



New Orleans
ERNEST N. MORIAL
CONVENTION CENTER

EXHIBITOR AUDIO VISUAL ORDER FORM 2018

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

Event:				BALLROOM:	
Company:				BOOTH:	HALL:
	Date	Start Time	End Time	Note: Cancellations must be received 96 hrs. (5 days), before installation. No credit will be given for installed equipment Prices subject to change without notice. All equipment must be signed for at the delivery location. Delivery is included in rate.	
Install					
Removal					

AUDIO

Note: Full refund on cancellations outside of five (5) days. Cancellations received within five (5) days will be charged 50% of order. Prices subject to change without notice. All equipment must be signed for at the delivery location.

	Qty.	Discount Show Rates	Standard Show Rates	On-Site Rates	Total
Small Dual Speaker Sound System (Wired Mic./Mixer)		Available Online	\$750.00	\$1,125.00	

PROJECTOR

*All projector prices include delivery, setup, VGA cable, draped cart, and power. *Priced On Request.*

LCD Projector 3000 Lumens (VGA Cable Only) AND 4K		Available Online	\$300.00	\$450.00	
LCD Projector 7000/8000/10,000 Lumens		*POR	*POR	*POR	
LCD Projector 10,000 Lumens HD		*POR	*POR	*POR	

VIDEO

DVD Player		Available Online	\$120.00	\$180.00	
Blu-Ray DVD Player		Available Online	\$225.00	\$340.00	
42/54" Rolling Proj. Cart w/Skirt		Available Online	\$60.00	\$90.00	
22" Flat Screen Monitor (PC Compatible)		Available Online	\$225.00	\$340.00	
32" Flat Screen Monitor (PC Compatible)		Available Online	\$525.00	\$785.00	
40" LCD Screen (PC Compatible)		Available Online	\$600.00	\$900.00	
52" LCD Screen (PC Compatible)		Available Online	\$1,200.00	\$1,800.00	
Flat Screen Stand HDMI AND VGA CABLES (40" and 52" flat screen only)		Available Online	\$150.00	\$225.00	

SCREENS

60" x 60" Tripod Screen		Available Online	\$45.00	\$70.00	
84" x 84" Tripod Screen		Available Online	\$75.00	\$115.00	
7½' x 10' Fastfold with Bottom Drape		Available Online	\$150.00	\$225.00	
9' x 12' Fastfold with Bottom Drape		Available Online	\$200.00	\$300.00	

LABOR

		Hours	Per Hour	
Basic Technician- Regular Time			\$50.00	
Basic Technician - Overtime			\$75.00	

A \$50.00 manual processing fee will be added to all orders received by mail, email and fax. A fee will also be added to any cable boxes, cable remotes, monitors, monitor remotes that are not returned.

Grand Total

Delivery Signature:

Pick up Signature:



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 (21) days prior to scheduled event opening for discount rates. Orders received less than thirty (21) 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.