



900 Convention Center Blvd. New Orleans, LA 70130

P.O. Box 54973  
New Orleans, LA 70154-4973  
Phone: (504) 582-3036  
Fax: (504) 582-3088

Email: [Exhibit\\_Services@mccno.com](mailto:Exhibit_Services@mccno.com)

For online ordering go to [www.mccno.com/exhibitors](http://www.mccno.com/exhibitors)

**Request for Electrical Services  
Effective January 1, 2016**

PLEASE TYPE OR PRINT

Advance Rate Deadline: **February 11, 2016**

NAME OF SHOW <b>Commodity Classic</b>		<b>PAYMENT IN U. S. DOLLARS MUST ACCOMPANY ORDER. MAKE CHECKS PAYABLE TO NOPFMI OR PROVIDE CREDIT CARD INFORMATION ON THE PAYMENT AUTHORIZATION FORM.</b>	
EXHIBITING FIRM NAME	BOOTH NUMBER	DATE(S) OF SHOW	
ADDRESS	EMAIL ADDRESS	TELEPHONE/FAX	
CITY, STATE, ZIP	On Site Contact Name and Cell Phone #	ORDER CONTACT NAME	

PLEASE SELECT ELECTRICAL SERVICES NEEDED ON THE OPPOSITE CHART, THEN COMPLETE THE SERVICE REQUIREMENT SECTION OF THE FORM BELOW WITH THE QUANTITY AND TYPE OF SERVICE NEEDED.

120 VOLT SERVICE INCLUDES LABOR FOR THE INSTALLATION. ADDITIONAL LABOR IS REQUIRED FOR SPECIAL WIRING, SERVICE CALLS AND MATERIAL.

SPECIAL REQUIREMENTS	
OVERHEAD CONNECTION REQUIRED?	Add 50% to service connection charge
24 HOUR SERVICE REQUIRED?	Add 50% to service connection charge
<b>LABOR:</b> CHARGES WILL BE IN ½ HR. INCREMENTS. MINIMUM CHARGE ½ HOUR	
Monday - Friday 8:00 a.m. - 4:30 p.m. (Except Holidays)	\$ 80.00/Hr.
Monday - Friday 4:30 p.m. - 8:00 a.m., Saturday	\$ 120.00/Hr.
Sunday and Holidays	\$ 160.00/Hr.
DATE AND TIME INSTALLATION REQUESTED	

LABOR CHARGES MAY BE ASSESSED ON THE EXHIBIT FLOOR AND PAYMENT IN FULL MUST BE RENDERED. NO EXCEPTIONS, PLEASE!

Please indicate outlet location(s) on the UTILITY LOCATIONS FORM.

MATERIALS AND SPECIAL CONDITIONS


ELECTRICAL SERVICE	120 VOLT SERVICE- SINGLE OUTLETS				480 VOLT SERVICE
	ADVANCE RATE		STANDARD RATE		
5 Amp	0-600W	\$116.00	0-600W	\$150.00	PLEASE CONTACT THE CONVENTION CENTER FOR PRICE QUOTES.
10 Amp	601-1200W	\$152.00	601-1200W	\$184.00	
15 Amp	1201-1800W	\$170.00	1201-1800W	\$207.00	
20 Amp	1801-2400W	\$202.00	1801-2400W	\$272.00	
	208 VOLT 1Ø		208 VOLT 3Ø		
	ADVANCE RATE	STANDARD RATE	ADVANCE RATE	STANDARD RATE	
20 Amp	\$338.00	\$461.00	\$472.00	\$625.00	
30 Amp	\$433.00	\$585.00	\$591.00	\$793.00	
60 Amp	\$673.00	\$866.00	\$959.00	\$1,195.00	
100 Amp	\$938.00	\$1,244.00	\$1,500.00	\$1,863.00	
*200 Amp	\$2,000.00	\$2,313.00	\$2,900.00	\$4,000.00	
*300 Amp	\$2,286.00	\$2,672.00	\$4,538.00	\$5,538.00	
*400 Amp	\$3,313.00	\$3,518.00	\$5,800.00	\$8,000.00	

\*All service above 100 amps must come from overhead. Prices include overhead service. .

**All 208 volt service includes 1 hour labor for installation of service. Additional labor for specialized installations, special wiring and material will apply.**

FOR ORDERS RECEIVED LESS THAN 21 DAYS PRIOR TO EVENT OPENING, CALCULATE SERVICES AT THE STANDARD RATES. RATES INCLUDE APPLICABLE TAXES. SERVICE REQUIREMENTS: Calculate service and cost to the next higher power available when requirements exceed the standard electrical service.

QUANTITY	AMPS	VOLTS	WATTS	PHASE	UNIT CHARGE	SUBTOTAL	OVERHEAD CONNECTION 50%	24 HOUR 50%	TOTAL

SPOTLIGHTS AND EXTENSION CORDS:

QUANTITY	DESCRIPTION - PLEASE CHECK WHERE NECESSARY	ADVANCE RATE	STANDARD RATE	TOTAL
	1000 WATT par 64 Theatrical Spot Light - Price includes power, install, focus and removal	294.00	345.00	
	SINGLE EXTENSION CORDS (Power not included)	23.00	23.00	
	MULTIPLE CONNECTION BOXES: 4 connections (power not included)	23.00	23.00	
<b>Subtotal</b>				

ORDERS RECEIVED ON SITE ARE SUBJECT TO AN ADDITIONAL 25% FEE ON THE STANDARD RATES

**Total Amount Due**

# REQUEST FOR ELECTRICAL SERVICE INSTRUCTIONS AND CONDITIONS

1. Orders must be received a minimum of twenty one (21) days prior to scheduled event opening for advance rates. Orders received less than twenty one (21) days prior to scheduled event opening will be charged at the standard rates. Orders received on site are subject to an additional 25% fee on the standard rates.
2. Conditions for processing service order forms:
  - A. Payment for service must accompany service orders. **NO EXCEPTIONS!** Service will not be installed, if payment is not received.
  - B. Personal checks will not be accepted.
  - C. Incomplete hook-up 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. 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, materials or ramping. 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. All material and equipment furnished by the Convention Center for this service order shall remain the property of the Convention Center and shall be removed **ONLY** by Convention Center Staff.
5. Adhesive tapes used on floor surfaces must be a type approved by the Convention Center. Contact your service contractor or Exhibit Services Division of the Convention Center for more details.
6. Convention Center personnel are authorized to cut floor coverings when essential for installation of service unless otherwise directed
7. Installation of any service requirements crossing aisles will not be installed unless approved by show management.
8. The equipment and services will be provided only during the contracted dates of the event the customer is participating.
9. The end user is responsible for compliance with all applicable federal, state and local codes/laws pertinent to the use of all services. The Convention Center reserves the right to inspect all devices and connections to ensure compliance with all codes and laws.
10. **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.**
11. All service issues must be reported to the MCC Service Desk prior to the close of the event. Claims will not be considered unless filed **in writing** by exhibitor prior to close of event. Credit will not be given for service installed and not used.
12. **Cancellations – All cancellations must be submitted in writing.** A processing charge of \$50.00 will be applied to orders cancelled prior to installation. No credit is given for service cancelled after installation.
13. 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.

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.
14. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors.
15. The following are not permitted for use in the exhibit:

–Open clip sockets	–Ungrounded Lighting Fixtures
–Latex or lamp cord wire	–Multiple Attachment Plugs
–Twin sockets	which do not have adequate circuit protection devices
16. All electrical equipment must be properly tagged and wired with complete information as to the type or current required for operation, voltage, phase, cycle, horsepower, etc.
17. All exhibitor cords must be a minimum of 12/3 with ground. All exposed non-current carrying metal parts of fixed equipment, which are liable to be Energized, shall be grounded.
18. If further explanation of your electrical order is necessary, please attach a separate sheet to this order.

PLEASE COMPLETE AND RETURN WITH PAYMENT TO:

NOPFMI

P. O. BOX 54973

NEW ORLEANS, LOUISIANA 70154-4973

Please keep a copy for your records.



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 P.O. Box 54973  
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 Email: Exhibit\_Services@mccno.com  
 For Online Ordering visit  
[www.mccno.com/exhibitors](http://www.mccno.com/exhibitors)

## Request for Internet & Network Connectivity Advance Rate Deadline: February 11, 2016

Effective January 1, 2016

PLEASE TYPE OR PRINT

NAME OF SHOW **Commodity Classic**

**PAYMENT IN U. S. DOLLARS MUST ACCOMPANY ORDER. MAKE CHECKS PAYABLE TO NOPFMI OR PROVIDE CREDIT CARD INFORMATION ON THE PAYMENT AUTHORIZATION FORM.**

EXHIBITING FIRM NAME	BOOTH NUMBER	DATE(S) OF SHOW
ADDRESS	Email Address	TELEPHONE/FAX
CITY, STATE, ZIP	On Site Contact Name Cell Phone #	ORDER CONTACT NAME

Service Description	Quantity	Advance	Standard	Total
<b>Standard Line Service-(10/100 Connection) Public IP address</b>				
Shared Internet Service with 1 IP address		\$1,100.00	\$ 1,300.00	\$
Additional IP Addresses		\$ 129.00	\$ 148.00	\$
Shared Internet Service with 5 IP addresses		\$ 1,597.00	\$ 1,879.00	\$
Shared Internet Service with 10 IP addresses		\$ 2,177.00	\$ 2,561.00	\$
Shared Internet Service with 15 IP addresses		\$ 2,757.00	\$ 3,243.00	\$
Shared Internet Service with 20 IP addresses		\$ 3,223.00	\$ 3,792.00	\$
Dedicated Internet Service with 27 IP addresses		\$ 3,993.00	\$ 4,698.00	\$
Dedicated Internet Service with 57 IP Addresses		\$ 6,200.00	\$ 6,665.00	\$
DHCP Service - <b>only available with Dedicated Internet Service</b>		\$ 309.00	\$ 361.00	\$
8 port Hub/Switch Rental- <b>A credit card is required to reserve a hub</b>		\$ 95.00	\$ 110.00	\$
16 port Hub/Switch Rental- <b>A credit card is required to reserve a hub</b>		\$ 155.00	\$ 180.00	\$
Replacement cost of hub is \$250.00. If not returned, the credit card will be charged.				
<b>Metered Broadband Service- Limited capacity for email purposes only</b>				
56 KB with 1 IP (Additional IPs cannot be added to this service)		\$ 400.00	\$ 471.00	\$
256 KB with 1 IP (Additional IPs cannot be added to this service)		\$ 600.00	\$ 705.00	\$
512 KB with 1 IP (Additional IPs cannot be added to this service)		\$ 800.00	\$ 941.00	\$
Cat 5 cable – 25 foot <b>Check if MCC Labor is required for installation_____</b>		\$ 25.00	\$ 30.00	\$
Cat 5 cable – 50 foot <b>Check if MCC Labor is required for installation_____</b>		\$ 50.00	\$ 59.00	\$
Cat 5 Cable – 100 foot <b>Check if MCC Labor is required for installation_____</b>		\$ 75.00	\$ 88.00	\$
Labor to install cables: 1 – 4 cables - \$38.00 5 – 8 cables - \$76.00 9 – 12 cables - \$114.00 13 – 24 cables - \$152.00				\$
Special Networking Configurations - Call (504) 582-3036 for quotes				

**LABOR: Charged in Half Hour increments. ½ hr. minimum**

Monday - Friday 8:00am – 4:30pm \$80.00/hour

Monday – Friday 4:30pm – 8:00am & Sat. \$120.00/hr. Sun., & Holidays - \$160.00/hour

Install Date and Time: \_\_\_\_\_

The MCC will provide standard 10/100 mbps switched Ethernet based connections with RJ-45 connectors to each location specified. The MCC will issue proper IP addresses and relevant information upon completion of the order form and payment for services.

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 issues related to the configuration of your computer equipment.

It is the customer's responsibility to provide administrative rights to configure computers. To receive configuration information in advance, please send request to [techsupport@mccno.com](mailto:techsupport@mccno.com). Include the event name, booth number and company name in the request.

CUSTOMER ACCEPTANCE OF TERMS AND CONDITIONS: \_\_\_\_\_  
 DATE: \_\_\_\_\_

<b>TOTAL AMOUNT DUE \$</b>
<b>Orders received on site are subject to an additional 25% fee on the standard rates.</b>

**Please indicate drop location on the Utilities Location Form. Include floor plans with orientation. 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.**

Any order placed within 21 days of event start date is subject to standard rate

## LIMITATION OF LIABILITY

Except for claims for physical injury to persons, NOPFMI and its suppliers or subcontractors will not be liable for any special, or consequential damages or for loss, damage or expense directly or indirectly arising from customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind (including loss of business profits) based upon breach of warranty, breach of contract, negligence, strict tort or any other legal theory whether or not NOPFMI or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall liability exceed a refund of amounts actually paid to NOPFMI by company for their network attachment. Should there be a failure in connectivity performance as outlined above, customer will not be required to pay for connectivity for the prorated portion of service during which the failure occurred. The prorated amount will be calculated by dividing the time of failure by actual event hours as determined by the operation hours of the registration desk. In the event that the failure of connectivity is caused by a failure or disruption of NOPFMI's internet service provider, NOPFMI shall take all reasonable and necessary steps to obtain whatever credits available from the provider and will credit those amounts against customer's master account or make a cash refund to customer if the account has been paid in full. This shall be the limit of NOPFMI's liability. Whenever used in this contract, the term "NOPFMI" shall mean and refer to New Orleans Public Facility Management, Inc., the operating corporation for the Authority engaged in business at Ernest N. Morial Convention Center-New Orleans, hereinafter "MCCNO".

## TERMS AND CONDITIONS

1. Orders must be received a minimum of twenty-one (21) days prior to scheduled event opening for advance rates. Orders received less than twenty-one days will be charged at the standard rate. Orders placed on site are subject to an additional 25% fee on the standard rates.
2. Conditions for processing service order forms:
  - a. Payment in FULL for services must accompany service orders. NO EXCEPTIONS. Service will not be installed if payment is not received.
  - b. Personal checks will not be accepted.
  - c. Incomplete information will delay processing. Booth number(s) must be identified on the face of the form. Location of service in booth must be designated. Diagrams indicating booth orientation are required.
  - d. Customer provided/ordered circuits must be installed and working 2 days before event move-in.
3. Rates listed for all connections include connecting the service to the booth in the most convenient manner and DO NOT include labor for special wiring, ramping, making specialized installations or materials. 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. All material and equipment furnished by the Convention Center shall remain the property of the Convention Center and shall be removed ONLY by MCCNO Personnel.
5. Adhesive tapes used on floor surfaced must be a type approved by the Morial Convention Center. Contact your service contractor or the Exhibit Services Division of the Convention Center for more details.
6. Convention Center personnel are authorized to cut floor coverings when essential for installation of service unless otherwise directed.
7. Installation of any service requirements crossing aisles will not be installed unless approved by Show Management.
8. The equipment and services will be provided only during the dates of the event the Customer is participating.
9. End user is responsible for compliance with all applicable federal, state or local laws pertinent to the use of all services. The Convention Center reserves the right to inspect all devices and connections to ensure compliance with all codes and laws.
10. **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.**
11. **All service issues must be reported to the MCCNO Service Desk prior to the close of the event. Claims will not be considered unless filed in writing by the exhibitor prior to the close of the event. Credit will not be given for service installed and not used.**
12. **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.**
13. **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 a hardwired connection and an IP 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 exhibitors and/or MCCNO equipment.**
14. **Customer's duties –**
  - a. Customer shall be liable for any loss or damage to the rental equipment arising from Customer's negligence, intentional act, unauthorized maintenance or other cause with the reasonable control of Customer, its representatives, employees, agents or invitees. In the event of any loss or damage to the equipment for which the Customer is liable, Customer shall reimburse the Center for the reasonable cost of repair or replacement (or, at the Center's option, the Center may apply all or a portion of Customer's deposit as such reimbursement).
  - b. The equipment shall remain the sole and exclusive property of the Center or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the equipment which shall, at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty.
15. **Equipment Management –** Customer will be responsible for returning equipment and related materials to the MCCNO Service Desk at the close of the event unless prior arrangements have been made with the Service Desk.
  - a. **A signature is required upon delivery of your rental hub(s). Please notify the MCCNO Service Desk when you are available to receive.**
  - b. **The following costs will be charged to the customer's credit card if equipment is not returned: Hubs - \$250.00. A credit card is required for rental of all equipment.**
16. **Use of Network Connection –**
  - a. 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 distribute 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 users of the interconnected networks, **specifically wireless interference.**
  - b. 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.
  - c. **All devices for which MCCNO provides Internet or Networking connectivity shall be required to obtain a MCCNO assigned IP address.**
  - d. 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.
17. **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.
18. **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, window 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,
19. **The exhibitor must provide any services (email, ftp, http servers, etc) that are required.** The MCCNO provides standard Internet connectivity.
20. **Indemnification –**Customer hereby assumes liability for and agrees to indemnify protect and hold wholly harmless the Center and its agents, employees, officers, directors and any and all successors and assigns, for and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs and expenses, including reasonable attorney's fees, in contract, in tort or otherwise, which result from or arise out of the negligent or wrongful use to the equipment or the services by the Customer or its representatives, agents, employees or invitees.



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Email:
Exhibit\_Services@mccno.com
For Online Ordering visit
www.mccno.com/exhibitors

Request for Telecommunications Services

PLEASE TYPE OR PRINT

Effective January 1, 2016

Advance Rate Deadline: February 11, 2016

Form with fields: NAME OF SHOW (Commodity Classic), EXHIBITING FIRM NAME, BOOTH NUMBER, DATE(S) OF SHOW, ADDRESS, Email Address, TELEPHONE/FAX, CITY, STATE, ZIP, On Site Contact Name and Cell Phone #, ORDER CONTACT NAME. Includes a note: PAYMENT IN U. S. DOLLARS MUST ACCOMPANY ORDER. MAKE CHECKS PAYABLE TO NOPFMI OR PROVIDE CREDIT CARD INFORMATION ON THE PAYMENT AUTHORIZATION FORM.

Table with columns: Service Description, Quantity, Advance, Standard, Total. Rows include: Standard Line Service (Unrestricted Telephone Line, 800 and Local Telephone Line, etc.), Telephone Sets (Single Line Sets, etc.), Special Services (Voice Mail, Call Waiting, etc.), and 3rd Party Circuits (Extend Analog POTS line, etc.). Includes a note: LABOR Charged in Half Hour increments. 1/2 hr. minimum

Monday - Friday 8:00am - 4:30pm - \$80.00/hour

Monday - Friday 4:30pm - 8:00am & Sat. \$120.00/hr. Sun., &Holidays - \$160.00/hour

Install Date and Time: \_\_\_\_\_

Disconnect Date and Time: \_\_\_\_\_

- All Rates include applicable Taxes.
Customer should pick up set, show directory and dialing instructions at the MCC Exhibitor Service Center. All Sets must be returned to the MCC Exhibitor Service Center.
All cancellations must be submitted in writing. No credit will be given for equipment or service canceled after installation. A \$50.00 processing charge will be applied to orders canceled prior to installation.
All service issues must be reported to the MCC Exhibitor Service Center. Claims will not be considered unless filed in writing by the close of the event.
Special wiring or configuring equipment will result in a labor charge.
A credit card is required for unrestricted dialing and telephone sets. Please complete the Billing and Payment Policy form with the credit card information.

TOTAL AMOUNT DUE \$
Orders received on site are subject to an additional 25% fee on the standard rates.

Please indicate drop location on the Utilities Location Form. Include floor plans with orientation. A move fee of \$52.00 per line will be charged to relocate the line after it is installed. If no location is provided, the line is installed in the center rear of the booth.

Any order placed within 21 days of event start date is subject to standard rate

## LIMITATION OF LIABILITY

Except for claims for physical injury to persons, NOPFMI and its suppliers or subcontractors will not be liable for any special, or consequential damages or for loss, damage or expense directly or indirectly arising from customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind (including loss of business profits) based upon breach of warranty, breach of contract, negligence, strict tort or any other legal theory whether or not NOPFMI or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall liability exceed a refund of amounts actually paid to NOPFMI by company for their network attachment. Should there be a failure in connectivity performance as outlined above, customer will not be required to pay for connectivity for the prorated portion of service during which the failure occurred. The prorated amount will be calculated by dividing the time of failure by actual event hours as determined by the operational hours of the registration desk. In the event that the failure of connectivity is caused by a failure or disruption of NOPFMI's internet service provider, NOPFMI shall take all reasonable and necessary steps to obtain whatever credits available from the provider and will credit those amounts against customer's master account or make a cash refund to customer if the account has been paid in full. This shall be the limit of NOPFMI's liability. Whenever used in this contract, the term "NOPFMI" shall mean and refer to New Orleans Public Facility Management, Inc., the operating corporation for the Authority engaged in business as the Ernest N. Morial Convention Center-New Orleans, hereinafter "MCCNO".

## TERMS AND CONDITIONS

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    - d. Customer provided/ordered circuits must be installed and working 2 days before event move-in.
  3. Rates listed for all connections include connecting the service to the booth in the most convenient manner and DO NOT Include labor for making specialized installations, materials or ramping. 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. All material and equipment furnished by the Convention Center shall remain the property of the Convention Center and shall be removed ONLY by MCCNO Personnel.
  5. Adhesive tapes used on floor surfaced must be a type approved by the Morial Convention Center. Contact your service contractor or the Exhibit Services Division of the Convention Center for more details.
  6. Convention Center personnel are authorized to cut floor coverings when essential for installation of service unless otherwise directed.
  7. Installation of any service requirements crossing aisles will not be installed unless approved by Show Management.
  8. The equipment and services will be provided only during the dates of the event the Customer is participating.
  9. The end user is responsible for compliance with all federal, state and local codes/laws pertinent to the use of all services. The Convention Center reserves the right to inspect all devices and connections to ensure compliance with all codes and laws.
  10. **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.**
  11. **All service issues must be reported to the MCCNO Service Desk prior to the close of the event. Claims will not be considered unless filed in writing by exhibitor prior to close of event. Credit will not be given for service installed and not used**
  12. **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.**
  13. Customer's Duties –
    - a. Customer shall be liable for any loss or damage to the rental equipment arising from Customer's negligence, intentional act, unauthorized maintenance or other cause within the reasonable control of Customer, its representatives, employees, agents or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse the Center for the reasonable cost of repair or replacement (or, at the Center's option, the Center may apply all or a portion of Customer's deposit as such reimbursement).
    - b. The equipment shall remain the sole and exclusive property of the Center or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the equipment which shall, at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty.
  14. **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 MCC Service Desk.
    - a. **Customers should go to the MCCNO Exhibitor Service Center to receive telephone instruments. A credit card is required for rental of all equipment.**
    - b. 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.**
  15. **Use of PBX Switch and Related Services** –Customer's rental of the equipment shall include the usage of (but not physical access to) the common telecommunication equipment (collectively, the "Switch") serving the Customer at the convention facility.
  16. **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.**
  17. **Indemnification** – Customer hereby assumes liability for and agrees to indemnify protect and hold wholly harmless the Center and its agents, employees, officers, directors and any and all successors and assigns, for and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs and expenses, including reasonable attorney's fees, in contract, in tort or otherwise, which result from or arise out of the negligent or wrongful use to the equipment or the services by the Customer or its representatives, agents, employees, or invitees.
-

Return order and payment to:



**New Orleans**  
**ERNEST N. MORIAL**  
**CONVENTION CENTER**

P.O. Box 54973  
 New Orleans, LA 70154-4973

Phone: (504) 582-3036

Fax: (504) 582-3088

Email: [Exhibit\\_Services@mccno.com](mailto:Exhibit_Services@mccno.com)

For online ordering visit  
[www.mccno.com/exhibitors](http://www.mccno.com/exhibitors)

900 CONVENTION CENTER BLVD. NEW ORLEANS, LA 70130

**COMPRESSED AIR · WATER · DRAIN · GAS · STEAM** Advance Rate Deadline: **February 11, 2016**

Effective January 1, 2016

PLEASE TYPE OR PRINT: **Commodity Classic**

**PAYMENT IN U. S. DOLLARS MUST ACCOMPANY ORDER. MAKE CHECKS PAYABLE TO NOPFMI OR PROVIDE CREDIT CARD INFORMATION ON THE PAYMENT AUTHORIZATION FORM.**

EXHIBITING FIRM NAME	BOOTH NUMBER	DATE(S) OF SHOW
ADDRESS	Email Address	TELEPHONE/FAX
CITY, STATE, ZIP	On site contact name and cell phone #	ORDER CONTACT NAME

**RATES QUOTED INCLUDE APPLICABLE TAX AND LABOR TO CONNECT EQUIPMENT. Discount rates apply to orders received 21 days prior to event start.**

	QUAN.	DESCRIPTION	ADVANCE RATE	STANDARD RATE	AMOUNT
<b>COMPRESSED AIR (90-100 PSI)</b>		Single Outlet up to 1/2 "	325.00	429.00	
		Single Outlet 3/4"	361.00	440.00	
		Single Outlet 1"	432.00	589.00	
		Branch Outlet(s) – EACH	200.00	250.00	
	Total CFM		24 HOUR SERVICE REQUIRED <input type="checkbox"/> YES (Add 50% Outlet)		
Requirements		<b>EXHIBITOR MUST SUPPLY OWN REGULATOR AND FILTER</b>			
<b>WATER (80-90 PSI)</b>		Single Outlet 3/4" Cold Water	300.00	390.00	
		Single Outlet 3/4 " Hot Water	400.00	520.00	
		Branch Outlet(s) – EACH	200.00	263.00	
		Fill and Drain to 500 Gallons	287.00	396.00	
		Each Additional 500 Gallons	199.00	250.00	
	Total GPM		Food Grade Hose Required? <input type="checkbox"/> YES		
Requirements		<b>EXHIBITOR MUST SUPPLY OWN FILTER AND REGULATOR</b>			
<b>DRAIN</b>		CONNECTION	257.00	364.00	
	Total GPM	BRANCH OUTLET(S) – EACH	155.00	181.00	
	Requirements	SIZE CONNECTIONS REQUIRED _____			
<b>GAS (6" Water Column)</b>		Single Outlet 3/4", NATURAL GAS	329.00	386.00	
	Total CFM	BRANCH OUTLET(S) – EACH	231.00	272.00	
	Requirements				
<b>STEAM (100-125 PSI) (Saturated)</b>		CHARGE FOR FIRST CONNECTION - <b>Price Upon Request</b>			
		EACH ADDITIONAL CONNECTION – <b>Price Upon Request</b>			
	Total Lbs./Hr.	SIZE CONNECTION(S) REQUIRED (Up to 1" only) _____			
	Requirements	STEAM TRAPS - <b>Price Upon Request</b>			

**MATERIALS AND SPECIAL CONDITIONS**

**AMOUNT**

LABOR: CHARGE WILL BE IN 1/2 HR. INCREMENTS. MINIMUM CHARGE 1/2 HOUR.

..... Hrs. Monday - Friday 8:00 a.m. - 4:30 p.m. (Except Holidays)	\$ 80.00/Hr.
..... Hrs. Monday - Friday 4:30 p.m. - 8:00 a.m., Saturday	\$ 120.00/Hr.
..... Hrs. Sunday and Holidays	\$ 160.00/Hr.

**SUB-TOTAL**

**Orders received on site are subject to an additional 25% fee on the standard rates**

SHOW GENERAL LOCATIONS OF OUTLETS IN BOOTH ON THE UTILITY LOCATIONS FORM. IF A DRAWING IS NOT PROVIDED, THE MCC WILL INSTALL THE SERVICE IN THE REAR CENTER OF THE BOOTH. LABOR CHARGES WILL APPLY TO RELOCATE THE SERVICE.

**TOTAL DUE**

All connections are subject to approval by the Convention Center, and only the Convention Center Mechanics are authorized to make air, water, drain, gas and steam connections. Labor charges will apply for service calls. Labor charges are assessed on the exhibit floor and payment IN FULL must be rendered.

900 CONVENTION CENTER BLVD. NEW ORLEANS, LA 70130  
Phone: (504) 582-3036

**REQUEST FOR  
COMPRESSED AIR : WATER : DRAIN : GAS : STEAM  
INSTRUCTIONS AND CONDITIONS**

1. Orders must be received a minimum of twenty one (21) days prior to scheduled event opening for advance rates. Orders received less than twenty one (21) days prior to scheduled event opening will be charged at the standard rates. Orders received on site are subject to an additional 25% fee on the standard rates.
2. Conditions for processing service order forms:
  - A. Payment for service must accompany service orders. NO EXCEPTIONS! Service will not be installed if payment is not received.
  - B. Personal checks will not be accepted.
  - C. Incomplete hook-up or outlet requirement information will delay processing.
  - D. Booth number(s) must be identified on the face of the form.
  - E. Location of outlets in booth must be designated on the UTILITY LOCATION(S) FORM.
3. Rates listed for all connections include connecting the service to the booth and DO NOT INCLUDE additional labor and material charges made for:
  - a. Crossing aisles for overhead installations or ramping.
  - b. Making specialized installations.
4. 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.
5. All material and equipment furnished by the Convention Center for this service order shall remain the property of the Convention Center and shall be removed ONLY by Convention Center Staff. .
6. Adhesive tapes used on floor surfaces must be a type approved by the Convention Center. Contact your service contractor or Exhibit Services Division of the Convention Center for more details.
7. Convention Center personnel are authorized to cut floor coverings when essential for installation of service unless otherwise directed.
8. Installation of any service requirements crossing aisles will not be installed unless approved by show management.
9. The equipment and services will be provided only during the contracted dates of the event the customer is participating.
10. Supply connections and disconnections may only be made by the Convention Center personnel. The end user is responsible for compliance with all applicable federal, state and local codes/laws pertinent to the use of all services. The Convention Center reserves the right to inspect all devices and connections to ensure compliance with all codes and laws.
11. **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.**
12. All service issues must be reported to the MCC Service Desk prior to the close of the event. Claims will not be considered unless filed **in writing** by exhibitor prior to close of event. Credit will not be given for service installed and not used.
13. **Cancellations** – All cancellations must be submitted in writing. A processing charge of \$50.00 will be applied to orders cancelled prior to installation. No credit is given for service cancelled after installation.
14. Service connectors or fittings may be supplied by the exhibitor.
15. Permanent building utility outlets are not a part of the booth space and cannot be used by exhibitors.
16. If further explanation of your plumbing requirements is necessary, please attach a separate sheet to this form.
17. 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(s) form.

PLEASE COMPLETE AND RETURN WITH PAYMENT TO:

NOPFMI  
P. O. BOX 54973  
NEW ORLEANS, LOUISIANA 70154-4973

Please keep a copy for your records.





Return with order and payment to:  
 P. O. Box 54973  
 New Orleans, LA 70154-4973  
 Email: Exhibit\_Services@mccno.com

## Utility Locations

### MANDATORY

To ensure that your electrical and plumbing outlets, telephones and internet services are properly placed, a Booth Floorplan must be submitted with your order forms. If you do not have a plan, please use the grid on this page and submit it with your order forms.

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (e.g. 1 square = 10 feet) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers on aisle numbers. This will help us orient your service correctly.
- Mark outlet locations, expressed in watts or amps and voltage in each location. Mark telephone and internet lines in each location. Locations marked should accurately reflect services ordered.
- Return this form with your prepaid order forms.

Show: \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth #: \_\_\_\_\_

Adjacent booth or Aisle Number: \_\_\_\_\_


Adjacent booth or Aisle Number: \_\_\_\_\_

Adjacent booth or Aisle Number: \_\_\_\_\_

Adjacent booth or Aisle Number: \_\_\_\_\_



**PAYMENT AUTHORIZATION FORM**

Please return forms via:  
 E-mail: [Exhibit\\_Services@mccno.com](mailto:Exhibit_Services@mccno.com)  
 Fax: (504)582-3088  
 Mail to: Morial Convention Center New Orleans  
 ATTN: Exhibit Services  
 P.O. Box 54973  
 New Orleans, LA 70154-4973

**ORDER DEADLINE DATE  
 FEBRUARY 11, 2016**

**For online ordering go to  
[www.mccno.com/exhibitors](http://www.mccno.com/exhibitors)**

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

Name of Event: Commodity Classic

Exhibitor Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Exhibitor Company Address: \_\_\_\_\_

City/State/Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ On site Contact Cell Phone #: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Check if you are a new MCCNO customer:

Email address: \_\_\_\_\_ E-Mail Address for invoice: \_\_\_\_\_

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:

**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 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:

Are you a third party paying for an exhibitor's order?  Yes  No

Cardholder's Name: \_\_\_\_\_ Company: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Please check one:

- American Express  Discover  Visa  Diners Club  Master Card

Account Number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

*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: \_\_\_\_\_

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## PAYMENT TERMS AND CONDITIONS

1. Orders must be received a minimum of twenty one (21) days days prior to scheduled event opening for discount rates. Orders received less than twenty one (21) days prior to scheduled event opening will be charged at the standard rates. Orders received on site will be subject to a 25% fee on 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. 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.
3. 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.
4. 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.
5. Claims will not be considered unless filed in writing by exhibitor prior to close of event.
6. Credit will not be given for service installed and not used.
7. 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.