



New Orleans
ERNEST N. MORIAL
CONVENTION CENTER

Special Cable Installation 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
ADDRESS 900 Convention Center Blvd., N.O. LA 70130	TELEPHONE (504) 582-3018
	FAX (504) 582-3076

FACILITY LOCATION WHERE CABLE(S) ARE TO BE DROPPED: HALL: _____ BALLROOM: _____
BOOTH: _____ MEETING ROOM: _____

DATE/TIME INSTALLATION WILL BEGIN:

Day _____ Date _____ Time _____

DATE/TIME INSTALLATION WILL BE REMOVED:

Day _____ Date _____ Time _____

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

- Discounted Rate (Orders received 30 days before installation)
- MCC providing the cable (RG-6): \$1.15 per running foot, installed
- Contracting Party providing the cable: \$0.85 per running foot, installed.
- Removal of cable will be charged at half the installation rate.
- Standard Rate (Orders received within 30 days of installation)
- MCC providing the cable (RG-6): \$1.50 per running foot, installed
- Contracting Party providing the cable: \$1.25 per running foot, installed.
- Removal of cable will be charged at half the installation rate.

NOTE: CABLE WILL BE RG-6 QUAD SHIELD or CAT 5 Cable.

TOTAL DISTANCE OF CABLE RUN:	RATE TOTAL:	REMOVAL TOTAL:	GRAND TOTAL:

REQUESTED BY:
I have read and will comply with all terms and conditions listed on next page (other side).

PRINT NAME	SIGNATURE	DATE
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Note: Terms and Conditions listed on other side

**SPECIAL CABLE INSTALLATION
TERMS AND CONDITIONS**

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1. MCC technicians will install all cabling from the roof to the designated area (booth).
2. Contractor must submit this completed form for authorization at least 30-days prior to move-in.
3. All requests must include detailed drawings of booth or designated area. Drawings must include facility location where cable drop is to be installed.
4. The **MCC** reserves the right to utilize independent consultants, at Licensee's expense, for cabling issues, verifications, and/or field inspections.
5. The **MCC** retains the right to require changes to any cable installation that does not conform to the standards stipulated in the Facility Use Contract or Production Rules and Regulations.
6. All installation charges, either **MCC** labor and/or materials will be billed to Contracting Party's Credit Card or is payable by Company Check prior to installation, unless other arrangements are made with the Exhibit Services Department at least 30-days in advance.
7. Authorization by the **MCC** to provide cabling installations neither suggests nor implies that the **MCC** has certified or approved the design or safety of the satellite installation.
8. Authorized personnel must conduct all work in a safe manner only.
9. The Company, or its approved Contracting Installation Party, will be responsible for the installation of any and all satellite equipment in the designated roof area(s).
10. All satellite equipment must be capable of a minimum 100mph wind load. The Company will be responsible for forwarding engineering specifications for the wind load to **MCC** Production Services Department 30 days prior to installation.
11. All satellite mounting hardware must be of the non-penetrable mount type. Only water or cinder block may be used for ballast.
12. **MCC** will provide RG-6 Quad Shield cable unless otherwise specified.
13. If cable other than RG-6 is required, the contracting party may provide this cable to **MCC** for installation. **MCC** can provide other cabling specifications at an additional cost.
14. Cost of cable installations are as follows:
 - Discounted Rate (Orders received 30 days before installation) MCC providing the cable (RG-6):
\$1.15 per running foot, installed Contracting Party providing the cable: \$0.85 per running foot, installed
 - Standard Rate (Orders received within 30 days of installation) MCC providing the cable (RG-6):
\$1.50 per running foot, installed Contracting Party providing the cable: \$1.25 per running foot, installed
15. **MCC is not responsible for quality or integrity of signal from source to termination point of cable. MCC is not engineering the installation, only safely installing the cabling.**
16. Removal of cable will be charged at half the installation rate.

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.