



900 Convention Center Blvd. New Orleans, LA 70130

**Request for Electrical Services  
Effective January 1, 2010**

P.O. Box 54973  
New Orleans, LA 70154-4973  
Phone: (504) 582-3036  
Fax: (504) 582-3088

**PLEASE TYPE OR PRINT**

NAME OF SHOW		<b>PAYMENT IN U. S. DOLLARS MUST ACCOMPANY ORDER. MAKE CHECKS PAYABLE TO NOPFMI OR PROVIDE CREDIT CARD INFORMATION ON THE BILLING AND PAYMENT POLICY FORM.</b>	
EXHIBITING FIRM NAME	BOOTH NUMBER	DATE(S) OF SHOW	
ADDRESS	EMAIL ADDRESS	TELEPHONE/FAX	
CITY, STATE, ZIP	CONTACT		

**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.**

SPECIAL REQUIREMENTS	
OVERHEAD CONNECTION REQUIRED?	Add 50% to service connection charge
24 HOUR SERVICE REQUIRED?	Add 50% to service connection charge

<b>LABOR:</b>	CHARGES WILL BE IN ½ HR. INCREMENTS. MINIMUM CHARGE ½ HOUR	
	Monday - Friday 8:00 a.m. - 4:30 p.m. (Except Holidays)	\$74.00/Hr.
	Monday - Friday 4:30 p.m. - 8:00 a.m.	\$105.00/Hr.
	Saturday, Sundays and Holidays	\$105.00/Hr.
	DATE AND TIME INSTALLATION REQUESTED	

**LABOR CHARGES ARE 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**


**RATES DO NOT INCLUDE LABOR OR MATERIAL FOR CONNECTING EQUIPMENT**

ELECTRICAL SERVICE	120 VOLT SERVICE- SINGLE OUTLETS				480 VOLT SERVICE
	DISCOUNT RATE		STANDARD RATE		
5 Amp	0-600 W	\$89.00	0-600 W	\$122.00	<b>PLEASE CONTACT THE CONVENTION CENTER FOR PRICE QUOTES.</b>
10 Amp	601-1200W	\$112.00	601-1200 W	\$154.00	
15 Amp	1201-1800 W	\$150.00	1201-1800 W	\$205.00	
20 Amp	1801-2400 W	\$182.00	1801-2400 W	\$252.00	
	208 VOLT 1Ø		208 VOLT 3Ø		
	DISCOUNT RATE	STANDARD RATE	DISCOUNT RATE	STANDARD RATE	
20 Amp	\$311.00	\$423.00	\$434.00	\$587.00	
30 Amp	\$399.00	\$547.00	\$553.00	\$755.00	
60 Amp	\$605.00	\$828.00	\$835.00	\$1,057.00	
100 Amp	\$878.00	\$1,206.00	\$1,318.00	\$1,625.00	
*200 Amp	\$1,901.00	\$2,275.00	\$2,785.00	\$3,276.00	
*300 Amp	\$2,248.00	\$2,634.00	\$3,276.00	\$3,842.00	
*400 Amp	\$2,969.00	\$3,480.00	\$4,337.00	\$5,090.00	

\*All service above 100 Amps must come from overhead. Price includes overhead service.  
All 208 volt service includes 1 hour labor for installation and dismantle of service.

**FOR ORDERS RECEIVED LESS THAN 30 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	OFFICE USE ONLY

**FLOODLIGHTS, SPOTLIGHTS, AND EXTENSION CORDS:**

QUANTITY	DESCRIPTION - PLEASE CHECK WHERE NECESSARY	DISCOUNT RATE	STANDARD RATE	TOTAL	OFFICE USE ONLY
	150 WATT Floodlight Clip - on _____ or Stand _____ Power included. Fixture is delivered 1 hour prior to start of event	118.00	139.00		
	500 WATT QUARTZ LIGHT STAND - Power Included. Fixture equipped with 2 lights and delivered 1 hour prior to start of event	136.00	160.00		
	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		
	A credit card on file is required for floodlights and quart light rentals. The replacement cost of the fixtures (on the reverse) will be charged, if the fixtures are not returned.	<b>Total Amount due</b>			
<b>For orders paid by Company check, deduct 2% from Total</b>				<b>(\$ )</b>	
<b>Total Amount Due</b>					

# REQUEST FOR ELECTRICAL SERVICE INSTRUCTIONS 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-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. 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 connecting equipment, special wiring or labor.
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. 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.
7. 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.
8. All equipment, regardless of source of power, must comply with Federal, State and Local codes. The Convention Center reserves the right to inspect all electrical devices and connections to ensure compliance with all codes.
9. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors.
10. 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
11. 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.
12. 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.
13. Electrical labor must be ordered in advance in order to have electrician(s) available when needed.
14. 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 Electricians.
15. Convention Center Electricians are authorized to cut floor coverings when essential for installation of service unless otherwise directed.
16. Power requirements crossing aisles will not be installed unless approved by show management
17. **Replacement costs for fixtures not returned are: Floodlight clip-on/stands - \$35.00 and Quartz fixtures - \$220.00.**
18. 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.
19. Credit will not be given for service installed and not used.
20. **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.

PLEASE COMPLETE AND RETURN WITH PAYMENT TO:

NOPFMI

P. O. BOX 54973

NEW ORLEANS, LOUISIANA 70154-4973

Please keep a copy for your records.