



900 Convention Center Blvd · New Orleans, LA 70130

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

Request for Internet & Network Connectivity

Effective January 1, 2010

PLEASE TYPE OR PRINT

NAME OF SHOW		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.	
EXHIBITING FIRM NAME	BOOTH NUMBER		
ADDRESS	Email Address	TELEPHONE/FAX	
CITY, STATE, ZIP		CONTACT	

Service Description	Quantity	Discount	Standard	Total
Standard Line Service-(10/100 Connection) Public IP address				
Shared Internet Service with 1 IP address		\$1,133.00	\$ 1,334.00	
Additional IP Addresses		\$ 129.00	\$ 148.00	
Shared Internet Service with 5 IP addresses		\$ 1,597.00	\$ 1,879.00	
Shared Internet Service with 10 IP addresses		\$ 2,177.00	\$ 2,561.00	
Shared Internet Service with 15 IP addresses		\$ 2,757.00	\$ 3,243.00	
Shared Internet Service with 20 IP addresses		\$ 3,223.00	\$ 3,792.00	
Shared Internet Service with 27 IP addresses		\$ 3,993.00	\$ 4,698.00	
Dedicated Internet Service with 57 IP Addresses		\$ 6,200.00	\$ 6,665.00	
DHCP Service		\$ 309.00	\$ 361.00	
8 port Hub/Switch Rental- A credit card is required to reserve a hub		\$ 95.00	\$ 110.00	
16 port Hub/Switch Rental- A credit card is required to reserve a hub		\$ 155.00	\$ 180.00	
Replacement costs of hub is \$250.00, if not returned. Will be charged to credit card.				
Metered Broadband Service- Limited capacity for email purposes only				
56 KB with 1 IP (Additional IPs cannot be added to this service)		\$ 400.00	\$ 471.00	
256 KB with 1 IP (Additional IPs cannot be added to this service)		\$ 600.00	\$ 705.00	
512 KB with 1 IP (Additional IPs cannot be added to this service)		\$ 800.00	\$ 941.00	
Cat 5 cable – 25 foot Check if MCC Labor is required for installation _____		\$ 25.00	\$ 30.00	
Cat 5 cable – 50 foot Check if MCC Labor is required for installation _____		\$ 50.00	\$ 59.00	
Cat 5 Cable – 100 foot Check if MCC Labor is required for installation _____		\$ 75.00	\$ 88.00	
Special Networking Configurations - Call (504) 582-3036 for quotes				
LABOR: Charged in Half Hour increments. ½ hr. minimum				

Monday - Friday 8:00am – 4:30pm \$74.00/hour
 Monday – Friday 4:30pm – 8:00am & Sat., Sun., &Holidays - \$105.00/hour
 Install Date and Time: _____

The MCC Provides:

The MCC will provide standard 10/100 mbps switched Ethernet based connections with RJ-45 connectors to each location specified. The MCC will issue proper IP addresses and relevant information upon completion of the order form and payment for services.

You must provide:

All network and computer hardware and software to be used in the exhibit booth or meeting room, as well as the proper configuration of such equipment. **The MCC cannot provide technical support on any issues related to the configuration of your computer equipment.**

CUSTOMER ACCEPTANCE OF TERMS AND CONDITIONS: _____
 DATE: _____

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

TOTAL AMOUNT DUE	\$
For Orders paid by company check, deduct 2%	(\$)
TOTAL DUE	\$

Please indicate drop location on the Utilities Location Form. Include floor plans with orientation. A move fee of \$129.00 per line will be charged to relocate the circuit after it is installed. If no location is provided, the drop is installed in the center rear of the booth.

Any order placed within 30 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. Payment and order must be received no later than 30 days prior to the event opening to qualify for discount rates.
2. Please provide all information requested on the form for speedy processing of your contract/service order.
3. Conditions for processing service contract/On-time Installation
 - a) Payment for service must accompany service contract.
 - b) Personal checks will not be accepted. Company checks must be made payable to NOPFMI.
 - c) Incomplete forms will delay processing.
 - d) Location of circuit in booth must be designated on the Utility Location form or customer provided diagram.
 - e) Booth number must be identified on face of form.
 - f) Customer provided/ordered circuits must be installed and working 2 days before show move-in.
4. Any problems should be reported to the MCCNO Exhibitor Services Center.
5. Claims will not be considered unless filed in writing by Customer prior to the close of show.
6. **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.**
7. Only MCCNO personnel are authorized to modify system wiring or cabling. Material and equipment furnished by MCCNO for this service contract shall remain the property of .
8. **Use of Network Connection:**
 - A. The network attachment to be provided by MCCNO may be used only by the directors, officers, and employees of the company, its guests, its agents and consultants while performing service for the company and cannot be resold or distributed to other companies. The services being provided by MCCNO will facilitate communications between the Company's authorized users and the entities reachable through the national Internet. Users of MCCNO equipment and network services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
 - B. Users of MCCNO services shall not disrupt any of the MCCNO or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with MCCNO or other associated networks. MCCNO services shall not be used to transmit any communication where the meaning of the message, or its distribution, would likely be highly offensive to the recipient or recipients thereof.
 - C. All devices for which MCCNO provides Internet or Networking connectivity shall be required to obtain a MCCNO assigned IP address.
 - D. MCCNO will provide standard 10/100Mbps switched Ethernet-based connections with RJ-45 connections to each location as specified by the client. All data transmissions from connected client computers will be handled via copper and fiber optic-based transmission media and routed/repeated as necessary to conform to Ethernet-based connectivity Standards. MCCNO will only be responsible to the end of that connection or MCCNO provided device.
9. **Wireless Specific:** The use of any wireless device that interferes with the facility's wireless data frequency is prohibited.
10. **Internet Performance Disclaimer:** MCCNO does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. MCCNO does, however, monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users.
11. **Internet Security Disclaimer:** MCCNO does not provide security, such as but not limited to firewalls, etc. . . for any data circuit(s) we provide. It is the sole responsibility of the customer to provide any necessary security. With execution of this document the customer is agreeing to the Terms and Conditions of this document and will hold MCCNO, its agents and contracts harmless for any and all liabilities arising from the use of non-secured circuits. **The client is responsible for Anti-Virus protection on all devices.** MCCNO requires that all devices directly or indirectly accessing the MCCNO network and Internet connection must have the latest virus protection software, windows security updates, system patches and any technological cautions available/ necessary to protect the MCCNO network, yourself and others from viruses, worms or any malicious programs and other disruptive appliances.
12. **Cancellation** – No credit will be given for service cancelled after installation. Rates include all applicable taxes. A fifty (\$50.00) processing charge will be applied to orders cancelled prior to installation. Credit will not be given for service installed and not used.
13. The exhibitor must provide any services (email, ftp,http servers, etc.) that are required. The MCCNO provides standard Internet connectivity, including use of DNS servers. Installations will bring the service to the requested location in the most convenient manner, and do not include any computer equipment, special wiring, or additional labor. The MCCNO Internet network is a TCP/IP network only. Please configure your computer equipment for the TCP/IP protocol only. Any connections transmitting protocols other than TCP/IP (i.e.: IPX, NETBEUI, etc.) with addresses assigned by the MCCNO, will be disconnected until the non-TCP/IP protocols are removed.
14. End user is responsible for compliance with all applicable federal, state or local laws pertaining to use of the Internet.