders placed by your representative.</li> <li>These charges may include labor.</li> <li>Please complete the information requested below.</li> </ul>	to charge your credit card (	account for advance orde	ers, and any additional amounts incurred as a result			
CARDHOLDER NAME		COMPANY				
CREDIT CARD BILLING ADDRESS		STATE/PROVINCE				
CITY		COUNTY/PARISH				
ZIP/POSTAL CODE		INVOICE EMAIL ADI	DRESS			
CARD/ACCOUNT NUMBER		CVV CODE EXPIR	DISCOVER AMERICAN EMPRIS MASTER CAID DIVERS CLIB  VISA DISCOVER  **TITUSON**  MASTER CAID DIVERS CLIB  DISCOVER  **TITUSON**  Master Card  Divers Clib  Divers Clib			
Cardholder Signature:		described	read, understand, and agree to all items as on both sides and have advised our show site tive acordingly.			
Exhibitor Signature	Date: /_		me			
Forms and payment can be sent via the follocall The Exhibit Services Department. Payme Make Checks Payable to Morial Convention	ent in U.S. Dollars must c	accompany any order.	PHONE • (504) 582 - 3036			

### 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.

#### 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.