



900 Convention Center Blvd · New Orleans, LA 70130

Request for Telecommunications Services

PLEASE TYPE OR PRINT

Effective January 1, 2016

Advance Rate Deadline: **March 6, 2017**

Please return 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

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	

Service Description	Quantity	Advance	Standard	Total
Standard Line Service – Service for Telephones, Modems, Faxes and Credit Card Machines. (PBX must dial 9then the #)				
Unrestricted Telephone Line- credit card required for Long Distance		\$ 260.00	\$ 305.00	
800 and Local Telephone Line		\$ 260.00	\$ 305.00	
Local Only Telephone Line		\$ 260.00	\$ 305.00	
Restriction change per line		\$ 11.00	\$ 13.00	
Telephone Sets A Credit Card on file is required to reserve a telephone set.				
Replacement costs (listed on reverse) will be charged, if sets are not returned.				
Single Line Sets		\$ 21.00	\$ 25.00	
Single Line speakerphone Set		\$ 53.00	\$ 62.00	
Message Waiting Single Line Set		\$ 53.00	\$ 62.00	
MultiLine Speakerphone Set		\$ 200.00	\$ 250.00	
Special Services				
Voice Mail		\$ 26.00	\$ 31.00	
Call Waiting _____ Call forwarding _____ Call Pickup _____ Rollover/Hunt _____		\$ 15.00 ea	\$ 15.00 ea	
3rd Party Circuits				
Extend Analog POTS line from Dmark to booth		\$ 206.00	\$ 242.00	
Extend ISDN BR1 line from Dmark to booth		\$ 309.00	\$ 364.00	
Extend T1 Circuit from Dmark to booth Special rates or additional services - Call (504) 582-3036 for quotes		\$ 1,854.00	\$ 2,282.00	
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: _____

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 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

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 will be 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 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.
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PAYMENT AUTHORIZATION FORM

Please return forms via:
E-mail: Exhibit_Services@mccno.com
Fax: (504)582-3088
Mail to: Morial Convention Center New Orleans
ATTN: Exhibit Services
900 Convention Center Blvd
New Orleans, LA 70130

ORDER DEADLINE DATE
MARCH 6, 2017

For online ordering go to
www.mccno.com/exhibitors

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

Name of Event: **NACE INTERNATIONAL 2017**

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. Mailing 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:

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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: _____

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
 New Orleans, LA 70130
 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: _____