



SHOW NAME		ONLINE ORDERS ARE SUBJECT TO A DISCOUNTED RATE. TAKE ADVANTAGE OF SPECIAL PRICING BY PLACING YOUR INITIAL ORDER AT SERVICES.MCCNO.COM PRIOR TO YOUR EVENT MOVE IN.			
EXHIBITION FIRM NAME	BOOTH NUMBER	SHOW DATE (S) <u> </u> / <u> </u> / <u> </u> TO <u> </u> / <u> </u> / <u> </u>			
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

	ONLINE	STANDARD	ONSITE	QUANTITY	TOTAL
Unrestricted Telephone Line - (CC# required for Long Distance)	AVAILABLE ONLINE	\$305	\$381. ²⁵		\$

Telephone Sets (Includes telephone instrument and service)

	ONLINE	STANDARD	ONSITE	QUANTITY	TOTAL
Single Line Sets	AVAILABLE ONLINE	\$330	\$412. ⁵⁰		\$
Single Line Speakerphone	AVAILABLE ONLINE	\$367	\$458. ⁷⁵		\$
Message Waiting Single Line Sets	AVAILABLE ONLINE	\$367	\$458. ⁷⁵		\$
Multi-Line Speakerphone Sets	AVAILABLE ONLINE	\$555	\$693. ⁷⁵		\$
Polycom Conference Phone	AVAILABLE ONLINE	\$560	\$670. ⁰⁰		\$

Other Telecom Services

	ONLINE	STANDARD	ONSITE	QUANTITY	TOTAL
Voice Mail	AVAILABLE ONLINE	\$50	\$75. ⁰⁰		\$
Call Waiting, Call Pickup, Rollover/Hunt	AVAILABLE ONLINE	\$15	\$15. ⁰⁰		\$
Direct Dial Line	AVAILABLE ONLINE	\$475	\$588. ⁵⁰		\$
Extend Analog Pots Line From Dmark to Booth	AVAILABLE ONLINE	\$242	\$302. ⁵⁰		\$
Extend ISDN BR1 Line From Dmark to Booth	AVAILABLE ONLINE	\$364	\$455. ⁰⁰		\$
Extend T1 Circuit From Dmark to Booth	AVAILABLE ONLINE	\$2,238	\$2,738. ⁴⁰		\$
Move Line Fee	AVAILABLE ONLINE	\$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:

X _____ / /

See Additional Terms and Conditions on Reverse Side

Forms and payment can be sent via the following methods. For additional service & rates please call The Exhibit Services Department. Payment in U.S. Dollars must accompany any order. Make Checks Payable to Morial Convention Center or Include Payment Authorization Form.

EMAIL • Exhibit_services@mccno.com
FAX • (504) 582 - 3088
PHONE • (504) 582 - 3036
MAIL • ATTN: Exhibit Services
900 Convention Center Blvd
New Orleans, LA, 70130

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.**