

PAYMENT AUTHORIZATION FORM

**** MANDATORY FORM ****



SHOW NAME		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

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:

NEW MCCNO CLIENT 3RD PARTY PAYMENT

ONLINE ORDER/PAYMENT

• Please visit <http://services.mccno.com> to complete your order online. **All orders emailed/faxed/mailed will incur a \$50.00 processing fee.**

COMPANY CHECK

• Please make check payable to the **Morial Convention Center**,
• Express Mail Address: 900 Convention Center Blvd., Attn: Exhibit Services, New Orleans, LA 70130

BANK TRANSFER

• Contact Exhibit Services at (504) 582-3036 for bank payment information.
• Please Reference the name of the show and booth number on all Bank Transfers so we can 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.

CARDHOLDER NAME	COMPANY
CREDIT CARD BILLING ADDRESS	STATE/PROVINCE
CITY	COUNTY/PARISH
ZIP/POSTAL CODE	INVOICE EMAIL ADDRESS

CARD/ACCOUNT NUMBER

CVV CODE EXPIRATION DATE:
____ / ____



Cardholder Signature:

X _____

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

Exhibitor Signature

X _____

Date:

____ / ____ / ____

Print Name

X _____

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

PAYMENT TERMS & CONDITIONS

1. Conditions for processing service order forms:
 - A. Payment for service must accompany service orders. **NO EXCEPTIONS!**
 - B. Personal checks will not be accepted. Service will not be installed if payment is not received.
 - 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.
 2. Rates listed for all connections include connecting the service to booth in the most convenient manner and **DO NOT INCLUDE** labor for making specialized installations, special wiring, material or ramping.
 3. 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.
 4. Claims will not be considered unless filed in writing by exhibitor prior to close of event.
 5. Credit will not be given for service installed and not used.
 6. There is a 10% charge to change and reprocess the method of payment submitted for an account.
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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.