



New Orleans
ERNEST N. MORIAL
CONVENTION CENTER

Dimmable House Light Order Form

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

Event Name		Request By	
Location		Company Name	
E-Mail Address		On Site Telephone	

**** NOTE - CHECK ONE OF THE OPTIONS ****

A 20% Discount will be honored on rates listed below for orders received 30 days of the first move-in day.

OPTION # 1 - ** Dimmable House Light Charge with remote of \$1,750.00, per hall, for run of show (Halls A, B1, B2, C, D, E, F, G, H, I1, I2, and J) (\$1,400.00 - Discounted)

OPTION # 2 - **Dimmable House Light Charge w/remote \$220.00, per Meeting Room for run of show (B2-1, B2-2, C1, C2, C3, D1, D2, D3, E1, E2, and E3) (\$175.00 - Discounted)

Option # 3 - ** Ballroom House Light Remote \$90.00 each per day.

Fill-in Delivery and Pickup dates and times below for the three above options

		Day	Date	Start Time	End Time	Total
Remote Delivery	Day # 1					
Remote Pickup	Day # 2					
	Day # 3					
	Day # 4					
						Grand Total:

- Check box if other dates and times are listed on another sheet
SEE A/V Equipment List Order form to order 2nd and 3rd Floor Meeting Room Remotes

PAYMENT TERMS AND CONDITIONS

1. Orders must be received a minimum of thirty (30) days prior to scheduled event opening for discount rates. Orders received less than thirty (30) 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.