



EXHIBITOR POLICIES & INFORMATION



Your event's Exhibitor Rules may prohibit certain services, features, or booth design elements outlined in these facility regulations.

Please review the specific rules for your event for any prohibitions that may apply.

NOENMCC EXHIBIT SERVICES

The NOENMCC Exhibit Services Team is here to serve you with excellent customer service. Your Exhibit Services Coordinator is the primary contact for your electrical, plumbing, internet and telephone needs. Our goal is to provide you with personalized support in advance of your event, during your event at the service center located on the exhibit floor, and after your event when ordering our services.

Please place your advance order through our online ordering portal at least 21 days before your event's first contracted move in date to receive the best prices available at <https://services.mccno.com>

If you need assistance navigating our online ordering system, have questions or need to make revisions to an existing order, please contact our team either by email at exhibit_services@mccno.com or by phone at 504-582-3036. The NOENMCC Exhibit Services Department is dedicated to making your event a success!

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ACCESS POLICY

The NOENMCC requires that all Event Organizers, general contractors, suppliers, and exhibitors on property display an appropriate credentials at all times.

Event organizers may require additional credentials, such as wristbands, to access show specific areas such as exhibit halls.

The NOENMCC requires that all Exhibitor-Appointed Contractors and their workers wear ESCA (WIS) badges at all times. Workers without correct credentials will not be allowed to enter the facility.

(EAC) Workers must use only designated doors to enter or exit the facility. Violation of NOENMCC's access policy will result in suspension from the facility.

Any after hour access to exhibit hall must be approved through Event Organizer.

ANIMALS

An exhibitor wishing to display live animals as an integral part of an exhibit must furnish the NOENMCC with Event Organizer's written approval before any waivers can be made.

Event Organizer is required to furnish type, sizes, weights, and ages of the animals, as well as detailed plans of pens, cages, or barriers that will contain them.

The owner or handler will be fully responsible for the animal(s) at all times. Animals must be removed from the facility to be relieved.

The general contractor will be responsible for floor protection.

Animals must be removed from the NOENMCC after event closes each day.

A certificate of insurance may be required based on animals considered as an endangered species or wildlife type of animal. Please contact your Event Manager for details.

ATM'S

NOENMCC has (4) four ATM machines conveniently located throughout the lobby areas.

BALLOONS

Helium-filled balloons are allowed in the NOENMCC only as part of a display and must be securely fastened to the booth. **Balloons may not be distributed within the NOENMCC.**

Exhibitor is responsible for all expenses incurred for removal of balloons that become entangled in the NOENMCC's ceiling trusses.

Compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling and must be removed from within the NOENMCC during all event hours.

BOOTH STORAGE AND CRATES

NOENMCC does not provide storage for crates or freight of any kind. Exhibitors must make arrangements with the general contractor for storage of crates and other packing materials.

Combustible materials such as brochures, literature, give-aways, etc., within exhibit booths are limited to a one day supply.

NOTHING may be stored behind booths. All packing containers, wrapping materials, carrying cases, etc., must be stored off the exhibit floor.

NOENMCC inspects all exhibits to ensure compliance. Please contact the general contractor for assistance regarding storage.

BUILDING DAMAGE

Painting of any kind within the NOENMCC is strictly prohibited.

Nothing may be glued, taped, tacked, nailed, or in any way affixed to any interior or exterior surface of the NOENMCC. Nothing may be attached to exhibit floor columns, even within booths; drilling into NOENMCC concrete floor is prohibited.

Glitter and adhesive-backed (stick-on) decals are strictly prohibited and may not be distributed or used for any purpose within the NOENMCC.

Any reports of building damage will be reported by the NOENMCC Public Safety Department and could result in additional charges.

COOKING GUIDELINES

Centerplate – Exclusivity

Centerplate is the exclusive catering provider at the NOENMCC. All food and beverage including samples, sodas, coffee, all forms of potable water, all refrigerated product storage; coat, bag, and luggage check are exclusive.

All food and beverage items in the exhibit halls must be purchased through the NOENMCC's Food and Beverage Department. This includes bottled water.

Centerplate is solely licensed to sell, dispense, and/or serve alcoholic beverages.

An NOENMCC bartender must dispense all alcoholic beverages. **Louisiana State Law prohibits alcoholic beverages from being brought into the NOENMCC.**

Please contact (504) 670-7200 for assistance with catering, food preparation, paper products, or ice.

FOOD/BEVERAGE DISPENSING

Exhibitors may not dispense food and/or beverages of any kind, including bottled water, without written permission from NOENMCC and Centerplate. Contact Centerplate for specific details and approval forms. All requests for cooking are to be submitted 30 days in advance to Centerplate.

Food and/or beverage purchased outside of the NOENMCC may not be brought into or consumed within the center.

The NOENMCC and Centerplate are solely licensed to sell, dispense, and/or serve alcoholic beverages.

Louisiana State Law prohibits alcoholic beverages from being brought into the NOENMCC. The NOENMCC rigorously enforces this law.

COOKING AND COOKING APPLIANCES

Cooking in the NOENMCC is permitted on a limited basis. Prior written approval is required.

Small electric cook-tops and ovens will be allowed for warming.

Small 2½-gallon electric deep-fat fryers and small grills of not more than 200 square inches will be allowed.

All frying equipment must be equipped with a grease shield.

Any deep frying will require a Type K Fire Extinguisher within the booth. A Fire Watch is required. Please contact the Event Manager for additional information.

No propane tanks are allowed to be used within the NOENMCC.

COOKING SAFETY RULES

Exhibitors demonstrating or using cooking appliances must have at least two 3-A: 40-B: C extinguishers in the booth at all times.

Cooking appliances must be isolated from spectators by at least four feet or by a barrier between the appliances and the spectators.

Use of cooking appliances requires prior approval of the NOENMCC. No overnight cooking is allowed.

Grease may be disposed of ONLY in Event Organizer or general contractor provided grease containers.

NOENMCC restrooms or concession stands may not be used for cleaning of cooking utensils or equipment. Please use the clean-up area designed and installed by the association.

OPEN FLAME

No open-flame lighting devices may be used in the NOENMCC.

Portable cooking equipment not fuel connected is permitted if equipment is fueled by small heat sources that can be readily extinguished by water, such as alcohol or solid alcohol gel.

Proper precautions must be made to prevent ignition of combustible materials. Prior written approval of NOENMCC is necessary.

A permit from the City of New Orleans is required. A Fire Watch may be required. Please contact the Event Manager for more information.

COMPRESSED GASES

Compressed gases are not allowed inside of the NOENMCC in other than approved containers. Only a one-day supply will be allowed in the display area and must be secured.

No storage of compressed gases is allowed in the NOENMCC.

Wherever compressed gases are used in a booth or display area, a "CAUTION" sign must be posted.

The amount of compressed gas used in the booth or display area must have prior approval from the NOENMCC.

The NOENMCC does not allow heavier- than-air gases (propane, butane) or Liquefied Petroleum Gas (LPG) to be used or brought into the center.

Natural gas is available from the NOENMCC upon request.

COPYRIGHT FEES

All ASCAP, BMI, SESAC or other copyright fees applicable to music or entertainment used as part of an exhibit are the sole responsibility of the exhibitor.

The Event Organizer must make arrangements directly with the applicable copyright agency.

ELECTRICAL TRANSFORMERS

The NOENMCC has a limited supply of transformers available to boost or step down electrical voltage. Due to limited supply we encourage you to supply your own. However, should you need us to provide this item, please contact our Exhibitor Services Department by email at exhibit_services@mccno.com or by phone at (504) 582-3036 for pricing and availability at least 60 days in advance.

NOENMCC cannot supply electrical converters, exhibitors must furnish these. All connections must conform to NEMA configurations.

EMERGENCY EQUIPMENT

No equipment, booths, signs, displays, or other items can block or obstruct any emergency phones, alarms, sprinkler valves, or hose connection.

EXITS

No furnishings, decorations, or other booth objects can obstruct exits, access to exits, or visibility of emergency exits.

The path of travel to exits may not be blocked by furniture or any other movable objects.

NOENMCC reserves the right to request battery operated exit signs to structures that obstruct the view to any exit.

EXHIBIT CONSTRUCTION & DECORATION

All combustible materials used in exhibit construction must be treated with an effective flame-retardant.

Only non-combustible materials or fire-retardant wood may be used for exhibits, scenery, or props.

All curtains, drapes, carpet, carpet padding, and decorative materials must be treated with a flame-retardant.

The NOENMCC rigorously enforces this regulation and may field flame test any questionable materials.

EXPLOSIVES

No one is allowed to bring into the NOENMCC any substance of an explosive nature such as fireworks or Class B or Class A explosives without prior written approval from the NOENMCC and the New Orleans Fire Prevention Division. A Fire Watch is required.

FLAMMABLE LIQUIDS (KEROSENE, GASOLINE, MINERAL SPIRITS, OTHER, ETC.)

Flammable liquids are not allowed within the NOENMCC. Filling of any tank or device with any flammable liquid inside the NOENMCC is not permitted.

FLOOR LOAD

The flooring of the NOENMCC exhibit halls is concrete slab with a maximum load capacity of 350 pounds per square foot; some areas in Halls H through J have a maximum floor load of 500 pounds per square foot.

If any equipment in an exhibit exceeds the stated weight limits, exhibitor must supply the NOENMCC with detailed plans of original equipment and weight load on all points, as well as plans showing proposed method of weight redistribution.

A licensed structural engineer must certify plans. **These plans must be received by the NOENMCC at least three (3) months prior to the event.**

The NOENMCC reserves the right to utilize outside consultants, at exhibitor's expense, for field inspections and weight verifications. Please contact the NOENMCC Event Manager for additional information.

FREIGHT AND DELIVERIES

The NOENMCC cannot accept freight shipments or packages for exhibitors, event organizers, or contractors at any time.

Freight must be arranged and managed through the official general contractor. There are no exceptions to this policy.

Exhibitors carrying in their equipment and displays must use a freight gate.

The NOENMCC does **NOT** provide carts, dollies, pallet jacks, labor, etc., for exhibitors' use.

Loading and unloading through the lobby glass doors are prohibited. Only hand carried or wheeled items that can be rolled through a single glass lobby door is allowed.

Exhibitor-owned or leased vehicles are NOT allowed to drive on to the exhibit floor to unload or load.

Access to the exhibit floor for tractor-trailer trucks, cranes, etc., must be arranged in advance through the event's general contractor.

GRATUITIES

We are here to serve you, therefore the NOENMCC has a very strict "no tipping" rule.

No exhibitor or contractor or representative of an exhibitor, may give any gratuities, tips, or gifts of any kind to any employee of the NOENMCC or its vendors.

Any request for gratuities, tips, or gifts by any employee of the NOENMCC or its vendors should be reported at once to the NOENMCC Management.

HAZARDOUS MATERIALS

OSHA requires that all containers of hazardous materials be labeled and display appropriate warnings.

Exhibitors displaying or using hazardous materials must submit Material Safety Data Sheets and manifests to the NOENMCC at least 60 days prior to move-in.

Any container not clearly labeled and identified will be removed from within the NOENMCC, tested, and disposed of at exhibitor's expense.

Fluids, chemicals, petroleum-based products, medical and biological waste, hazardous waste, and contaminated materials must be identified and disposed of in the manner mandated by federal, state, and local regulations.

Arrangements for the disposal of wastes can be made through the general contractor. Exhibitor is responsible for all disposal costs.

LASERS

Exhibitors demonstrating or displaying lasers must comply with all provisions of ANSI Z136.1.

Any potentially dangerous laser beams must be enclosed or otherwise made inaccessible to spectators.

All laser beams must terminate in a beam block sufficient for the wavelength and energy of the beam.

Precautions must be taken to eliminate exposure to stray beams or spurious reflections.

MULTIPLE-STORY & ENCLOSED BOOTHS

Detailed plans of multiple-story or enclosed booths must be submitted **60 days prior to move-in**. Plans must indicate if the exhibit is multiple-story and/or enclosed with a ceiling.

Ceiling clearances in the NOENMCC vary from 26'4" to 59', with most areas having a minimum of 30' clearance.

Multiple-story booths cannot be located under passenger or utility truss ways. Booth plans must specify the maximum number of occupants and must have a structural engineer's stamp certifying the maximum occupant load capacity.

Certain booths may require fire watches, electrical ventilation, smoke detection devices, fire extinguishers, multiple exits, etc., as required by Fire Prevention Officials.

A permit from the City of New Orleans is required. A Fire Watch may be required. Please contact the NOENMCC Event Manager for more information.

PARKING

The NOENMCC manages and operates several adjacent parking lots. The standard daily rate is \$20 per vehicle, with no in/out privileges. Oversized vehicle parking is available at variable rates.

No overnight parking is allowed in any NOENMCC parking lots. Please contact the Event Manager for additional information.

PERSONAL PROPERTY

Exhibitors should not leave valuables or personal items (laptops, cell phones, tablets, purses, cameras, briefcases, etc.) on tabletops, behind booth drape, or in any unsecured areas of the exhibit. Please remove all such items from the building at the close of show each day.

During move-out, please do not leave your booth unattended until all of your display materials have been packed and crated.

POOLS, FOUNTAINS, PONDS, LANDSCAPES, ETC.

All fountains, pools, ponds, etc., must be watertight and free of leaks.

Fountains, aquariums, pools, etc., may not be filled from NOENMCC restrooms or janitors' closets.

Portable hot and cold-water may be ordered for exhibitors' use. Please contact the Exhibit Services Department for more information. They can be reached at exhibit_services@mccno.com or by phone at (504) 582-3036.

Any exhibitor using soil, humus, or other landscaping materials must provide a covering between the NOENMCC flooring and the exhibit to prevent damage to finished floor and to ensure safety. NOENMCC personnel will inspect all such exhibits.

RIGGING

NOENMCC's prior written authorization is required for any rigging installation that exceeds the limit of 250 lbs. per hanging point in peaked-ceiling areas of the exhibit halls.

Only the NOENMCC or the general contractor is authorized to rig within the facility. Exhibitors requiring hanging of signs, lights, etc., must submit rigging plans to the general contractor at least 60-days before move-in.

Electrical service for hanging sign motors is not included with the rigging costs and must be ordered separately. Be sure to include overhead service when placing your electrical order.

Lighting ordered from and installed by the NOENMCC does not require prior approval.

Rigging in finished-ceiling areas of Halls E, F, G, H, I, and J requires special arrangements.

Please contact the NOENMCC Exhibit Services Department for more information.

RUNNING FUEL-POWERED MOTORS OR MACHINERY

All fuel-powered motors must have an exhaust system that will prevent any fumes from being emitted. Prior NOENMCC approval is required.

A Fire Watch may be required. Please contact the NOENMCC Public Safety Department.

SMOKING

The NOENMCC promotes a smoke free environment for its customers and employees.

Smoking and vaping is prohibited at all times in all areas, including exhibit halls, loading docks, lobbies, food service areas, public and service corridors, and restrooms.

Exhibitors and attendees are allowed to smoke outside in front areas of facility.

TENTS, AWNINGS, CANOPIES

The use or display of tents, awnings, or canopies requires prior written approval of both the NOENMCC and the New Orleans Fire Prevention Division.

Written requests must be submitted to the **NOENMCC at least 60 days in advance** to move-in and must include detailed plans showing size, height, location, anchoring details, and certification of flame retardancy for all materials.

NOENMCC does not allow contractors to anchor tents, awnings, or canopies to the floor, walls, or columns of the facility.

A permit from the City of New Orleans is required. A Fire Watch or fire extinguisher may be required. Please contact the NOENMCC Event Manager for additional information.

UPS BUSINESS CENTER

The NOENMCC manages and operates the UPS Store which is conveniently located in Lobby F.

On-site printing and shipping needs are available, as well as finishing services such as laminating, collating, stapling, and binding.

Signs and banners can be ordered.

VEHICLES ON STATIC DISPLAY

Vehicles may not be displayed without the prior written approval of the NOENMCC Public Safety Department.

Any fuel-powered vehicle on static display must have the smallest possible amount of fuel, not more than 1/8th tank or 10 gallons, or 1/4th tank for diesel, whichever is less.

The gas cap must be locked or sealed by tape; batteries must be disconnected. The general contractor must keep a key nearby at all times.

Vehicles may not be started, run, or moved during event hours.

The date/time vehicle is to arrive is to be provided 14 days in advance. NOENMCC Public Safety Department will perform inspection upon arrival.

WASTE DISPOSAL

No oils, combustibles, or any liquids other than water may be poured in the NOENMCC drainage or sewer systems. No tools, machines, or other items may be emptied, washed, or rinsed in NOENMCC restrooms. Please contact the NOENMCC Event Manager for more information.

FACILITY CONTACT INFORMATION

NEW ORLEANS ERNEST N. MORIAL CONVENTION CENTER

(504) 582-3000

900 Convention Center Boulevard New Orleans, LA 70130

EVENT SERVICES

(504) 582-3011

Your Event Manager will provide you with information on the NOENMCC, and its operating policies, procedures, and regulations.

PRODUCTION SERVICES DEPARTMENT

(504) 582-3018

Your Ancillary Production Manager will assist with any production and rigging questions or requirements.

EXHIBIT SERVICES DEPARTMENT

(504) 582-3036

Email: exhibit_services@mccno.com

Online Ordering Portal: <https://services.mccno.com>

The Exhibit Services Department will manage the service desk and assist you with your electrical, technology, utility orders, and the scheduling of electrical labor.

FOOD & BEVERAGE

(504) 670-7200

CENTERPLATE is the exclusive provider of all food and beverage and has exclusive rights to all novelty sales, coat and luggage check within the NOENMCC.

PUBLIC SAFETY DEPARTMENT

(504) 582-3040: 24-Hour Base Station

(504) 582-3050: Public Safety Department

The Public Safety Department is responsible for maintaining security and safety in all areas of the NOENMCC. The Public Safety Department will identify the level of security required for your event, and is the sole liaison between your event and City and State Fire Prevention Authorities.



ORGILL February 2023

THE DEADLINE FOR ADVANCED RATES
FOR ELECTRICAL, INTERNET, TELEPHONE,
PLUMBING SERVICES IS

January 11th, 2023

**** ANY CHANGES/ ADDITIONS MADE AFTER THE DEADLINE DATE WILL
BE PROCESSED AT THE HIGHER RATES****

Obstructions and blocking of utility floor boxes by exhibitor equipment/décor are subject to relocation as necessary. The relocation of utilities due to obstruction/blocking of the utility floor boxes will incur labor charges. Labor charges are as follows:

MON.-FRI. 8 A.M.-4:30 P.M. - Electrical \$84.00 - Utility \$84.00

MON.-FRI. 4:30 P.M.-8 A.M. Saturdays- Electrical \$126.00 - Utility \$126.00

Sunday and Holidays - Electrical \$168.00 - Utility \$168.00

Exhibitor request for relocation of NOENMCC installed services will incur labor charges as follows:

MON.-FRI. 8 A.M.-4:30 P.M. - Electrical \$84.00 - Utility \$84.00

MON.-FRI. 4:30 P.M.-8 A.M. Saturdays- Electrical \$126.00 - Utility \$126.00

Sunday and Holidays - Electrical \$168.00 - Utility \$168.00

Internet - \$129.00 for initial connection. The above rates will apply for floor installed cat5 cables

Telephone - \$52.00

Incorrect diagrams and subsequent request to move NOENMCC installed utility lines will incur labor charges as follows:

MON.-FRI. 8 A.M.-4:30 P.M. - Electrical \$84.00 - Utility \$84.00

MON.-FRI. 4:30 P.M.-8 A.M. Saturdays- Electrical \$126.00 - Utility \$126.00

Sunday and Holidays - Electrical \$168.00 - Utility \$168.00

Internet - \$129.00 for initial connection. The above rates will apply for floor installed cat5 cables

Telephone - \$52.00



PRODUCTION SERVICES PRICING FORM

ORDERS CAN BE PLACED ONLINE BY VISITING [HTTPS://MCCNO.COM](https://mccno.com) AND SELECTING THE **ONLINE ORDERING** BUTTON OR BY GOING TO [HTTPS://SERVICES.MCCNO.COM](https://services.mccno.com)
IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION, FEEL FREE TO CONTACT US VIA EMAIL AT exhibit_services@mccno.com OR BY PHONE AT 504-582-3036

ADVANCED RATE DEADLINE IS JANUARY 11, 2023, ONSITE RATES EFFECTIVE JANUARY 31, 2023

Audio	Advanced	Standard	Onsite
Small Dual Speaker Sound System (Wired Mic./Mixer)	\$650. ⁰⁰	\$925. ⁰⁰	\$1,460. ⁰⁰
Wireless Microphone	\$300. ⁰⁰	\$450. ⁰⁰	\$675. ⁰⁰

Monitors	Advanced	Standard	Onsite
22" Flat Screen Monitor (PC Compatible)	\$180. ⁰⁰	\$270. ⁰⁰	\$340. ⁰⁰
32" Flat Screen Monitor (PC Compatible)	\$420. ⁰⁰	\$630. ⁰⁰	\$975. ⁰⁰
40" Flat Screen Monitor (PC Compatible)	\$600. ⁰⁰	\$900. ⁰⁰	\$1,350. ⁰⁰
50" Flat Screen Monitor (PC Compatible)	\$960. ⁰⁰	\$1,440. ⁰⁰	\$2,160. ⁰⁰
70" Flat Screen Monitor (PC Compatible)	\$1,440. ⁰⁰	\$2,160. ⁰⁰	\$3,240. ⁰⁰
40"/50" Flat Screen Monitor Tabletop Stand	\$100. ⁰⁰	\$150. ⁰⁰	\$225. ⁰⁰
40"/50"/70" Flat Screen Monitor Floor Stand	\$200. ⁰⁰	\$300. ⁰⁰	\$450. ⁰⁰

Screens	Advanced	Standard	Onsite
7' Tripod Screen (84")	\$50. ⁰⁰	\$75. ⁰⁰	\$115. ⁰⁰
8" Tripod Screen (96")	\$100. ⁰⁰	\$150. ⁰⁰	\$225. ⁰⁰
7' x 12' Fastfold with Bottom Drape	\$480. ⁰⁰	\$720. ⁰⁰	\$1,080. ⁰⁰
9' x 16' Fastfold with Bottom Drape	\$960. ⁰⁰	\$1,440. ⁰⁰	\$2,160. ⁰⁰

Cable	Advanced	Standard	Onsite
Cox Cable Feed (Includes cable box rental)	\$1,200. ⁰⁰	\$1,800. ⁰⁰	\$2,700. ⁰⁰

- A \$50.00 manual processing fee will be added to all orders received by mail, email and fax.
- All equipment must be signed for at the delivery location. **Labor to install and remove is included in our pricing.** Retail replacement value charge will be charged for any damaged or unreturned equipment. A credit card is required for rental of all equipment.
- Additional equipment available upon request. Contact Production Services at 504.582.3018 or production@mccno.com. Prices subject to change without notice.
- **Cancellations must be submitted in writing. Requests received prior to 8 days of the first contracted move in day will incur a \$50.00 processing fee (less the 3% credit card fee). Cancellation requests within 7 days of the first contracted move in day will receive a 50% refund (less the 3% credit card fee). No refund will be applied to orders cancelled once the first contracted event move in day occurs.**
- **Cancellation/postponed events: Refunds for event cancellation/postponement are determined by the NOENMCC on an individual basis and are based on the event's status change.**

1. Electrical service is typically supplied from the floor unless overhead service is ordered or your requirements exceed the floor capacity of 100 amps. **Only NOENMCC electricians or their agents may open and/or connect equipment in our floor boxes/ports.**
2. Location of service in booth must be designated. Diagrams indicating booth orientation are required. If no location is provided, service will be installed in the rear center of the booth. Labor charges will apply to relocate the service.
3. 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.
4. 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.
5. Any additional cost incurred by NOENMCC to (a) assist in trouble diagnosis or problem resolution found not to be the fault of NOENMCC or (b) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.
6. The Convention Center is responsible for the installation of all electrical distributions from the power source to the exhibit. Distribution is defined as all cable, connectors and hardware up to the first connection that follows the last branch circuit protection device.
7. Any branch circuit connection which is terminated in a non-Nema rated connector (i.e. bare wire, disconnect) must be made by a Convention Center electrician.
8. All equipment, regardless of source of power connection must comply with Federal, State and Local codes. The Convention Center reserves the right to inspect all electrical devices and connections to ensure compliance with all codes.
9. All electrical equipment must be properly tagged and wired with complete information as to the type or current required for operation, voltage, phase, cycle, horsepower, etc.
10. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified.
11. The following are not permitted for use in the exhibit: open clip sockets, latex or lamp cord wire, twin sockets, ungrounded lighting fixtures or multiple attachment plugs which do not have adequate circuit protection devices.
12. All material and equipment provided by the NOENMCC remains the property of the NOENMCC and may ONLY be removed by Convention Center staff or their agents at the close of the event.
13. The Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the NOENMCC.
14. Unless otherwise directed, NOENMCC staff are authorized to cut floor coverings for installation of service. Power requirements crossing aisles is not allowed.
15. All electrical cords must be a minimum of 12/3 with ground. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
16. If a technical data sheet on equipment indicating connections and/or description of equipment to be connected is available, please either upload with order or email to exhibit_services@mccno.com.
17. Adhesive tapes used on floor surfaces must be a major name brand type approved by the Convention Center. Contact Exhibit Services Division of the Convention Center for more details.
18. Obstructions blocking utility floor boxes are subject to relocation, as necessary. Labor charges will be assessed.
19. All service issues must be reported to the NOENMCC Service Desk prior to the close of the event.

20. Claims will not be considered unless filed **in writing** by exhibitor prior to close of event.
21. Credit will not be given for service installed and not used.
22. **Cancellation – All cancellations must be submitted in writing. Cancellation requests up to 8 days before the first contracted event move-in will incur a \$50 administrative fee. Cancellation requests within 7 days of the first contracted event move-in day will receive a 50% refund. No refund will be applied to orders canceled once the first event contracted move-in occurs**



ELECTRICAL SERVICES PRICING FORM

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ADVANCED RATE DEADLINE IS JANUARY 11, 2023, ONSITE RATES EFFECTIVE JANUARY 31, 2023

120 Volt Service - (Includes labor for the installation)	Advanced	Standard	Onsite
5 AMP - 0-600 watts (Phones, laptops, lead retrieval, water cooler)	\$120.00	\$138.00	\$179.00
10 AMP - 601-1200 watts (Desk top, fax, printer, TV, refrigerator)	\$160.00	\$184.00	\$239.00
15 AMP - 1201- 1800 watts (Vacuum, coffee pot, iron, toaster)	\$175.00	\$201.00	\$262.00
20 AMP - 1801-2400 watts (Heater, copier, microwave)	\$202.00	\$232.00	\$302.00
208 Volt 1Ø Service - (Includes labor for the installation)	Advanced	Standard	Onsite
20 AMP	\$338.00	\$389.00	\$505.00
30 AMP	\$433.00	\$498.00	\$647.00
60 AMP	\$673.00	\$774.00	\$1,006.00
100 AMP	\$938.00	\$1,079.00	\$1,402.00
200 AMP (Price includes overhead service)	\$2,300.00	\$2,645.00	\$3,439.00
400 AMP (Price includes overhead service)	\$3,700.00	\$4,255.00	\$5,532.00
208 Volt 3Ø Service - (Includes labor for the installation)	Advanced	Standard	Onsite
20 AMP	\$472.00	\$543.00	\$706.00
30 AMP	\$591.00	\$680.00	\$884.00
60 AMP	\$959.00	\$1,103.00	\$1,434.00
100 AMP	\$1,500.00	\$1,725.00	\$2,243.00
200 AMP (Price includes overhead service)	\$3,300.00	\$3,795.00	\$4,934.00
400 AMP (Price includes overhead service)	\$6,100.00	\$7,015.00	\$9,120.00

Lighting, Extension Cords & Multiple Connection Boxes	Advanced	Standard	Onsite
1000 Watt par 64 theatrical spot (Inc. power/install/focus/removal)	\$500.00	\$600.00	\$780.00
Single Extension Cords (Power and labor not Included)	\$25.00	\$26.00	\$28.00
Multiple Connection Boxes (Boxes include 4 outlets)	\$25.00	\$26.00	\$28.00

- Electrical service typically is provided from the floor. There is an additional fee for ceiling drops and 24 hour service. The option to add these services is located under suggested items when selecting your electrical outlets.

Cancellations must be submitted in writing. Requests received prior to 8 days of the first contracted event move in day will incur a \$50 administrative fee, but otherwise refunded in full(less the 3% credit card fee). Cancellation requests received with 7 days of the first contracted event move in day will receive a 50% refund(less the 3% credit card fee). No refunds will be applied to order cancelled once the first event contracted move in day occurs.

Cancelled/postponed events: Refunds for event cancellation/postponement are determined by the NOENMCC on a individual basis and are based on the event's status change.

1. Internet service is typically supplied from our overhead truss as an Ethernet based connection with RJ-45 connection to each location as specified by the client.
2. NOENMCC is the exclusive provider and installer for all Internet/Network service in all areas of the Convention Center and its properties.
3. All devices accessing the internet (wired or wireless) are required to obtain a NOENMCC assigned static IP address.
(a) The customer must provide all network, computer hardware and software to be used in the exhibit hall, meeting rooms or common areas of the Convention Center. **(b) It is also the customer's responsibility to provide administrative rights to configure computer(s).** To receive configuration information in advance, please send requests to exhibit_services@mccno.com. Please include event name, booth number and company name with request. **(c)** Any services (email, ftp, http services, etc.) that are required must be provided by the customer.
4. Customers ordering the Shared Internet Service are **not allowed** to use the following: routers, streaming applications, VOIP, DHCP with any shared Internet or Network services.
5. **Internet Performance Disclaimer** – NOENMCC does not guarantee the performance, routing or throughput, either expressed or implied, of any data circuit(s) connectivity with regards to the internet and/or internet backbones beyond the facility. NOENMCC does, however monitor traffic and bandwidth usage to maintain an acceptable level of performance from the Ethernet network for all users.
6. **Internet Security Disclaimer** – **(a)** The NOENMCC does **not provide** security, such as but not limited to firewalls, etc. for any data circuit(s) we provide. It is the sole responsibility of the customer to provide any necessary security. With execution of this common document the customer is agreeing to the Terms and Conditions of this document and will hold the NOENMCC, its agents and contractors harmless for any and all liabilities arising from the use of non-secured circuits. **(b)** The client **is responsible** for anti-virus protection on all devices. The NOENMCC requires that all devices directly or indirectly accessing the NOENMCC network and Internet connection must have the latest virus protection software, windows security updates, system patches and any technological cautions available/necessary to protect the NOENMCC network, you and others from viruses, worms or any malicious programs and other disruptive appliances.
7. **Use of Network Connection** – **(a)** The network attachment to be provided by NOENMCC may be used only by the directors, officers, and employees of the company, its guests, its agents and consultants, while performing service for the company and cannot be resold or distributed to other companies. The services being provided by the NOENMCC will facilitate communications between the company's authorized users and the entities reachable through the national Internet. Users of NOENMCC equipment and network services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks specifically wireless interference. **(b)** Users of NOENMCC services **shall not disrupt** any of the NOENMCC or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with NOENMCC or other associated networks. NOENMCC services **shall not** be used to transmit any communication where the meaning of the message, or its distribution, would likely be highly offensive to the recipient or recipients thereof. **(c)** NOENMCC will provide standard 10/100Mbps switched Ethernet-based connections with RJ-45 connections. All data transmissions from connected client computers will be handled via copper and fiber optic-based transmission media and route/repeated as necessary to conform to Ethernet-based connectivity standards. NOENMCC will only be responsible to the end of that connection or NOENMCC provided device.
8. Location of service in booth must be designated. Diagrams indicating booth orientation are required. If no location is provided, service will be installed in the rear center of the booth. Labor charges will apply to relocate the service.
9. Rates listed for all connections include bringing the service to booth in the most convenient manner and **DO NOT INCLUDE** connecting or configuring equipment, ramping, making specialized installations.
10. 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.
11. Any additional cost incurred by NOENMCC to (a) assist in trouble diagnosis or problem resolution found not to be the fault of NOENMCC or (b) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.

12. Customer provided/ordered outside circuits must be installed to our demarcation point and working two (2) days before event move-in. The NOENMCC will extend those circuits to the location throughout the Convention Center: contact Exhibit Services at exhibit_services@mccno.com for associated costs.
13. The exhibitor is responsible for compliance with all applicable federal, state or local laws pertaining to the use of all services.
14. The equipment and services will be provided only during the dates of the event the customer is participating.
15. Exhibitor is responsible for returning all equipment and related materials to the NOENMCC Exhibitor Service Center at the close of the event unless prior arrangements have been made with the Service Center. All material and equipment provided by the NOENMCC remains the property of the NOENMCC and may only be removed by Convention Center staff.
 - A signature is required for delivery of your hub. Please notify the NOENMCC service desk when you are available to receive. Retail replacement value will be charged for any damaged or unreturned equipment. A credit card is required for rental of all equipment.
16. The Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the NOENMCC.
17. Unless otherwise directed, NOENMCC staff are authorized to cut floor coverings for installation of ordered cat-5 cables. Crossing aisles is not allowed.
18. If a technical data sheet on equipment indicating connections and/or description of equipment to be connected is available, please either upload with order or email to exhibit_services@mccno.com.
19. Adhesive tapes used on floor surfaces must be a name brand type approved by the Convention Center. Contact the Exhibit Services Division of the Convention Center for more details.
20. Obstructions blocking utility floor boxes are subject to relocation, as necessary. Labor charges will be assessed.
21. All service issues must be reported to the NOENMCC Service Desk prior to the close of the event.
22. Claims will not be considered unless filed **in writing** by exhibitor prior to close of event.
23. Credit will not be given for service installed and not used.
24. **Cancellation – All cancellations must be submitted in writing. Cancellation requests up to 8 days before the first contracted event move-in will incur a \$50 administrative fee. Cancellation requests within 7 days of the first contracted event move-in day will receive a 50% refund. No refund will be applied to orders canceled once the first event contracted move-in occurs.**



INTERNET & NETWORK CONNECTIVITY PRICING FORM

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IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION, FEEL FREE TO CONTACT US VIA EMAIL AT exhibit_services@mccno.com OR BY PHONE AT 504-582-3036

ADVANCED RATE DEADLINE IS JANUARY 11, 2023, ONSITE RATES EFFECTIVE JANUARY 31, 2023

Wired Internet Service - (Installation Labor Included)

Shared - No router allowed	Advanced	Standard	Onsite
Private IP	\$995.00	\$1,144.00	\$1,488.00
Additional IP Address up to 4 (rates are per additional IP)	\$150.00	\$173.00	\$224.00
Public IP	\$1,300.00	\$1,495.00	\$1,944.00
Additional Address up to 4 (rates are per additional IP)	\$150.00	\$173.00	\$224.00
Dedicated-Private - Routers supported	Advanced	Standard	Onsite
3 Mbps, 4 IP	\$3,500.00	\$4,025.00	\$5,233.00
6 Mbps, 10 IP	\$5,500.00	\$6,325.00	\$8,223.00
10 Mbps, 10 IP	\$7,800.00	\$8,970.00	\$11,661.00
30 Mbps, 26 IP	\$15,000.00	\$17,250.00	\$22,425.00
DHCP	\$350.00	\$403.00	\$523.00
Dedicated Public - Router supported	Advanced	Standard	Onsite
3 Mbps, 3 IP	\$3,500.00	\$4,130.00	\$5,163.00
6 Mbps, 3 IP	\$5,500.00	\$6,490.00	\$8,113.00
10 Mbps, 3 IP	\$7,800.00	\$9,204.00	\$11,505.00
30 Mbps, 3 IP	\$15,000.00	\$17,700.00	\$22,125.00
DHCP	\$350.00	\$403.00	\$523.00
Additional Dedicated Public IPs (includes 3 from above)	Advanced	Standard	Onsite
24 IPs - (27 Total IPs)	\$750.00	\$885.00	\$1,106.00
56 IPs - (59 Total IPs)	\$1,500.00	\$1,770.00	\$2,212.00
119 IPs - (122 Total IPs)	\$4,000.00	\$4,720.00	\$5,900.00

- All service originates from overhead

Equipment & Service

	Advanced	Standard	Onsite
Hub/switch rental - 8 port	\$95.00	\$109.00	\$142.00
Hub/switch rental - 16/24 port	\$155.00	\$178.00	\$232.00
25-ft Cables	\$25.00	\$29.00	\$37.00
50-ft Cables	\$50.00	\$58.00	\$75.00
100-ft Cables	\$75.00	\$86.00	\$112.00
1-4 Cables - Labor to install MCC cables	\$42.00	\$49.50	\$62.00
5-8 Cables - Labor to install MCC cables	\$84.00	\$99.00	\$124.00
9-12 Cables - Labor to install MCC cables	\$126.00	\$148.50	\$186.00
13-24 Cables - Labor to install MCC cables	\$168.00	\$198.00	\$248.00

Wireless Service

	Advanced	Standard	Onsite
Wireless Hotspot (Up to 5 devices)	\$1,800.00	\$2,124.00	\$2,655.00
Additional Devices	\$150.00	\$150.00	\$150.00

- The customer must provide all network, computer hardware, and software to be used in the exhibit booth or meeting room, as well as the proper configuration of such equipment.
 - The NOENMCC cannot provide technical support on any issue related to the configuration of your computer equipment.
 - All devices accessing the internet (wired or wireless) are required to obtain a NOENMCC assigned static IP address.
 - It is the customer's responsibility to provide administrative rights to configure computers. To receive configuration information in advance, please send requests to techsupport@mccno.com. Include the event name, booth number and company name in the request.
 - A move fee of \$129.00 per line will be charged to relocate the circuit after it is installed. If no location is provided, the drop is installed in the rear center of the booth. Internet drops originate from overhead (except under finished ceiling)
- Cancellations must be submitted in writing. Cancellation requests received prior to 8 days of the first contracted event move in day will incur a \$50 administrative fee, but otherwise be refunded in full (less the 3% credit card fee). Cancellation requests received within 7 days of the first contracted move-in day will receive a 50% refund (less the 3% credit card fee). No refund will be applied to orders canceled once the first event contracted move-in day occurs.**
- Cancelled/postponed events: Refunds for event cancellation/postponement are determined by the NOENMCC on an individual basis and are based on the event's status change.**

COMPRESSED AIR/WATER/DRAIN/GAS/STEAM SERVICE TERMS & CONDITIONS

1. All plumbing service (except drain) is supplied from overhead. Drains are supplied from our floor ports located every 30 feet throughout the convention center. **Only NOENMCC plumbers or their agents may open and/or connect equipment in our floor boxes/ports.**
2. Location of service in booth must be designated. Diagrams indicating booth orientation are required. If no location is provided, service will be installed in the rear center of the booth. Labor charges will apply to relocate the service.
3. Rates listed for all connections include bringing the service from the main line to the booth and DO NOT INCLUDE, special wiring, ramping, making specialized installations.
4. 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.
5. Compressed Air pressure may vary. No guarantee can be made of minimum, or maximum pressure. If pressure is critical, please contact the Exhibit Services Division of the Convention Center.
6. Any additional cost incurred by NOENMCC to (a) assist in trouble diagnosis or problem resolution found not to be the fault of NOENMCC or (b) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.
7. Supply connections and disconnections may only be made by Convention Center personnel.
8. Service connectors or fittings may be supplied by the exhibitor.
9. All connections/equipment are subject to approval by the Convention Center mechanics and must comply with Federal, State and Local codes. The Convention Center reserves the right to inspect all electrical and/or plumbing devices and connections to ensure compliance with all codes. Labor charges will apply for inspections.
10. All material and equipment provided by the NOENMCC shall remain the property of the NOENMCC and may be removed ONLY by Convention Center staff.
11. Only the Convention Center Mechanics are authorized to make air, water, drain and steam connections. We reserve the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the NOENMCC.
12. Exhibitor is responsible for supplying all filters and regulators.
13. If a technical data sheet on equipment indicating connections and/or description of equipment to be connected is available, please either upload with order or email to exhibit_services@mccno.com.
14. Unless otherwise directed, NOENMCC staff are authorized to cut floor coverings for installation of service.
15. Adhesive tapes used on floor surfaces must be a major name brand type approved by the Convention Center. Contact Exhibit Services Division of the Convention Center for more details.
16. Obstructions blocking utility floor boxes are subject to relocation, as necessary. Labor charges will be assessed.
17. All service issues must be reported to the NOENMCC Service Desk prior to the close of the event.
18. Claims will not be considered unless filed **in writing** by exhibitor prior to close of event.
19. Credit will not be given for service installed and not used.
20. **Cancellation – All cancellations must be submitted in writing. Cancellation requests up to 8 days before the first contracted event move-in will incur a \$50 administrative fee. Cancellation requests within 7 days of the first contracted event move-in day will receive a 50% refund. No refund will be applied to orders canceled once the first event contracted move-in occurs.**



COMPRESSED AIR - WATER - DRAIN - GAS PRICING FORM

ORDERS CAN BE PLACED ONLINE BY VISITING [HTTPS://MCCNO.COM](https://mccno.com) AND SELECTING THE **ONLINE ORDERING** BUTTON OR BY GOING TO [HTTPS://SERVICES.MCCNO.COM](https://services.mccno.com)

IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION, FEEL FREE TO CONTACT US VIA EMAIL AT exhibit_services@mccno.com OR BY PHONE AT 504-582-3036

ADVANCED RATE DEADLINE IS JANUARY 11, 2023, ONSITE RATES EFFECTIVE JANUARY 31, 2023

Compressed Air 100 PSI (includes labor for installation)	Advanced	Standard	Onsite
Single Outlet 1/2"	\$370. ⁰⁰	\$426. ⁰⁰	\$553. ⁰⁰
Single Outlet 3/4"	\$425. ⁰⁰	\$489. ⁰⁰	\$635. ⁰⁰
Branch Outlets	\$210. ⁰⁰	\$242. ⁰⁰	\$314. ⁰⁰

- Exhibitor must supply regulator and filter.
- All service originates from overhead.
- 24 Hour Service is available for compressed air. The option is located under suggested items.

Water 80 PSI (includes labor for installation)	Advanced	Standard	Onsite
Single Outlet 3/4" – COLD (Drain Not Included)	\$315. ⁰⁰	\$362. ⁰⁰	\$471. ⁰⁰
Single Outlet 3/4" – HOT (Drain Not Included)	\$395. ⁰⁰	\$455. ⁰⁰	\$591. ⁵⁰
Branch Outlets	\$200. ⁰⁰	\$230. ⁰⁰	\$299. ⁰⁰
Fill and Drain to 500 Gallons (1 time fill and drain)	\$287. ⁰⁰	\$330. ⁰⁰	\$429. ⁰⁰
Additional 250 Gallons	\$199. ⁰⁰	\$229. ⁰⁰	\$298. ⁰⁰
"Water Package" HOT and COLD water service with drain included. Sink not provided.	\$925. ⁰⁰	\$1064. ⁰⁰	\$1383. ⁰⁰

- Exhibitor must supply regulator and filter.
- All service originates from overhead.

Drain Service (includes labor for installation)	Advanced	Standard	Onsite
Connection	\$317. ⁰⁰	\$365. ⁰⁰	\$473. ⁰⁰
Branch Outlet	\$200. ⁰⁰	\$230. ⁰⁰	\$299. ⁰⁰

- 2" Maximum Drain Line.

Gas 6' Water Column, 2 PSI (includes labor for installation)	Advanced	Standard	Onsite
Single Outlet 1/2" Natural Gas	\$380. ⁰⁰	\$437. ⁰⁰	\$568. ⁰⁰
Single Outlet 3/4" Natural Gas	\$625. ⁰⁰	\$719. ⁰⁰	\$934. ⁰⁰
Single Outlet 1" Natural Gas	\$900. ⁰⁰	\$1,035. ⁰⁰	\$1,346. ⁰⁰
Branch Outlets	\$231. ⁰⁰	\$266. ⁰⁰	\$345. ⁰⁰

- Exhibitor must supply regulator and filter.
- All service originates from overhead.

Cancellations must be submitted in writing. Requests received prior to 8 days of the first contracted event move in day will incur a \$50 administrative fee, but otherwise refunded in full (less the 3% credit card fee). Cancellation requests received within 7 days of the first contracted event move in day will receive a 50% refund (less the 3% credit card fee). No refunds will be applied to order cancelled once the first event contracted move in day occurs.

Cancelled/postponed events: Refunds for event cancellation/postponement are determined by the NOENMCC on an individual basis and are based on the event's status change

1. Telephone service is supplied from the floor ports. Telephone lines crossing aisles is not allowed.
2. Location of service in booth must be designated. Diagrams indicating booth orientation are required. If no location is provided, service will be installed in the rear center of the booth. Labor charges will apply to relocate the service.
3. Rates listed for all connections include bringing the service to booth in the most convenient manner and DO NOT INCLUDE connecting or configuring equipment, ramping, making specialized installations.
4. 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.
5. Any additional cost incurred by NOENMCC to (a) assist in trouble diagnosis or problem resolution found not to be the fault of NOENMCC or (b) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.
6. Customer provided/ordered outside circuits must be installed and working two (2) days before event move-in. The NOENMCC will extend those circuits to the location throughout the Convention Center: contact Exhibit Services at exhibit_services@mccno.com for associated costs.
7. The exhibitor is responsible for compliance with all applicable federal, state or local laws pertaining to the use of all services.
8. The equipment and services will be provided only during the dates of the event the customer is participating.
9. Long distance (inter-exchange) services are provided by the NOENMCC under license arrangement. The Convention Center will process billing for such services. A credit card is required for long distance charges.
10. Exhibitor is responsible for returning all telephone sets or other equipment and related materials to the NOENMCC Exhibitor Service Center at the close of the event unless prior arrangements have been made with the Service Center.
 - A signature is required for delivery of your telephone sets. Please notify the NOENMCC service desk when you are available to receive. Retail replacement value will be charged for any damaged or unreturned equipment. A credit card is required for rental of all equipment.
11. All material and equipment provided by the NOENMCC remains the property of the NOENMCC and may ONLY be removed by Convention Center staff at the close of the event.
12. The Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the NOENMCC.
13. Unless otherwise directed, NOENMCC staff are authorized to cut floor coverings for installation of service.
14. If a technical data sheet on equipment indicating connections and/or description of equipment to be connected is available, please attach sheet or description to the Utility Location form.
15. Adhesive tapes used on floor surfaces must be a type approved by the Convention Center. Contact your service contractor or Exhibit Services Division of the Convention Center for more details.
16. Obstructions blocking utility floor boxes are subject to relocation, as necessary. Labor charges will apply.
17. All service issues must be reported to the NOENMCC Service Desk prior to the close of the event.
18. Claims will not be considered unless filed **in writing** by exhibitor prior to close of event.
19. Credit will not be given for service installed and not used.
20. **Cancellation – All cancellations must be submitted in writing. Cancellation requests up to 8 days before the first contracted event move-in will incur a \$50 administrative fee. Cancellation requests within 7 days of the first contracted event move-in day will receive a 50% refund. No refund will be applied to orders canceled once the first event contracted move-in occurs.**



TELECOMMUNICATIONS SERVICES PRICING FORM

ORDERS CAN BE PLACED ONLINE BY VISITING [HTTPS://MCCNO.COM](https://mccno.com) AND SELECTING THE **ONLINE ORDERING** BUTTON OR BY GOING TO [HTTPS://SERVICES.MCCNO.COM](https://services.mccno.com)
IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION, FEEL FREE TO CONTACT US VIA EMAIL AT exhibit_services@mccno.com OR BY PHONE AT 504-582-3036

ADVANCED RATE DEADLINE IS JANUARY 11, 2023, ONSITE RATES EFFECTIVE JANUARY 31, 2023

Standard Line Service for Telephones, Modems, Fax, and POS Machines	Advanced	Standard	Onsite
Unrestricted Telephone Line - (CC# required for Long Distance)	\$260. ⁰⁰	\$305. ⁰⁰	\$381. ⁰⁰

Telephone Sets - (Includes telephone instrument and service)	Advanced	Standard	Onsite
Single Line Sets	\$280. ⁰⁰	\$323. ⁰⁰	\$420. ⁰⁰
Single Line Speakerphone	\$313. ⁰⁰	\$356. ⁰⁰	\$453. ⁵⁰
Message Waiting Single Line Sets	\$313. ⁰⁰	\$356. ⁰⁰	\$453. ⁵⁰
Multi-Line Speakerphone Sets	\$420. ⁰⁰	\$483. ⁰⁰	\$628. ⁰⁰
Polycom Conference Phone	\$460. ⁰⁰	\$529. ⁰⁰	\$688. ⁰⁰

Other Telephone Services	Advanced	Standard	Onsite
Voice Mail	\$80. ⁰⁰	\$92. ⁰⁰	\$120. ⁰⁰
Call Waiting, Rollover/Hunt	\$80. ⁰⁰	\$92. ⁰⁰	\$120. ⁰⁰
Extend Analog Pots Line From Dmark to Booth	\$200. ⁰⁰	\$230. ⁰⁰	\$299. ⁰⁰
Extend ISDN BR1 Line From Dmark to Booth	\$200. ⁰⁰	\$230. ⁰⁰	\$299. ⁰⁰
Extend T1 Circuit From Dmark to Booth	\$800. ⁰⁰	\$920. ⁰⁰	\$1,196. ⁰⁰
Move Line Fee	\$100. ⁰⁰	\$115. ⁰⁰	\$150. ⁰⁰

- Cancellations must be submitted in writing. Requests received prior to 8 days of the first contracted event move in day will incur a \$50 administrative fee, but otherwise refunded in full. Cancellation requests received within 7 days of the first contracted event move in day will receive a 50% refund. No refunds will be applied to order cancelled once the first event contracted move in day occurs.
- Cancelled/postponed events: Refunds for event cancellation/postponement are determined by the NOENMCC on an individual basis and are based on the event's status change.