



New Orleans
ERNEST N. MORIAL
CONVENTION CENTER

2010 Production Rigging Authorization Request Form

SEE NEXT PAGE FOR TERMS AND CONDITIONS

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

NAME OF EVENT		DATES OF EVENT	
COMPANY		CONTACT	
ADDRESS		OFFICE TELEPHONE	OFFICE FAX
E-MAIL		ON SITE CONTACT	ON SITE TELEPHONE

INSTALLATION COMPANY ENMCC, Production Services Department	CONTACT Gina Ellis or Chip Stansbury
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FACILITY LOCATION WHERE RIGGING IS TO BE DONE: HALL: BALLROOM:
MEETING ROOM : BOOTH:

BALLROOM, MEETING ROOM, & LOBBY RATES: 2 hr min Straight Time (M-F) \$370.00 per hr; OT (S-S and after 8 hrs on all calls) \$480.00 per hr
HALL RATES: 4 hr min Straight Time (M-F) \$240.00 per hr ; OT (S- S and after 8 hrs on all calls) \$340.00 per hr
***Rates include a Rigging Team of two men and a lift.**

Installation	Day	Date	Start Time	End Time	Initial Complete
Day # 1					
Day # 2					
Day # 3					
Day # 4					

TECHS	Day	Date	Start Time	End Time	Initial Complete

TECH RATES: 4 hr min. Straight Time (M-F) \$45.00 per hr ; OT (S-S and OT after 8 hrs on all calls) \$67.50 per hr

Rigging Equipment

1 Ton Chain Hoist-\$125.00 per motor/per week	½ Ton Chain Hoist-\$100.00 per motor / per week
10' – 12" Box Truss-\$40.00 per truss/per week	Motor Controller-\$75.00 per controller / per week
12" Box Truss Corner-\$60.00 per truss/per week	Steel Package -\$25.00 per package / per week

DESCRIPTION AND DIMENSIONS OF MATERIALS AND/OR EQUIPMENT TO BE RIGGED: (See reverse for drawings required)

TOTAL WEIGHT OF RIGGING:	NUMBER OF HANGING POINTS:	MAX. WEIGHT OF EACH HANGING POINT:
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Any unreturned material will be billed to credit card at rack rate.
I understand 20% of total bill (including any Labor) will be added to orders for orders received within 30 days of first load-in day.

Cancellations must be received 96 hrs before the install date to avoid a 4 hr minimum charge (2 hrs in ballroom & lobby)
Time change requires a 48 hr notification.

Equipment Total	Rigging Team Total	Tech Total	Estimated Total

MCCNO Use Only:

Equipment Total	Rigging Team Total	Tech Total	Grand Total



PRODUCTION RIGGING TERMS AND CONDITIONS

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1. Hall rigging may be performed by Licensee's Official Contractor or Subcontractor(s), as well as by the **MCC**. Rigging is exclusive to MCC personnel in the following areas: La Louisiane Ballroom, La Nouvelle Orleans Ballroom and the New Orleans Theater.
2. Load capabilities for each area are stated in the **MCC Production Rules and Regulations**. Rigging installations that exceed the stated load capabilities within any **MCC** area require prior written authorization.
3. Contractor must submit this completed form and diagrams for authorization at least 30-days prior to move-in.
4. Plans must include detailed drawings (plans and elevations), rigging plots, and product literature if applicable. Drawings must include facility location where rigging will be done, and the location and weight load of each hanging point within the rigging plot. Contractor must submit four (4) copies of all plans.
5. The **MCC** reserves the right to utilize independent consultants, at Licensee's expense, for weight verifications and field inspections.
6. The **MCC** retains the right to require changes to any rigging installation that does not conform to the standards stipulated in the **Facility Use Contract** or **Production Rules and Regulations**.
7. **MCC** will contact you with estimated cost, if any. This is not a labor order form; you must schedule specific dates and times for any required labor.
8. All charges for **MCC** labor and materials will be billed to Contracting Party's Master Account unless other arrangements are made with the Exhibit Services Department at least 30-days in advance.
9. Authorization by the **MCC** to provide rigging installations neither suggests nor implies that the **MCC** has certified or approved the design or safety of the proposed rigging installation.
10. **Authorized personnel must conduct all work in a safe manner.**

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.