



New Orleans
ERNEST N. MORIAL
CONVENTION CENTER

Cable Installation Request Form 2018
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

Cancellations must be received 96 hrs. -5 days, before installation. No credit will be given for installed equipment

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

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

DATE/TIME CABLE INSTALLATION WILL BEGIN:

Date _____ Time _____

DATE/TIME CABLE INSTALLATION WILL BE REMOVED:

Date _____ Time _____

SPECIAL INSTRUCTIONS:

Please select number of connections to be installed below:

DISCOUNTED RATE AVAILABLE ONLINE ONLY

Discounted Rate (Orders received 30 days before installation)

Cox HD Cable Service: \$500.00 per connection for run of show

Standard Rate (Orders received within 30 days of installation)

Cox HD Cable Service: \$600.00 per connection for run of show

On-Site Rate (Orders received On-Site)

Cox HD Cable Service: \$750.00 per connection for run of show

	Qty.	Discount Show Rates	Standard Show Rates	On-Site Show Rates
DVD Player		Available Online Only	\$120.00	\$180.00
Blu-Ray DVD Player		Available Online Only	\$225.00	\$340.00
42/54" Rolling Cart		Available Online Only	\$60.00	\$90.00
22" Flat Screen		Available Online Only	\$225.00	\$340.00
32" Flat Screen		Available Online Only	\$450.00	\$675.00
40" Flat Screen		Available Online Only	\$600.00	\$900.00
52" Flat Screen		Available Online Only	\$1,200.00	\$1,800.00

NOTE: ALL CABLE USED WILL BE BELDEN RG-6 QUAD SHIELD. Converter Model and Serial #: _____

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 – Prices subject to change without notice



New Orleans
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CONVENTION CENTER

**CABLE INSTALLATION
TERMS AND CONDITIONS**

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

1. Package charge for standard cable feed not to exceed 21 days.
2. Cable service does not include any monitors/ receivers, vcrs, vcps, tuners, speakers, etc. other than a decoder box for Cox Digital Cable Service.
3. MCC technicians will install all cabling from the closest cable connection to the designated area (booth). This may be from a floor pocket or an overhead connection.
4. Contractor must submit this completed form for authorization at least 30-days prior to move-in.
5. All requests must include detailed drawings of booth or designated area. Drawings must include facility location where cable connection is to be installed.
6. 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.
7. 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.
8. **MCC** will provide RG-6 Quad Shield cable unless otherwise specified.
9. 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.
10. Cost of cable connection installations are as follows:

Discounted Rate (Orders received 30 days before installation) - AVAILABLE ONLY ONLINE

Cox HD Cable Service: \$500.00 per connection for run of show

Standard Rate (Orders received within 30 days of installation)

Cox HD Cable Service: \$600.00 per connection for run of show

On-Site Rate (Orders received On-Site)

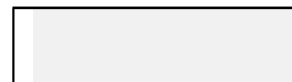
Cox HD Cable Service: \$750.00 per connection for run of show

11. Should Cox HD Cable Service be ordered, a separate decoder box will be required. A signature upon delivery will be required.
12. Should the decoder box be damaged, altered, or not returned to **MCC Production Services** upon request or completion of a show, a charge of **\$500.00** will be assessed to the Contracting Party.
13. Should the remote be damaged, altered, or not returned to **MCC Production Services** upon request or completion of a show, a charge of **\$100.00** will be assessed to the Contracting Party.
14. Converter boxes remain the property of **MCC**.
15. *Communications of Louisiana (Cox)*. **MCC** is not responsible for the content broadcast over our cable system or any interruptions in service that may be experienced. Any requests or complaints may be forwarded to the local Cox provider. Cox Customer Service number is 504-304-1700.



P. O. Box 54973 • New Orleans • Louisiana • 70154-4973
Phone: (504) 582-3018 Fax: (504) 582-3076
Email: production@mccno.com

BILLING AND PAYMENT POLICY FORM



**** MANDATORY FORM. MUST BE RETURNED WITH ORDER FORMS ****

Name of Show: _____

Company Name: _____ Booth Number: _____

Company Address: _____

City/State/Country: _____ Zip Code: _____

Contact Person's Name: _____ E-Mail Address: _____

Telephone: _____ Fax: _____

If you intend to utilize the services of the **MORIAL CONVENTION CENTER**, this form must be completed and returned to the above address. Please select the method of payment you will be using for services provided:

NO SERVICES REQUIRED _____

COMPANY CHECK

Please make check payable to the Morial Convention Center.

BANK TRANSFER

- Contact Exhibit Services at (504) 582-3036 for Bank Information.
- Please reference name of show and booth number on all Bank Transfers so we may properly credit your account.

CREDIT CARD

For your convenience, we will use this authorization to charge your credit card account for advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labor. Please complete the information requested below:

Please check one:

- American Express Discover Visa
 Diners Club Master Card

Account Number: _____ Expiration Date: _____ Security Code: _____

Cardholder's Name: _____

Cardholder's Billing Address: _____

Signature: _____

THIRD PARTY AUTHORIZATION

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that the named third party does not discharge payment of the invoice, charges will revert to the exhibiting company. All invoices are due and payable upon receipt, by either party.

THIRD PARTY AGENT:

Print Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

*We have read, understand and agree to all items as described on **both sides** and have advised our show site representative accordingly.*

Exhibitor Signature: _____ Print Name: _____ Date: _____

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.