




To order online, go to myexpoleads.expologic.com and use show code: **NEXT**
 If you would like to fax or mail your order to us there will be a \$7.95 processing fee.

LeadPod License Only

This license will allow you to use the LeadPod™ app (available in the App Store/Google Play Store) to capture leads at your event.



| Device Selection | | | | |
|---|---------------------------------------|-------------------------------|-----|--------|
| | Initial Price | Starting 4/26/18 | QTY | TOTAL |
| LeadPod License Only <small>Use your own iOS or Android Device!</small> | \$0/Max 2 Units (Before 4/26/2018) | \$150/1st Unit \$150/Addl. | ___ | \$ ___ |
| | | | ___ | \$ ___ |

| Additional Services | | | |
|---|------|-----|--------|
| | COST | QTY | TOTAL |
| <small>Insurance quantities must equal device quantities.</small> | | | |
| Custom Qualifiers | \$95 | ___ | \$ ___ |

| | | |
|--|----------------------------------|----------------|
| | PROCESSING FEE | \$ 7.95 |
| | <small>(for mail or fax)</small> | |

| | | |
|--|--------------------|--------|
| | GRAND TOTAL | \$ ___ |
|--|--------------------|--------|



Your Contact and Payment Information

| | | |
|---|---|---|
| Company <input style="width: 95%;" type="text"/> | Billing Contact <input style="width: 95%;" type="text"/> | |
| Billing Street Address <input style="width: 98%;" type="text"/> | | |
| City <input style="width: 40%;" type="text"/> | State <input style="width: 15%;" type="text"/> | Zip <input style="width: 40%;" type="text"/> |
| Phone <input style="width: 40%;" type="text"/> | Fax <input style="width: 50%;" type="text"/> | |
| Email Address <input style="width: 98%;" type="text"/> | | |
| Cell Phone Number (for on-site contact) <input style="width: 50%;" type="text"/> | Booth Number <input style="width: 40%;" type="text"/> | |
| Email Address (for on-site contact) <input style="width: 98%;" type="text"/> | | |
| First Name (for on-site contact) <input style="width: 45%;" type="text"/> | Last Name (for on-site contact) <input style="width: 50%;" type="text"/> | |

| | | |
|--|--|--|
| Credit Card (circle one if paying by credit card) <input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover | Check Number <input style="width: 95%;" type="text"/> | Total Amount Due <input style="width: 95%;" type="text"/> |
| Credit Card Number <input style="width: 50%;" type="text"/> | CVV <input style="width: 15%;" type="text"/> | Expires <input style="width: 30%;" type="text"/> |
| Name as it appears on card <input style="width: 45%;" type="text"/> | Signature <input style="width: 50%;" type="text"/> | |

TERMS & CONDITIONS: It is understood the above named Company is responsible for the pick-up, proper use, safeguarding, and prompt return of the Badge Reader(s) in his/her possession and is also liable for any loss or damage. Expo Logic reserves the right to terminate services if the rented equipment is found to be improperly used. Replacement fee for lost, stolen, damaged LeadKey is \$495.00/device. A credit card deposit will be required on-site if rental payment is made by check or cash. Badge readers must be picked up at our on-site service counter if you did not order "Delivery" services. All equipment must be returned within 30 minutes after the close of the Show in its original packaging. Refunds will not be made for unclaimed equipment or if above Company decides not to use the ordered service. A \$7.95 processing fee will be added to faxed or mailed orders. It is against Expo Logic's security policy to accept credit card information via email.

CANCELLATION POLICY: You may cancel your order up to 2 weeks before the event's opening date. A \$50.00/Order Cancellation Fee will apply. No refunds will be given for orders cancelled less than 2 weeks prior to the event's opening date.

LeadPod users will have instant access to their leads, as long as the device has an active internet connection (WiFi, LTE/4G, 3G). LeadPod users **without** active internet connection will be able to securely download lead information from the portal after the show.

EXHIBITOR INSURANCE PROGRAM

EXHIBITOR GENERAL LIABILITY INSURANCE

Marijuana Business Daily requires that all Exhibitors carry Commercial General Liability Insurance with limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate. Marijuana Business Daily and the Ernest N. Morial Convention Center shall be named as Additional Insured. This Insurance must be in force during the lease dates of the event, May 8-12, 2018.

Our insurance:

- Protects exhibitors who do not have Commercial General Liability Insurance or who do not want to use their own insurance
- Protects foreign exhibitors whose insurance will not pay claims brought in U.S. courts
- Cost is \$65 per exhibiting company - regardless of booth size
- We also offer 6 month and 12 month coverage for exhibitors attending multiple shows

ShowDown® EXHIBITOR EVENT CANCELLATION INSURANCE

This is an optional program that John Buttine Inc offers to exhibitors. This program covers your expenses to attend a show (airfare, hotel rooms, etc).

This insurance:

- Protects against loss of incurred expenses in the event of an Event's cancellation, relocation, postponement, or curtailment
- Covers the extra cost to get key staff or equipment to the show site in event of weather-related travel delays, sickness, death of immediate family and even jury duty
- Pays for loss related to damage of booth equipment and show-related products and displays
- Policy includes loss due to power outage at exhibition site

There are three limit options: \$10,000, \$25,000, and \$50,000 and the cost ranges from \$250 to \$750 per event.

IT'S EASY TO APPLY...

- Apply online at <http://www.buttine.com/eventExhibitor.html>
- Scan below to download our new Mobile App or search *Buttine Insurance* in the App Store.



QUESTIONS?

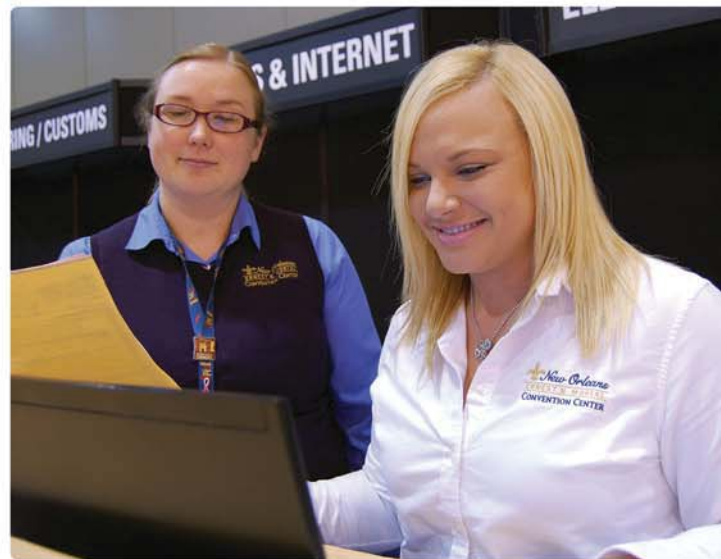
Please Contact:
Buttine Underwriters Purchasing Group, LLC
Kendra Reilly Monahan at 212-867-3642 or kar@buttine.com

Deadline to apply for these insurance programs is March 30, 2018

Whether you are exhibiting in New Orleans for the first time, or a regular guest, we want to help make the most out of planning your exhibit.

PERSONALIZED SERVICE

An Exhibit Services Coordinator will be in contact with you before, during, and after the event to assist with your needs. Your coordinator can help to determine your internet, electrical, plumbing and telecommunication requirements to eliminate any guesswork in planning your exhibit. From what to order before your event, to the time your services are installed, to following up after the conference; we are here to ensure you have a successful experience.



EXCELLENT VALUE

Enrollment in the One2One program is FREE. Perks of this program include your coordinator alerting you to the advance discount deadline which will save you money, and being on-site during your event to assist with any issues that may arise.

We are thrilled you will be joining us in New Orleans and can't wait to work with you throughout your event!

To sign up or for more information, please contact our Exhibit Service Department at (504) 582-3036 or Exhibit_Services@mccno.com

PAYMENT AUTHORIZATION FORM

**** MANDATORY FORM ****



| | | | |
|---------------------------------------|----------------------|--|---|
| SHOW NAME MJBizConNext 2018 | | 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 |

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

CVV CODE EXPIRATION DATE: ___ / ___ / ___

VISA DISCOVER AMERICAN EXPRESS MASTER CARD DINERS CLUB


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
 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.



| | | | | | |
|----------------------|--|------------------------|------------------------|------------------------------------|--|
| 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 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 | | |

| 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) | \$170 | \$207 | \$258. ⁷⁵ | | | | \$ |
| 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. ⁷⁵ | | | | \$ |
| 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 Transformers | Price Available Upon Request (504) 582 - 3036 |
|-----------------------------------|---|

| Spotlights and Extension Cords | Advanced | Standard | Onsite | Quantity | TOTAL |
|---|----------|----------|--------|----------|-------|
| 1000 Watt par 64 theatrical spot (Inc. power/install/focus/removal) | \$325 | \$375 | \$475 | | \$ |
| Single Extension Cords (Power and labor not Included) | \$23 | \$23 | \$23 | | \$ |
| Multiple Connection Boxes (Boxes include 4 outlets) | \$23 | \$23 | \$23 | | \$ |

| LABOR RATES Per 1/2 Hour - 1/2 Hour min | INSTALL/DISCONNECT DATE AND TIME MATERIALS AND SPECIAL /CONDITIONS | LABOR CHARGES WILL BE ASSESSED FOR SPECIAL WIRING SERVICE CALLS AND MATERIALS |
|---|--|---|
| 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

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.



| | | | | | |
|----------------------|--|------------------------|------------------------|------------------------------------|--|
| SHOW NAME | PAYMENT IN U.S. DOLLARS MUST ACCOMPANY ANY ORDER. MAKE CHECKS PAYABLE TO NOPFMI OR USE PAYMENT AUTHORIZATION FORM. ALL ORDERS EMAILED/FAKED/MAILED WILL INCUR A \$50.00 PROCESSING FEE. | | 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 | \$1,625.00 | | \$ |
| Additional IP Addresses | \$129 | \$148 | \$185.00 | | \$ |
| Shared Internet Service with 5 IP address | \$1,597 | \$1,879 | \$2,348.75 | | \$ |
| Shared Internet Service with 10 IP address | \$2,177 | \$2,561 | \$2,348.75 | | \$ |
| Shared Internet Service with 15 IP address | \$2,757 | \$3,243 | \$3,446.25 | | \$ |
| Shared Internet Service with 20 IP address | \$3,223 | \$3,792 | \$4,028.25 | | \$ |
| Dedicated Internet Service with 27 IP address | \$3,993 | \$4,698 | \$4,991.00 | | \$ |
| Dedicated Internet Service with 57 IP address | \$6,200 | \$6,665 | \$7,750.25 | | \$ |
| 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 | \$137.50 | | \$ |
| Hub/switch rental - 16 port (signature is required upon delivery) | \$155 | \$180 | \$225.00 | | \$ |
| 56KB w/ 1 IP - Metered Broadband Service (email only - no add. IP) | \$400 | \$471 | \$588.75 | | \$ |
| 256KB w/ 1 IP - Metered Broadband Service (email only - no add. IP) | \$600 | \$705 | \$881.25 | | \$ |
| 512KB w/ 1 IP - Metered Broadband Service (email only - no add. IP) | \$800 | \$941 | \$1,176.25 | | \$ |

• All service originates from overhead

Cable Service

| | Advanced | Standard | On-site | Quantity | TOTAL |
|--|----------|----------|----------|----------|-------|
| 25 Ft. Cat 5 cable (MCC Labor Optional) | \$25 | \$30 | \$37.50 | | \$ |
| 50 Ft. Cat 5 cable (MCC Labor Optional) | \$50 | \$59 | \$73.75 | | \$ |
| 100 Ft. Cat 5 cable (MCC Labor Optional) | \$75 | \$88 | \$110.00 | | \$ |
| MCC Install 1 - 4 cables | \$38 | \$38 | \$38.00 | | \$ |
| MCC Install 5 - 8 cables | \$76 | \$76 | \$76.00 | | \$ |
| MCC Install 9 - 12 cables | \$114 | \$114 | \$114.00 | | \$ |
| MCC Install 13 - 24 cables | \$152 | \$152 | \$152.00 | | \$ |

- 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
 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

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.**



| | | | | |
|----------------------|---|--|------------------------|------------------------------------|
| 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 |
|-------|--|

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.



| | | | | |
|----------------------|---|--|------------------------|------------------------------------|
| 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 | |

| 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.**

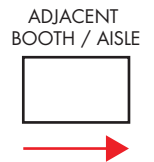
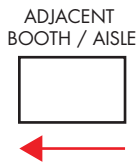
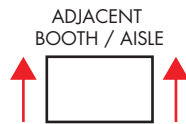


| | | | |
|-------------------------------|----------------------|------------------------|--------------------|
| SHOW NAME MBizConNext 2018 | | | |
| EXHIBITION FIRM NAME | BOOTH NUMBER | SHOW DATE (s) | |
| ADDRESS | EMAIL ADDRESS | TELEPHONE OR FAX | |
| CITY, STATE, ZIP | ON SITE CONTACT NAME | 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





New Orleans
ERNEST N. MORIAL
CONVENTION CENTER

EXHIBITOR AUDIO VISUAL ORDER FORM 2018

900 CONVENTION CENTER BOULEVARD, NEW ORLEANS, LA 70130
PHONE (504) 582-3018 FAX (504) 582-3076 E-MAIL PRODUCTION@MCCNO.COM

| | | | | | |
|-----------------|-------------|-------------------|-----------------|---|--------------|
| Event: | | | | BALLROOM: | |
| Company: | | | | BOOTH: | HALL: |
| | Date | Start Time | End Time | Note: Cancellations must be received 96 hrs. (5 days), before installation. No credit will be given for installed equipment Prices subject to change without notice. All equipment must be signed for at the delivery location. Delivery is included in rate. | |
| Install | | | | | |
| Removal | | | | | |

AUDIO

Note: Full refund on cancellations outside of five (5) days. Cancellations received within five (5) days will be charged 50% of order. Prices subject to change without notice. All equipment must be signed for at the delivery location.

| | Qty. | Discount Show Rates | Standard Show Rates | On-Site Rates | Total |
|--|------|---------------------|---------------------|---------------|-------|
| Small Dual Speaker Sound System (Wired Mic./Mixer) | | Available Online | \$750.00 | \$1,125.00 | |

PROJECTOR

*All projector prices include delivery, setup, VGA cable, draped cart, and power. *Priced On Request.*

| | | | | | |
|---|--|------------------|----------|----------|--|
| LCD Projector 3000 Lumens (VGA Cable Only) AND 4K | | Available Online | \$300.00 | \$450.00 | |
| LCD Projector 7000/8000/10,000 Lumens | | *POR | *POR | *POR | |
| LCD Projector 10,000 Lumens HD | | *POR | *POR | *POR | |

VIDEO

| | | | | | |
|--|--|------------------|------------|------------|--|
| DVD Player | | Available Online | \$120.00 | \$180.00 | |
| Blu-Ray DVD Player | | Available Online | \$225.00 | \$340.00 | |
| 42/54" Rolling Proj. Cart w/Skirt | | Available Online | \$60.00 | \$90.00 | |
| 22" Flat Screen Monitor (PC Compatible) | | Available Online | \$225.00 | \$340.00 | |
| 32" Flat Screen Monitor (PC Compatible) | | Available Online | \$525.00 | \$785.00 | |
| 40" LCD Screen (PC Compatible) | | Available Online | \$600.00 | \$900.00 | |
| 52" LCD Screen (PC Compatible) | | Available Online | \$1,200.00 | \$1,800.00 | |
| Flat Screen Stand HDMI AND VGA CABLES (40" and 52" flat screen only) | | Available Online | \$150.00 | \$225.00 | |

SCREENS

| | | | | | |
|--------------------------------------|--|------------------|----------|----------|--|
| 60" x 60" Tripod Screen | | Available Online | \$45.00 | \$70.00 | |
| 84" x 84" Tripod Screen | | Available Online | \$75.00 | \$115.00 | |
| 7½' x 10' Fastfold with Bottom Drape | | Available Online | \$150.00 | \$225.00 | |
| 9' x 12' Fastfold with Bottom Drape | | Available Online | \$200.00 | \$300.00 | |

LABOR

| | | Hours | Per Hour | |
|--------------------------------|--|-------|----------|--|
| Basic Technician- Regular Time | | | \$50.00 | |
| Basic Technician - Overtime | | | \$75.00 | |

A \$50.00 manual processing fee will be added to all orders received by mail, email and fax. A fee will also be added to any cable boxes, cable remotes, monitors, monitor remotes that are not returned.

Grand Total

Delivery Signature:

Pick up Signature:



P. O. Box 54973 • New Orleans • Louisiana • 70154-4973
Phone: (504) 582-3018 Fax: (504) 582-3076
Email: production@mccno.com

BILLING AND PAYMENT POLICY FORM



**** MANDATORY FORM. MUST BE RETURNED WITH ORDER FORMS ****

Name of Show: _____

Company Name: _____ Booth Number: _____

Company Address: _____

City/State/Country: _____ Zip Code: _____

Contact Person's Name: _____ E-Mail Address: _____

Telephone: _____ Fax: _____

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:

NO SERVICES REQUIRED _____

COMPANY CHECK

Please make check payable to the Morial Convention Center.

BANK TRANSFER

- Contact Exhibit Services at (504) 582-3036 for Bank Information.
- Please reference name of show and booth number on all Bank Transfers so we may 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:

Please check one:

- American Express Discover Visa
 Diners Club Master Card

Account Number: _____ Expiration Date: _____ Security Code: _____

Cardholder's Name: _____

Cardholder's Billing Address: _____

Signature: _____

THIRD PARTY AUTHORIZATION

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that the named third party does not discharge payment of the invoice, charges will revert to the exhibiting company. All invoices are due and payable upon receipt, by either party.

THIRD PARTY AGENT:

Print Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

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

Exhibitor Signature: _____ Print Name: _____ Date: _____

PAYMENT TERMS AND CONDITIONS

1. Orders must be received a minimum of thirty (21) days prior to scheduled event opening for discount rates. Orders received less than thirty (21) days prior to scheduled event opening will be charged at the standard rates.
2. Conditions for processing service order forms:
 - A. Payment for service must accompany service orders. **NO EXCEPTIONS!**
 - B. Personal checks will not be accepted.
 - 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.
3. Payment in **FULL** must be rendered on **ALL** orders. **NO EXCEPTIONS!** Service will not be installed if payment is not received.
4. Rates listed for all connections include bringing the service to booth in the most convenient manner and **DO NOT INCLUDE:**
 - Labor for connecting equipment and special wiring.
 - Labor to connect booth outlets to equipment.
 - Providing other than standard female tread installations.
 - Making specialized installations.
5. 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. **NO EXCEPTIONS.**
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. 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.

EXHIBITOR CATERING MENU





Welcome to New Orleans!

Welcome to New Orleans, “The Big Easy,” a world-renowned destination for food, wine, and free-spirited fun – where the historic beauty and entertainment options are matched only by the warmth and energy of an exciting community.

Centerplate is a leading global event hospitality company, and we are thrilled to be your exclusive hospitality partner at the Ernest N. Morial Convention Center. Our style is collaborative, and our New Orleans team is delighted to work with you to ensure your experience here in this special location is smooth, successful, and enjoyable. We are committed to delivering the finest food, amenities, and service to impress your guests.

Much of our success comes from our attention to the important details that create truly welcoming experiences. From fresh, locally-sourced, and quality ingredients to crisp, sincere, and attentive service, our goal is to provide world-class hospitality for every one of our guests.

Whatever your needs, whether hosting attendee receptions, supplying convenient meals for your booth staff, or creating custom menus for unique occasions, we are dedicated to helping you achieve extraordinary results. Please give us a call to start the planning process today!

Here's to your successful event in New Orleans,

Jillian Benoit

Jillian Benoit, Director of Catering, Centerplate
900 Convention Center Blvd.
New Orleans, LA 70130



P: 504.670.7227

C: 504.312.3701

jillian.benoit@centerplate.com



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Click on any of the INDEX items to jump immediately to that page.



Gluten Free Items

These selections are prepared to exclude gluten from the list of ingredients. Please notify us if you have a gluten allergy. Centerplate does not operate a dedicated gluten-free, or allergen-free preparation and service space. Dishes made on-site are prepared on shared equipment, and may come into contact with products containing gluten and common allergens such as nuts.

SERVICE DIRECTORY

Booth Catering Manager 504.670.7254
Linsey Marriott linsey.marriott@centerplate.com

Senior Catering Sales Manager 504.670.7237
Carly Borgula carly.borgula@centerplate.com

Catering Sales Manager 504.670.7203
Phonecia Jackson phonecia.jackson@centerplate.com

Catering Sales Manager 504.670.7236
Suzan Hihar suzan.hihar@centerplate.com

Catering Sales Manager 504.670.7236
Michelle Chauvin michelle.chauvin@centerplate.com

Catering Coordinator 504.670.7222
Lindsey Herbert lindsey.herbert@centerplate.com



CENTERPLATE'S COMMITMENT TO QUALITY

Our meticulous quality assurance programs ensure we have the right systems and people in place to deliver the outstanding results our hosts seek.

We are very supportive of offering healthy choices at events by providing a wealth of fresh, customizable, and varied options that include low calorie, low-salt, low-fat, low-sugar, vegan, and gluten-free offerings, among others. Fresh fruit and vegetables, meatless entrees marketed to the mainstream, and light options are all very popular among our attendees.



Our catering menus include fresh fruit platters, fresh vegetable crudité, grilled vegetable platters, customizable salads, fresh fish, grilled chicken, farm fresh vegetables, whole grain side selections, hummus and carved-to-order roasted turkey, fish and lean meats.

Our culinary staff is available to assist event planners throughout their planning process to design menus that are appealing, affordable and in keeping with their wishes. We solicit event organizers to determine the best selections and special options for their guests.

We have a wide variety of beverages, snacks, and main course options at every meal as well as retail and grab-and-go. Lean proteins and whole grains are available, as are water and unsweetened beverages. Many of our event services include Chef-attended action stations where guests may assemble their own ingredients for preparation, having control over what and how much goes into a dish.

We look forward to serving you!



BREAKFAST MENUS



BREAKFAST

BREAKFAST

10 person minimum required.

Uptown Breakfast \$21.00

Assorted breakfast pastries, muffins and bagels
Served with butter, preserves and cream cheese
Sliced seasonal fruit display
Assorted bottled fruit juices
Coffee, decaffeinated coffee and hot tea



ENHANCE YOUR UPTOWN BREAKFAST*

Cinnamon Pan Perdue Breakfast Sandwich \$7.50

Fresh scrambled egg, sausage patty and pepper jack cheese

English Muffin Breakfast Sandwich \$7.50

Scrambled eggs, tasso ham and cheddar cheese

Stuffed Biscuit Sandwich \$7.50

Scrambled eggs, andouille sausage and cheddar cheese

Breakfast Wrap \$7.50

Warm flour tortilla filled with scrambled eggs, Cajun sausage, potatoes and cheese. Served with fresh salsa

* A Booth Attendant is required.

\$200 for up to five (5) consecutive hours of service.
Additional hours \$40.00 per hour.

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A LA CARTE MENUS



A LA CARTE

FRESHLY BREWED COFFEE

*Prices listed are per gallon. Three (3) gallon minimum required.

PJ'S New Orleans Roast* \$58.00

Freshly brewed coffee, decaffeinated coffee or hot teas

Starbucks Coffee* \$75.00

Freshly brewed coffee, decaffeinated coffee or Tazo hot teas

NOLA Coffee* \$69.00

Assorted syrups: vanilla, hazelnut, mocha, and caramel. Served with swizzle sugar sticks and cinnamon

Includes cups, creamers, sugar, sweeteners, stirrers and napkins

BEVERAGE SERVICE

Assorted Canned Sodas* \$80.00

Natural Spring Water* \$80.00

Dasani Bottled Water* \$90.00

Assorted Bottled Fruit Juices* \$90.00

Vitamin Water* \$125.00

Bottled Iced Tea* \$125.00

Red Bull* (8 oz.)
Regular or sugar free \$180.00

Iced Tea** \$41.00

Lemonade** \$42.00

*(24) beverages per case, (1) case minimum required

**Price per gallon, (3) gallon minimum required

WATER SERVICE

Water Cooler \$55.00

Prices listed are for a three (3) day rental. Additional rental of \$25.00 per day for each additional day. Requires 110 volt, 15 amp electrical service.

Water Jugs (5 gallon) \$44.00

Ice (40 pound bag) \$26.00

Daily Beverage Refresh \$25.00


Cups and ice for beverages already ordered in booth



A LA CARTE

FROM THE BAKERY

Price per dozen; (3) dozen minimum required, per selection.

| | |
|---|---------|
| Assorted Danish | \$46.00 |
| Assorted Muffins | \$43.00 |
| Assorted Croissants | \$48.00 |
| Assorted Bagels and Cream Cheese | \$47.00 |
| Freshly Baked Cookies | \$36.00 |
| Freshly Baked Brownies | \$42.00 |
| Rice Krispies® Treats | \$32.00 |
|  Orleans Pecan Pralines | \$55.00 |
| Mini King Cakes | \$76.00 |
| Fresh Beignets* Dusted with powdered sugar | \$42.00 |

* A Booth Attendant is required.
\$200 for up to five (5) consecutive hours of service. Additional hours \$40.00 per hour.

SHEET CAKES

Choice of fruit or cream filling. Includes disposable cake knife, plates, forks and napkins.

| | |
|-------------------------------------|----------|
| Half Sheet Cake* (40 slices) | \$160.00 |
| Full Sheet Cake* (80 slices) | \$320.00 |

* Custom artwork available upon request.
Please speak to your catering sales manager.



A LA CARTE

FROM THE PANTRY

- Boiled Shrimp with Traditional Cocktail Sauce** (2 dozen) \$125.00
- Imported & Domestic Cheese Display with Crackers** (serves 20) \$150.00
- GF Seasonal Vegetable Crudité with Ranch** (serves 20) \$150.00
- GF Sliced Fresh Fruit with Yogurt Dipping Sauce** (serves 20) \$130.00
- GF Whole Fresh Fruit** (serves 20) \$65.00
- GF Potato Chips and Creole Onion Dip** (serves 20) \$85.00
- GF Tortilla Chips and Salsa Roja** (serves 20) \$150.00
- GF Mixed Nuts** (2 pounds) \$69.00

- Traditional Snack Mix** (2 pounds) \$62.00
- Pretzel Twists** (2 pounds) \$33.00
- Granola Bars** (24 individual bars) \$75.00
- Assorted Individual Bags of Zapp's® Chips** \$3.00



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LUNCH MENUS



LUNCH

BOXED LUNCHES

Prices listed are per guest. 10 box lunch minimum required.

All Boxed Lunches are served with an individual bag of Zapp's® potato chips, fresh whole fruit, chocolate chip cookie, condiments and a canned soda.

Mardi Gras \$22.00

Served on an artisan French roll with lettuce and tomato

Please select from the following:

- Hardwood smoked turkey and provolone cheese
- Cajun roast beef and cheddar cheese
- Smoked ham and jack cheese
- Roasted North Shore vegetables and house-made hummus

French Quarter Wraps \$23.00

Please select from the following:

- Smoked turkey with brie mousse, greens and satsuma chutney
- Cajun roast beef, greens, roasted red peppers and herbed Creole garlic cheese
- Roasted eggplant, squash, peppers, sun-dried tomatoes and greens



Mississippi Riverside Salads \$23.00

Please select from the following:

- Cajun chicken Caesar salad with spiced chicken breast, romaine hearts, tomato gems, croutons, Parmesan cheese and creamy Caesar dressing
- French Market chef salad with local mixed greens, smoked ham, hard boiled egg, goat cheese, olives, apple wood bacon and red wine vinaigrette
- Farmer's Market vegetable salad with assorted greens, local vegetables, chickpeas, beans, goat cheese and sugarcane vinaigrette



LUNCH


LUNCH BUFFET

Prices listed are per guest. Minimum of 10 guests, maximum of 50 guests.

Gourmet Deli Buffet \$33.00

Assorted pre-made sandwiches: turkey, roast beef and grilled vegetables served with mustard and mayonnaise

Choice of one of the following Salads:

- Creamy coleslaw
-  · Roasted cauliflower and broccoli salad with carrot-chili vinaigrette
- Creole mustard potato salad

Assorted bags of Zapp's® chips, assorted whole fruit and assorted cookies



LUNCH SALADS

Serves 15-20 guests

Garden Salad \$120.00

Mixed field greens with tomatoes, cucumbers and carrots.
Creamy ranch and Italian dressings
Rolls and butter

Cajun Chicken Caesar Salad \$145.00

Crisp romaine lettuce, spiced chicken breast, tomato gems, croutons and Parmesan cheese
Creamy Caesar dressing
Crusty French bread and butter



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HORS D'OEUVRE



HORS D'OEUVRE

SANDWICH PLATTERS

Prices listed are per platter. Each platter serves 15-20 guests.

Mini Muffaletta Sandwich Platter \$175.00
Salami, ham, provolone cheese and chopped olive salad

Assorted Mini Po'Boy Sandwich Platter \$195.00

- Smoked turkey croissant with brie and satsuma chutney
- Creole shrimp salad on brioche
- Cochon ham, bacon, smoked sausage and local jack cheese
- Roasted vegetables, pecan cheese on brioche

COLD HORS D'OEUVRE

Prices below are per dozen; (3) dozen minimum required.

GF Beef and Potato Canapes \$60.00
With asparagus and blue cheese mousse

Creolaise Chicken Tarts \$52.00
With local pecans

BMT Bites \$57.00
With apple wood smoked bacon, cherry tomato and fresh mozzarella

GF Seared Tuna on Crispy Potato Cakes \$62.00
With citrus crème

GF Sweet Pea Panna Cotta Shooters \$65.00
With Louisiana crab salad

GF Bayou Potatoes \$60.00
With satsuma creole cream and local caviar



GF Antipasto Brochettes \$66.00
Ciliegini mozzarella, roasted tomato and kalamata olive in basil marinade

Caponata Tarts \$57.00
Olive tapenade



HORS D'OEUVRE

HOT HORS D'OEUVRE

Prices below are per dozen;
(3) dozen minimum required.

GF **Hibachi Beef Skewers** \$63.00
With green onion and teriyaki glaze

GF **Chicken Tandoori Skewers** \$51.00
With a Greek yogurt herb dip

Pecan Encrusted Chicken Tenders \$50.00
With blackberry and mayhaw chutney

Andouille Sausage and Black-Eyed Pea Spring Rolls \$51.00
With a Tabasco aioli

Louisiana Crab Cakes \$75.00
With Meyer lemon rémoulade sauce

Coconut Encrusted Shrimp \$65.00
With pineapple-ginger salsa

Mushroom Pockets \$51.00
Mushroom mousse wrapped in crispy phyllo

Chili and White Corn Hush Puppies \$39.00
With bourbon peach chutney

Mac n' Cheese Bites \$42.00
Three cheese baked macaroni



RECEPTION MENUS

RECEPTION

RECEPTION STATIONS

Serves 15-20 guests.

Marketplace Bruschetta and Flat Bread Station \$240.00

Extra virgin olive oil and a variety of toasted flat breads and pita chips

Specialty toppings to include:

- Spicy hummus
- Baba ganoush
- Black olive tapenade
- Fresh tomato, basil and garlic

Client to supply: 4x6 workspace · minimum of 1 – 6 ft table · trash removal · clean up

Charcuterie Board with Grilled Marinated Vegetables \$240.00

Roasted zucchini, squash, eggplant and peppers drizzled with extra virgin olive oil and served with house-made pickles

Salami and mortadella

Toasted flat breads and gourmet crackers

Client to supply: 4x6 workspace · minimum of 1 – 6 ft table · trash removal · clean up



Decatur Street Bakery \$360.00

A gourmet selection of miniature French pastries, petit fours, mini tartelettes and chocolate truffles

Client to supply: 4x6 workspace · minimum of 1 – 6 ft table · trash removal · clean up



RECEPTION

RECEPTION STATIONS continued

Serves 15-20 guests.

Sampling of New Orleans Desserts* \$350.00

White chocolate bread pudding with bourbon sauce, seasonal berries and New Orleans rum sabayon, assorted pecan pralines and Creole praline cheesecake

Client to supply: 4x6 workspace · minimum of 1 – 6 ft table · trash removal · clean up

*A Booth Attendant is required.

\$200 for up to five (5) consecutive hours of service.

Additional hours \$40.00 per hour.



Olde Time Candy Shoppe \$600.00

Penny candy jars filled with your choice of sweet treats

Minimum selection of five types of candy – five pounds each

Includes jars, scoops and candy bags

Choose from: Gummi Bears®, Swedish Fish®, assorted Tootsie Rolls®, licorice Red Bites®, assorted Jolly Ranchers®, plain M&M's®, Maltball Mania® or Chewy Spree®

Infused Hydration Station \$550.00

Three decorative dispensers filled with your choice of refreshing beverage

- Infused spa water
- Infused iced tea
- Infused lemonade

Add infused juice

Consult your catering sales manager for flavors of infused beverages. Includes disposable cups, napkins, stirrers and sweeteners.

Approximately (50) 7 oz servings per container.

RECEPTION

SPECIALTY CARTS

Ice Cream Cart \$650.00

(1) Standard cart includes: (100) assorted ice cream novelties
Additional ice cream novelties available at \$6.00 each

New Orleans Ice Cream Co. Cart \$750.00

(1) Cart includes: (100) assorted individual New Orleans ice creams
Caramel Cream, Chocolate City, Coffee Chicory, Praline Crunch and Ponchatoula Strawberry
Additional ice cream novelties available at \$7.00 each

Popcorn Cart* \$825.00

(1) Popcorn machine includes popcorn and (325) popcorn bags and napkins
Additional popcorn available at \$475.00 per case

Smoothie Station* \$750.00

Choice of (2) flavors – strawberry, wild berry or mango
Includes (150) 7 oz. Fruit smoothies
Additional smoothies available at \$4.50 each



A one-time set-up fee of \$100.00 will apply to each of the stations.

*A Booth Attendant is required. \$200 for up to five (5) consecutive hours of service. Additional hours \$40.00 per hour.

A (2)-hour set-up time is required.

Client to supply: electrical · 4x4 work space · trash removal · clean up



RECEPTION

SPECIALTY CARTS continued

A one-time set-up fee of \$100.00 will apply to each of the following stations.

Freshly Baked Gourmet Chocolate Chip Cookie Station* \$750.00

Featuring Otis Spunkmeyer premium gourmet chocolate chip cookies. Includes: (264) chocolate chip cookies, oven, napkins and appropriate supplies
Additional cookies available at \$480.00 per case of 240



Gourmet Soft Pretzel Station* \$800.00

Includes: (180) freshly baked gourmet soft pretzels
Served with yellow mustard, napkins and appropriate supplies
Additional pretzels available at \$200.00 per case of 45

*A Booth Attendant is required. \$200 for up to five (5) consecutive hours of service. Additional hours \$40.00 per hour.
Client to supply: electrical · 4x4 work space
· trash removal · clean up



RECEPTION

ENHANCED ACTION STATIONS

Fresh Piped Cannoli Station \$2650.00

Includes: cannoli with traditional ricotta filling dipped in chocolate mini morsels and crushed pistachios
1-6 hours of attendant service
400 cannoli's

Additional attendant hours \$150.00. One time set up fee \$275.00
Additional servings (ordered in advance/100 increments) \$275.00
Additional servings (ordered on site/100 increments) \$325.00

Client to provide: 6' hospitality counter or rented 6' draped counter.
Client is responsible for pre-arranging the correct electrical power supply – please request this from your catering sales manager.
Client is responsible for trash removal and clean up.

Vanilla Bean Crème Brûlée Station \$2800.00

Includes: rich, creamy custard filling of crème brûlée highlights the subtle flavors of vanilla bean and burnt caramel
1-6 hours of (2) attendants service
400 vanilla bean crème brûlées

Additional attendant hours \$150.00. One time set up fee \$275.00
Additional servings (ordered in advance/100 increments) \$275.00
Additional servings (ordered on site/100 increments) \$325.00

Client to provide: 8' hospitality counter or rented 8' draped counter.
Client is responsible for pre-arranging the correct electrical power supply – please request this from your catering sales manager.
Client is responsible for trash removal and clean up.



Chocolate Pot de Crème Station \$2800.00

Includes: traditional French sweet chocolate filled petit tartelettes
1-6 hours of (2) attendants service
400 chocolate pots de crème

Additional attendant hours \$150.00. One time set up fee \$275.00
Additional servings (ordered in advance/100 increments) \$275.00
Additional servings (ordered on site/100 increments) \$325.00

Client to provide: 8' hospitality counter or rented 8' draped counter.
Client is responsible for pre-arranging the correct electrical power supply – please request this from your catering sales manager.
Client is responsible for trash removal and clean up.



RECEPTION

BEVERAGE STATIONS

Frappe Station \$1750.00

Includes: your choice of (1) flavor – signature bananas foster, caramel or coffee
1-6 hours of attendant service
400 – 7 oz drinks
Additional Flavor Enhancement \$200.00

Additional attendant hours \$150.00. One time set up fee \$275.00
Additional cups (ordered in advance/100 increments) \$275.00
Additional cups (ordered on site/100 increments) \$325.00

Client to provide: 4'-6' hospitality counter or rented 4'-6' draped counter. Client is responsible for pre-arranging the correct electrical power supply – please request this from your catering sales manager. Client is responsible for trash removal and clean up.

Frozen Hurricanes (Non-Alcoholic) \$1750.00

Includes: frozen Pat O' Brien's hurricanes
1-6 hours of attendant service
400 – 7 oz drinks

Additional attendant hours \$150.00. One time set up fee \$275.00
Additional cups (ordered in advance/100 increments) \$275.00
Additional cups (ordered on site/100 increments) \$325.00

Client to provide: 4'-6' hospitality counter or rented 4'-6' draped counter. Client is responsible for pre-arranging the correct electrical power supply – please request this from your catering sales manager. Client is responsible for trash removal and clean up.



Cappuccino Station \$1750.00

Includes: espresso, Americano, cappuccino, latte, macchiato and traditional condiments
1-6 hours of barista service
400 – 6 oz drinks

Orleans Cappuccino Enhancement \$200.00

Includes: bananas foster, mochas and hot chocolate

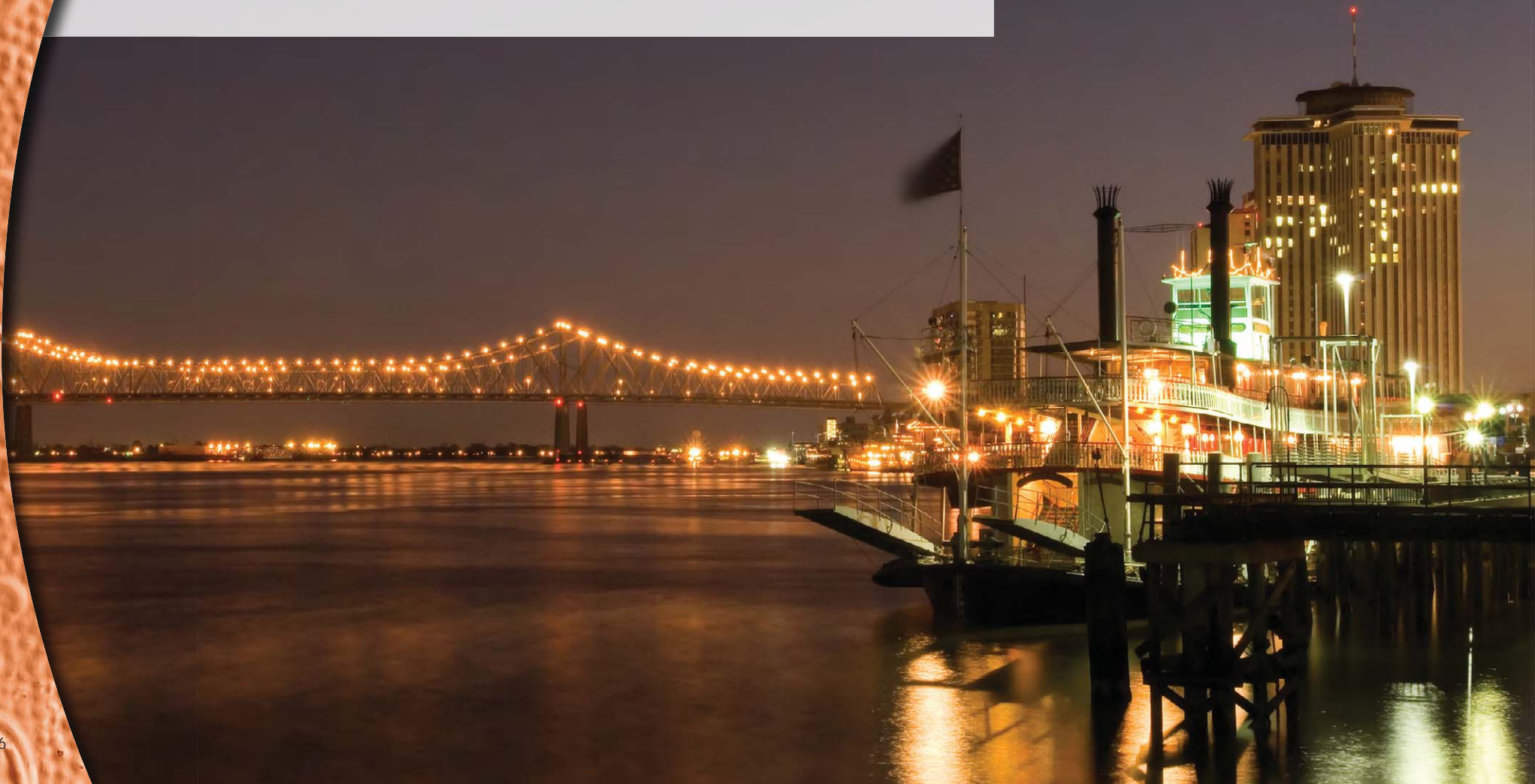
Additional barista hours \$150.00. One time set up fee \$275.00
Additional cups (ordered in advance/100 increments) \$275.00

Client to provide: 6' hospitality counter or rented 6' draped counter. Client is responsible for pre-arranging the correct electrical power supply – please request this from your catering sales manager. Client is responsible for trash removal and clean up.



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BAR SERVICE



BAR BEVERAGES

BOOTH CATERING INFORMATION

All alcohol sales and consumption in the New Orleans Convention Center are regulated by the Louisiana Alcoholic Beverage Control, and Morial Convention Center New Orleans Food and Beverage (MCCNOFB) is responsible for the administration of these regulations.

No alcoholic beverages are allowed to be served by anyone other than a MCCNOFB Department Bartender.

MCCNOFB prohibits exhibitors and event participants from removing alcohol from the New Orleans Convention Center.

Alcoholic products will be delivered to your booth at the scheduled time of your service, and removed from your booth at the conclusion of your event by the attending MCCNOFB bartender.

No product can be transferred for use the following day(s).

Domestic Beer (case) \$128.00
Budweiser, Bud Light,
Miller Lite, Coors Lite or
O'Doul's Amber (non-alcoholic)

Imported/Microbrew Beer (case) \$150.00
Heineken, Corona, or
Abita Amber (local)

Draft Beer* · Domestic (keg) \$500.00

Draft Beer* · Imported (keg) \$625.00

Draft Beer* · Micro Brew (keg) \$625.00

House Wine (bottle) \$32.00
Chardonnay, cabernet
sauvignon and merlot

Wycliff Brut (bottle) \$32.00

**Martinelli's Sparkling
Apple Cider** (bottle) \$20.00

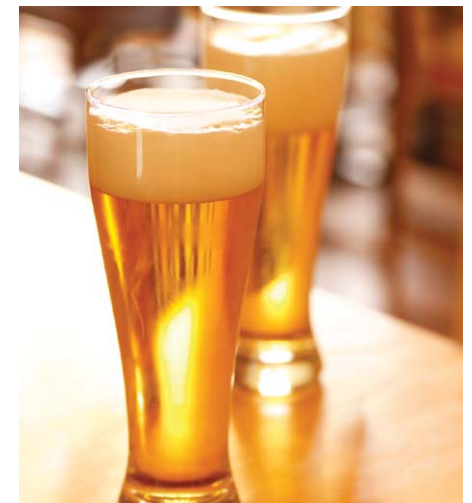
*Draft Beer Service will require additional equipment rental. Please contact your booth catering manager for options.



*A bartender is required to distribute all alcoholic beverages. \$200 for up to five (5) consecutive hours of service. Additional hours \$40.00 per hour, plus a one time set up fee of \$100.00.

Client to supply: 4x4 work space
· trash removal · clean up

Special order wines, beers and champagnes are sold by the case only and are not based on consumption.



BAR BEVERAGES

SPECIALTY BARS

South of the Border Margarita Station*

\$770.00

Includes: (100) margaritas on the rocks

- Additional margaritas available at \$6.75++ each

Minimum guarantee of \$770.00 per day will apply.

Signature Hurricane Station*

\$825.00

Includes: (100) hurricanes on the rocks

- Additional hurricanes available at \$7.50++ each

Minimum guarantee of \$825.00 per day will apply.



Frozen Daiquiri Station*

\$850.00

Includes: (100) frozen daiquiris
Choose up to two flavors: strawberry, hurricane, margarita or piña colada

- Additional daiquiris available at \$7.75++ each

Minimum guarantee of \$850.00 per day will apply.

Cajun Mary Station*

\$775.00

Includes: (100) Cajun Mary's

- Additional Cajun Mary's available at \$7.00++ each

Minimum guarantee of \$775.00 per day will apply.

Hosted Bar*

\$1,200.00

On consumption

- House cocktails
- House wines by the glass
- Bottled domestic beers
- Bottled imported beers and microbrew beers
- Bottled waters
- Assorted sodas

Minimum guarantee of \$1,200.00 per day will apply.

*A bartender is required to mix and distribute the beverages.

\$200 for up to five (5) consecutive hours of service.

Additional hours \$40.00 per hour.

One time set up fee of \$100.00.

Client to supply: 8x8 work space
· trash removal · clean up



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GENERAL INFORMATION

GENERAL INFORMATION

POLICIES AND SERVICES

- All food and beverage items in the exhibit halls must be purchased through the food and beverage department. This includes bottled water.
- Exhibitor catering does not supply tables or electrical for your booth. Please order this equipment through your service contractor.
- All food and beverage orders require full payment in advance. We accept American Express, Discover, Mastercard, Visa or company check. Please make checks payable to Centerplate.
- MCCNOFB requires payment by credit card for all advance and on-site orders.
- Disposable service ware is used on all food and beverage functions on the exhibit floor.
- MCCNOFB requires that a New Orleans Convention Center bartender dispense all alcoholic beverages.
- In order to best serve your catering needs, we require five (5) business days notice for ordering or an additional 20% service charge will apply to a limited on-site menu.
- Menu items and prices are subject to change without notice.

Cancellation Policy

Full charges will be applied to cancellation of any menu items received within (72) hours, (3 business days), prior to delivery.

Staffing

| | | | |
|------------------|------------------|--------------|------------------|
| Booth Attendant* | \$40.00 per hour | Bartender* | \$40.00 per hour |
| Chef | \$75.00 per hour | Delivery Fee | \$25.00 per trip |

*Minimum of (5) hours

A 21% service charge and current sales tax will be added to all food, beverage and labor fees. Menu items and prices may be subject to change without notice.

A \$25.00 delivery fee will be applied to all above orders. Exhibitor booth catering does not supply tables for your booth. You must order these through your service contractor.

Service Charges and Tax

A 21% "house" or "administrative" charge will apply to all food, beverage, labor and fees (including corkage). Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations.

The "house" or "administrative" charge of 21% is added to your bill for the catered event/function (or comparable service) which is used to defray the cost of set up, break down, service and other house expenses. No portion of this charge is distributed to the employees providing the service. You are free, but not obligated to add, or give a gratuity directly to your servers.

If the customer is an entity claiming exemption from taxation in the state where the facility is located, the customer must deliver to MCCNOFB satisfactory evidence of such exemption thirty (30) days prior to the event in order to be relieved of its obligation to pay state and local sales taxes.





MAKING IT BETTER TO BE THERE®

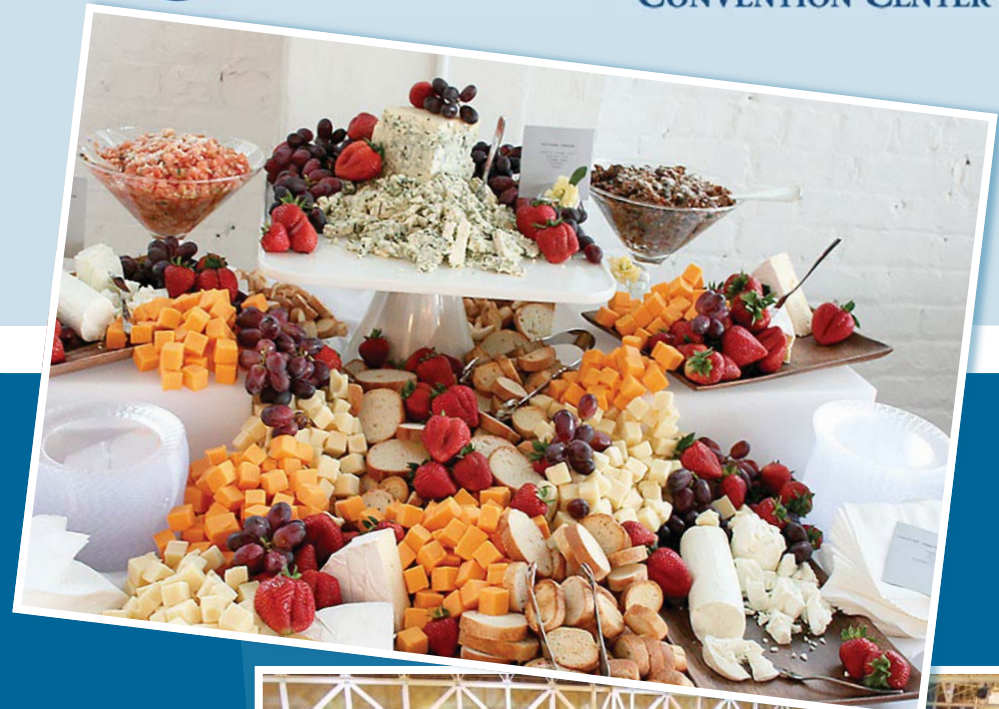
As a leader in event hospitality, Centerplate is committed to welcoming guests to moments that matter at more than 300 premier sports, entertainment, and convention venues worldwide. From Super Bowl 50, to the U.S. Presidential Inaugural Ball, to the winning of the Triple Crown, we are committed to making the time people spend together more enjoyable through the power of authentic hospitality, remarkably delivered. Thank you for giving us the opportunity to be a part of your next favorite story.



ATTENTION EXHIBITORS



ONLINE ORDERING IS NOW AVAILABLE



To view our Express Catering Menu or
place an order, please visit:

<https://mccnoexpresscatering.ezplanit.com>



For our complete exhibit catering menu please contact the Catering Department,
504-670-7200

FOOD AND / OR BEVERAGE SAMPLING APPROVAL FORM

To provide a safe and comfortable tradeshow environment, and to comply with fire safety codes, the **MCCNO Catering Department** requires specific information for all on-site food and Beverage preparation, dispensing, and sampling. This form must be completed and returned to the **MCCNO Catering Department** for approval not less than (7) seven business days prior to event start date. **MCCNO Catering** will provide approval of sampling arrangements to the sampling company in writing only. Without approval, sampling will not be allowed on-site.

GENERAL CONDITIONS:

1. All food products brought into the building must comply with The Louisiana Administrative Code – Title 51, Public Health.
2. All items to be given away are limited to sample sizes:
 - a. **Food Samples** – (2) two ounce maximum sample size
 - b. **Non-Alcoholic Beverage Samples** – (4) four ounce maximum sample size
 - c. **Alcoholic Beverage Samples** – (½) one half ounce of distilled spirits and (2) two ounces of beer or wine *(see page 2 for Alcoholic Beverage Sampling Policy & Guidelines)*
3. Items dispensed are limited to products manufactured, processed or distributed by germane to the business of the exhibiting firm. General food and Beverage items not manufactured, processed, or germane to the business of the exhibiting firm must be purchased from the **MCCNO's** exclusive Food Service Contractor, **CENTERPLATE**.
4. Food or Beverage may not be sold within **MCCNO** except by **MCCNO's** exclusive Food Service Contractor, **CENTERPLATE**.
5. **MCCNO Catering Department** is solely licensed by the State of Louisiana to sell and/or dispense Alcoholic Beverages.
6. See Page 2 for includes the Your Catering Sales Manager will provide you with the regulations and restrictions on dispensing Alcoholic Beverages.

| | |
|----------------------------|---------------------------------------|
| Name of Show _____ | Dates of Show _____ |
| Exhibiting Firm _____ | Booth # _____ |
| Address _____ | City _____ State _____ Zip code _____ |
| Contact Name _____ | Email _____ Phone # _____ |
| On-Site Contact Name _____ | Email _____ Phone # _____ |

| |
|--|
| Product to be Sampled _____ |
| Quantity of Samples _____ Sample Size _____ |
| Sampling Date _____ Start Time _____ End Time _____ |
| Method of Dispensing Samples _____ |
| List all Catering Supplies Required (<i>ex. ice, cups, napkins, etc.</i>) _____ |
| Is Storage Needed? If Yes, lease list details (<i>availability based on needs</i>) _____ |

A representative of CENTERPLATE will contact you within (3) business days upon receipt of completed form.

| | | |
|-------------------------------------|-------|---------|
| APPROVED: _____ | _____ | _____ |
| CENTERPLATE | DATE | COMMENT |
| _____ | _____ | _____ |
| PUBLIC SAFETY (<i>If Applies</i>) | DATE | COMMENT |

RETURN TO: **Ernest N. Morial Convention Center – New Orleans**
ATTN: Centerplate Catering Department
 900 Convention Center Blvd.
 New Orleans, LA 70130

Linsey Marriott
 Catering Sales Manager
 Phone: (504) 670.7200
 Fax: (504) 670.7201
 Email: linsey.marriott@centerplate.com

ALCOHOLIC BEVERAGE SAMPLING POLICY & GUIDELINES:

All Alcoholic Beverages used for sampling purposes must have approval from **MCCNO Catering Department** (Centerplate) in writing prior to group's events and adhere to the following guidelines:

- Approved Alcohol for Sampling must arrive from a Louisiana distributor to New Orleans Convention Center at Dock G with a zero balance invoice.
- Samples of Alcoholic Beverages are limited to (2) two ounces per serving per individual.
- Samples of Alcoholic Beverages are limited to (.5) one-half ounce per serving per individual of distilled spirits having more than 23 percent by volume.
- Samples of Alcoholic Beverages are limited in duration to (1) one day.
- Samples must be given away complimentary.
- The wholesaler or manufacturer must provide the Louisiana Alcohol and Tobacco Control (ATC) with written notice of the date, time, place, permit number and brand of Beverage Alcohol to be sampled. The On-Site Sampling Form can be downloaded from the LA ATC's website: <http://www.atc.la.gov/onsite-sampling.php>
- Centerplate Bartenders are required to dispense all Alcoholic Beverage Samples.
- The fee for staff necessary to dispense product will be determined by an hourly, per person rate with a five-hour minimum.
- Bartender Fee is \$200.00 per Bartender for up to five (5) consecutive hours of service, *plus 21% taxable service charge and 10.75% sales tax.*
- Additional hours \$40.00 per hour per Bartender, *plus 21% taxable service charge and 10.75% sales tax.*
- Samples of Alcoholic Beverages will only be served at a bar front staffed with Centerplate Bartenders.
- Dispensing Samples is not permitted in any other location or manner.
- Attendees must show identification before the Alcoholic Beverage Sample will be served to them. This must be done by the Centerplate Bartender serving the Sample.

Signature _____ Date _____

Print Name _____ Title/Company _____