



900 Convention Center Blvd. New Orleans, LA 70130

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

Please send forms and payment via:
Email: Exhibit_Services@mccno.com
Fax: (504) 582-3088
Mail: 900 Convention Center Blvd
 ATTN: Exhibit Services
 New Orleans, LA 70130
 Phone: (504) 582-3036
 For online ordering go to
www.mccno.com/exhibitors

PLEASE TYPE OR PRINT

Advance Rate Deadline: March 6, 2017

NAME OF SHOW NACE INTERNATIONAL 2017		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	

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

LABOR: CHARGES WILL BE IN 1/2 HR. INCREMENTS. MINIMUM CHARGE 1/2 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	0-600 W	\$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	1201-1800 W	\$170.00	1201-1800W	\$207.00	
20 Amp	1801-2400 W	\$202.00	1801-2400 W	\$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	
			Subtotal	

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.

PAYMENT TERMS AND CONDITIONS

1. Orders must be received a minimum of twenty one (21) 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.



Return with order and payment to:
 900 Convention Center Blvd
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 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: NACE INTERNATIONAL 2017

Exhibiting Company: _____ Booth #: _____

Adjacent booth or Aisle Number: _____

Adjacent booth or Aisle Number: _____										

Adjacent booth or Aisle Number: _____

Adjacent booth or Aisle Number: _____