

TELECOMMUNICATIONS SERVICES

REQUEST FORM



SHOW NAME	PAYMENT IN U.S. DOLLARS MUST ACCOMPANY ANY ORDER. MAKE CHECKS PAYABLE TO NOPMI OR USE PAYMENT AUTHORIZATION FORM. All orders emailed/faxed/mailed will incur a \$50.00 processing fee.		ADVANCED RATE DEADLINE ____ / ____ / ____
EXHIBITION FIRM NAME	BOOTH NUMBER	SHOW DATE (S) ____ / ____ / ____ TO ____ / ____ / ____	
ADDRESS	EMAIL ADDRESS	TELEPHONE OR FAX	
CITY, STATE, ZIP	ON SITE CONTACT NAME	ON SITE CONTACT NUMBER	ORDER CONTACT NAME

Standard Line Service for Telephones, Modems, Fax, and POS Machines	Advanced	Standard	Onsite	Quantity	TOTAL
Unrestricted Telephone Line - (CC# required for Long Distance)	\$260	\$305	\$381. ²⁵		\$

Telephone Sets (Includes telephone instrument and service)	Advanced	Standard	Onsite	Quantity	TOTAL
Single Line Sets	\$281	\$330	\$412. ⁵⁰		\$
Single Line Speakerphone	\$313	\$367	\$458. ⁷⁵		\$
Message Waiting Single Line Sets	\$313	\$367	\$458. ⁷⁵		\$
Multi-Line Speakerphone Sets	\$460	\$555	\$693. ⁷⁵		\$
Polycom Conference Phone	\$450	\$560	\$670. ⁰⁰		\$

Other Telecom Services	Advanced	Standard	Onsite	Quantity	TOTAL
Voice Mail	\$26	\$50	\$75. ⁰⁰		\$
Call Waiting, Call Pickup, Rollover/Hunt	\$15	\$15	\$15. ⁰⁰		\$
Direct Dial Line	\$421	\$475	\$588. ⁵⁰		\$
Extend Analog Pots Line From Dmark to Booth	\$206	\$242	\$302. ⁵⁰		\$
Extend ISDN BR1 Line From Dmark to Booth	\$309	\$364	\$455. ⁰⁰		\$
Extend T1 Circuit From Dmark to Booth	\$1,854	\$2,238	\$2,738. ⁴⁰		\$
Move Line Fee	\$52	\$52	\$52. ⁰⁰		\$

LABOR RATES Per 1/2 Hour - 1/2 Hour min	INSTALL/DISCONNECT DATE AND TIME MATERIALS AND SPECIAL /CONDITIONS	
M-F - 8:00AM - 4:30PM - \$80/HOUR		\$
M-F - 4:30PM - 8:00AM - \$120/HOUR		\$
SATURDAY - \$120/HOUR		\$
SUNDAY & HOLIDAYS - \$160/HOUR		\$

TOTAL AMOUNT DUE \$

Customer Acceptance of Terms & Conditions: _____ Date: ____ / ____ / ____

See Additional Terms and Conditions on Reverse Side

Please send forms and payment via
 EMAIL • Exhibit_services@mccno.com MAIL • ATTN: Financial Services
 900 Convention Center Blvd
 FAX • (504) 582 - 3088 ATTN: Exhibit Services
 ATTN: Exhibit Services
 PHONE • (504) 582 - 3036 New Orleans, LA, 70130
 please call for additional services and rates ONLINE • services.mccno.com

TELEPHONE SERVICE TERMS & CONDITIONS

1. Location of service in booth must be designated. Diagrams indicating booth orientation are required.
2. Rates listed for all connections include bringing the service to booth in the most convenient manner and DO NOT INCLUDE connecting equipment, special wiring, ramping, making specialized installations or labor.
3. Additional service charges and labor charges may be assessed for installation. Payment must be rendered in Full when billed during the event. Service may be interrupted if payment is not received.
4. All material and equipment furnished by the Convention Center shall remain the property of the Convention Center and shall be removed ONLY by Convention Center Personnel.
5. **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.**
6. **All service issues must be reported to the MCC Service Desk prior to the close of the event.**
7. **Claims will not be considered unless filed in writing by exhibitor prior to close of event.**
8. **Credit will not be given for service installed and not used.**
9. **Cancellation – All cancellations must be submitted in writing. A \$50.00 processing fee will be applied to orders cancelled prior to installation. No credit is given for service cancelled after installation.**
10. Customer provided/ordered circuits must be installed and working 2 days before show move-in.
11. End user is responsible for compliance with all applicable federal, state or local laws pertaining to the use of all services.
12. The equipment and services will be provided only during the dates of the event the Customer is participating.
 1. **Long Distance** – Long Distance (inter-exchange) services are provided by the Center under license arrangements (1 + dialing). The Center will process billing for such services. **A credit card is required for long distance charges.**
 2. **Equipment Management** – Customer will be responsible for returning all telephone sets or other equipment and related materials to the MCC Exhibitor Service Center at the close of the show unless prior arrangements have been made with the Services Center.
 - **A signature is required delivery of your telephone sets. Please notify the MCCNO service desk when you are available to receive.**
 - The following costs will be charged to the customer's credit card account if equipment is not returned: **Single line sets - \$78.75 Multi line sets \$388.50 Hubs - \$250.00. A credit card is required for rental of all equipment.**