



900 Convention Center Blvd · New Orleans, LA 70130

Return order and payment to:
 P.O. Box 54973
 New Orleans, LA 70154-4973
 Phone: (504) 582-3036
 Fax: (504) 582-3088

Request for Telecommunications Services

Discount Rate Deadline:

Effective January 1, 2012

PLEASE TYPE OR PRINT

NAME OF SHOW

PAYMENT IN U. S. DOLLARS MUST ACCOMPANY ORDER. MAKE CHECKS PAYABLE TO NOPFMI OR PROVIDE CREDIT CARD INFORMATION ON THE BILLING AND PAYMENT POLICY FORM.

EXHIBITING FIRM NAME

BOOTH NUMBER

DATE(S) OF SHOW

ADDRESS

Email Address

TELEPHONE/FAX

CITY, STATE, ZIP

CONTACT

Service Description	Quantity	Discount	Standard	Total
Standard Line Service – Service for Telephones, Modems, Faxes and Credit Card Machines. (PBX, must dial 9 then the #)				
Unrestricted Telephone Line- credit card required for Long Distance		\$ 260.00	\$ 305.00	
800 and Local Telephone Line		\$ 260.00	\$ 305.00	
Local Only Telephone Line		\$ 260.00	\$ 305.00	
Restriction change per line		\$ 11.00	\$ 13.00	
Telephone Sets A Credit Card on file is required to reserve a telephone set.				
Replacement costs (listed on reverse) will be charged, if sets are not returned.				
Single Line Sets		\$ 21.00	\$ 25.00	
Single Line speakerphone Set		\$ 53.00	\$ 62.00	
Message Waiting Single Line Set		\$ 53.00	\$ 62.00	
MultiLine Speakerphone Set		\$ 200.00	\$ 250.00	
Special Services				
Voice Mail		\$ 26.00	\$ 31.00	
Call Waiting _____ Call forwarding _____ Call Pickup _____ Rollover/Hunt _____		\$ 11.00 ea	\$ 11.00 ea	
3rd Party Circuits				
Extend Analog POTS line from Dmark to booth		\$ 206.00	\$ 242.00	
Extend ISDN BR1 line from Dmark to booth		\$ 309.00	\$ 364.00	
Extend T1 Circuit from Dmark to booth Special rates or additional services - Call (504) 582-3036 for quotes		\$ 1,854.00	\$ 2,282.00	
LABOR Charged in Half Hour increments. ½ hr. minimum				

Monday - Friday 8:00am – 4:30pm \$69.00/hour

Monday – Friday 4:30pm – 8:00am & Sat., Sun., &Holidays - \$102.00/hour

Install Date and Time: _____

Disconnect Date and Time: _____

TOTAL AMOUNT DUE	\$

- All Rates include applicable Taxes.
- Customer should pick up set, show directory and dialing instructions at the MCC Exhibitor Service Center. All Sets must be returned to the MCC Exhibitor Service Center.
- All cancellations must be submitted in writing. No credit will be given for equipment or service canceled after installation. A \$50.00 processing charge will be applied to orders canceled prior to installation.
- All service issues must be reported to the MCC Exhibitor Service Center. Claims will not be considered unless filed in writing by the close of the event.
- Special wiring or configuring equipment will result in a labor charge.
- **A credit card is required for unrestricted dialing and telephone sets.** Please complete the Billing and Payment Policy form with the credit card information.

Please indicate drop location on the Utilities Location Form. Include floor plans with orientation. A move fee of \$52.00 per line will be charged to relocate the line after it is installed. If no location is provided, the line is installed in the center rear of the booth.

Any order placed within 14 days of event start date is subject to standard rate

TERMS AND CONDITIONS

1. **Lease of Equipment.** The Center agrees to lease and provide to Customer, and Customer agrees to lease and obtain from the Center, the equipment and service described herein or on attached supplement(s), for the total rental payment see forth herein or on such attached supplement (plus all sales, use and all other taxes due to federal, state, or local taxing authorities, if any, on the lease of equipment and provision of service hereunder), **Payment For Which Amount Must Accompany Service Orders.**
2. **Term.** The equipment and services will be provided during the dates of the relevant show set forth on the reverse side hereof, subject to the other provisions of the Agreement.
3. **Use of PBX Switch and Related Services.** Customer's rental of the equipment shall include the usage of (but not physical access to) the common telecommunication equipment (collectively, the "Switch") serving the Customer at the convention facility identified on the reverse side hereof (the "Building"). The customer must provide analog or dial up modems, credit card machines, fax machines, ISDN modems or terminal adaptors or T1 CSU/DSU's.
4. **Local Exchange Telephone Services.** Local exchange telephone services will be provided by the local telephone company's exchange services and facilities.
5. **Long Distance.** Long distance (inter-exchange) services are provided by the Center under license arrangements (1 + dialing) or arrangements directly between Customer and such other parties (0 + dialing). The Center or other parties may process billing for such services. Billing or other questions relating to long distance services should be directed initially to the Center at the number shown on the front of this Agreement.
6. **Requested for Service: Payment.**
 - a. Request for special arrangements must be received by the Center no less than thirty (30) days prior to the scheduled arrival time for move-in.
 - b. Personal checks will not be accepted.
 - c. There will be a \$25.00 service charge for all returned checks.
7. **Equipment Management.** Customer will be responsible for returning all telephone sets or other equipment and related materials to the MCC Exhibitor Services Center at the close of the show unless prior arrangements have been made with the Services Center. The following replacement costs will be charged to the customer's credit card account if sets are not returned: **Single-line sets - \$78.75 Multi-line sets - \$388.50** .
8. **Cancellation.** The equipment and services are being provided by the Center under a license agreement with the building owner or manager, the Center may cancel this Agreement and its obligations by notice to Customer in the event such license agreement expires or is terminated, in which event the Center's only obligation shall be to refund any advance payments made by Customer.
9. **Customer's Duties.**
 - a. Customer will use the equipment in a careful and proper manner and in accordance with manuals or instructions provided by the Center or the manufacturer or supplier. Customer shall not make any alterations, attachments, or additions to the equipment without the Center's written consent. Only the Center employees or approved personnel are authorized to modify system wiring.
 - b. Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance, or other cause within the reasonable control of Customer, its representatives, employees, agents or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse the Center for the reasonable cost of repair or replacement (or, at the Center's option, the Center may apply all or a portion of Customer's deposit as such reimbursement).
 - c. The equipment shall remain the sole and exclusive property of the Center or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the equipment which shall, at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty.
10. **Events of Customer Default.** Customer shall be in default hereunder if Customer fails to pay when due any rental payment or service charge or any other indebtedness to the Center, or Customer fails to return the equipment to the Center when required to do so hereunder, or fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder.
11. **Remedies of the Center.** At any time after a default by Customer, the Center may terminate this Agreement, by notice to Customer, and repossess the equipment, whereupon Customer's right to use the equipment shall cease but customer shall remain liable for all unpaid charges or damages and expenses incurred on account of such default; or the Center may exercise any other rights accruing to a lesser under any applicable law upon a default by a lessee.
12. **Limitation of Liability.**
 - a. The Center's obligations under this Agreement are subject to, and the Center shall not be liable for delays, failure to perform, or damage or destruction or malfunction of the equipment or services, or any consequence of any of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosion, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages or equipment or supplies, unavailability of transportation, acts or omissions of anyone other than the Center, its representatives, agents or employees, or any other cause beyond the Center's reasonable control.
 - b. In all situations involving performance or non-performance of equipment or related programs or services furnished under this Agreement, the Customer's sole and exclusive liability will be (i) the adjustment or repair of the equipment or replacement of its parts by the Center or, at the Center's option, replacement of the equipment, or correction of programming errors, or (ii) if, after reasonable and repeated efforts, the Center is unable to install the equipment or replacement equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the excess (if any) of (1) the total amount theretofore paid by Customer to the Center for equipment and services under this Agreement, over (2) the reasonable value of Customer's use of the equipment and services.
 - c. Claims will not be considered unless filed in writing with the Center by Customer prior to the close of the show identified on the reverse side hereof.
 - d. **In no event shall the Center be liable to the Customer or to any other party of special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of the equipment or services of the Center or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if the Center has been advised of the possibility of such damages, or for any damages caused by the Customer's failure to perform the Customer's responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss.**
 - e. Customer acknowledges and agrees that neither the owner of the building nor the prime licensee or other party responsible for the show in which Customer is participating is responsible for the provision of the equipment or the services, and that neither such party shall be liable to Customer for any failure or defect in such equipment or services.
13. **Indemnification.** Customer hereby assumes liability for and agrees to indemnify protect and hold wholly harmless the Center and its agents, employees, officers, directors, and any and all successors and assigns, for and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs and expenses, including reasonable attorney's fees, in contact, in tort or otherwise, which result from or arise out of the negligent or wrongful use to the equipment or the services by the Customer or its representatives, agents, employees, or invitees.
14. **Assignment.** The Center shall have the right to assign its interest under this Agreement to any other party subsequently providing equipment and services to the building.
15. **Entire Agreement; Amendment.** This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supersede all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed by both parties.
16. **Governing Law.** This Agreement shall be construed under the laws of the state in which the building is located.
17. **Labor rates:** Labor is charged in half hour increments. Monday – Friday 8:00 am – 4: 30 pm **\$69.00 per hour**. Monday – Friday 4:30pm – 8:00 am, Saturday, Sunday and Holidays - **\$102.00 per hour**.