



MORIAL CONVENTION CENTER

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 Internet & Network Connectivity

PLEASE TYPE OR PRINT

Effective January 1, 2008

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

Number of computers/devices to be connected

Standard Line Service –(10/100 Connection)

Quantity

Discount

Standard

Total

Shared Internet Service with 1 IP address

\$1,100.00

\$ 1,295.00

Shared Internet Service with 27 IP addresses

\$3,000.00

\$ 3,529.00

Additional IP Addresses -Each device connected to MCC

\$ 125.00

\$ 144.00

Network must have a MCC IP address

Basic Dedicated Internet Service with 57 IP Addresses

\$ 5,500.00

\$ 6,471.00

Dedicated Internet Service with 122 IP Addresses

\$ 8,000.00

\$ 9,412.00

Dedicated Internet Service with 248 IP Addresses

\$10,500.00

\$12,353.00

Networking/Vlan with no IP addresses per drop

\$ 975.00

\$ 1,150.00

Dedicated Empty Vlan Networking fee (drop charges additional)

\$ 2,800.00

\$ 3,300.00

DHCP Service

\$ 300.00

\$ 350.00

Cat 5 cables –select one 25ft. - \$63.00 50 ft. - \$88.00 100 ft. - \$150.00

Equipment Rental –

16 Port Hub Rental (10/100 Base) – A credit card is required to reserve a hub.

\$ 150.00

\$ 175.00

Replacement costs of \$250.00 will be charged to the credit card account, if the hub is not returned to the Morial Convention Center.

Each exhibiting firm is responsible for the equipment and will be required to sign for the delivery and return of the hub.

Indicate if MCC labor to install cables and hubs is required : DATE AND TIME INSTALLATION IS REQUESTED

Special Networking Configurations - Call (504) 582-3036 for quotes

Labor-Charged in Half Hour increments. ½ hr. minimum

Monday - Friday 8:00am – 4:30pm \$70.00/hour

Monday – Friday 4:30pm – 8:00am & Sat., Sun., &Holidays - \$100.00/hour

The MCC Provides:

The MCC will provide standard 10/100 mbps switched Ethernet based connections with RJ-45 connectors to each location specified. The MCC will issue proper IP addresses and relevant information upon completion of the order form and payment for services.

You must provide:

All network and computer hardware and software to be used in the exhibit booth or meeting room, as well as the proper configuration of such equipment. **The MCC cannot provide technical support on any issues related to the configuration of your computer equipment.**

CUSTOMER ACCEPTANCE OF TERMS AND CONDITIONS:

DATE: _____

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

TOTAL AMOUNT DUE

Please indicate drop location on the Utilities Location Form. Include floor plans with orientation. A move fee of \$125.00 per line will be charged to relocate the circuit after it is installed. If no location is provided, the drop is installed in the center rear of the booth.

Internet Service Pricing

- Each location is subject to a \$1100.00/\$1,295.00 installation charge, which includes one IP address.
- Additional IP addresses are \$125.00/\$144.00 each. Each device connected to the MCC Network must have an approved MCC IP Address. This static IP address must be installed in your device.
- **DHCP, NAT or PAT** technology or any type of private IP addressing assigned by the user of the MCC network requires approval of the MCC Technology Services Dept. and the assignment of an approved MCC IP address for each device.
- Cat 5 cables can be purchased at the prices listed above. 16 port hubs can be rented at the prices listed above. MCC Technicians are available at the labor rates listed above to connect additional devices to the internet. Please indicate in the Special Networking Configuration section if MCC labor will be required to run cat 5 cables in the booth.
- **Any order placed within 30 days of event start date is subject to standard rate.**

LIMITATION OF LIABILITY

Except for claims for physical injury to persons, NOPFMI and its suppliers or subcontractors will not be liable for any special, or consequential damages or for loss, damage or expense directly or indirectly arising from customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind (including loss of business profits) based upon breach of warranty, breach of contract, negligence, strict tort or any other legal theory whether or not NOPFMI or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall liability exceed a refund of amounts actually paid to NOPFMI by company for their network attachment. Should there be a failure in connectivity performance as outlined above, customer will not be required to pay for connectivity for the prorated portion of service during which the failure occurred. The prorated amount will be calculated by dividing the time of failure by actual event hours as determined by the operational hours of the registration desk. In the event that the failure of connectivity is caused by a failure or disruption of NOPFMI's internet service provider, NOPFMI shall take all reasonable and necessary steps to obtain whatever credits available from the provider and will credit those amounts against customer's master account or make a cash refund to customer if the account has been paid in full. This shall be the limit of NOPFMI's liability. Whenever used in this contract, the term "NOPFMI" shall mean and refer to New Orleans Public Facility Management, Inc., the operating corporation for the Authority engaged in business as the Ernest N. Morial Convention Center-New Orleans, hereinafter "MCCNO".

TERMS AND CONDITIONS

1. Payment and order must be received no later than 30 days prior to the event opening to qualify for discount rates.
2. Please provide all information requested on the form for speedy processing of your contract/service order.
3. Conditions for processing service contract/On-time Installation
 - a) Payment for service must accompany service contract.
 - b) Personal checks will not be accepted. Company checks must be made payable to NOPFMI.
 - c) Incomplete forms will delay processing.
 - d) Location of circuit in booth must be designated on the Utility Location form or customer provided diagram.
 - e) Booth number must be identified on face of form.
 - f) Customer provided/ordered circuits must be installed and working 2 days before show move-in.
4. Any problems should be reported to the MCC Exhibitor Services Center.
5. Claims will not be considered unless filed in writing by Customer prior to the close of show.
6. **Any additional cost incurred by NOPFMI to 1) assist in trouble diagnosis or problem resolution found not to be the fault of NOPFMI or 2) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.**
7. Only NOPFMI personnel are authorized to modify system wiring or cabling. Material and equipment furnished by NOPFMI for this service contract shall remain the property of NOPFMI.
8. **Use of Network Connection:**
 - A. The network attachment to be provided by NOPFMI 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 NOPFMI will facilitate communications between the Company's authorized users and the entities reachable through the national Internet. Users of NOPFMI 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.
 - B. Users of NOPFMI services shall not disrupt any of the NOPFMI 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 NOPFMI or other associated networks. NOPFMI 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. All devices for which NOPFMI provides Internet or Networking connectivity shall be required to obtain a NOPFMI assigned IP address.
 - D. NOPFMI will provide standard 10/100Mbps switched Ethernet-based connections with RJ-45 connections to each location as specified by the client. All data transmissions from connected client computers will be handled via copper and fiber optic-based transmission media and routed/repeated as necessary to conform to Ethernet-based connectivity Standards. NOPFMI will only be responsible to the end of that connection or NOPFMI provided device.
9. **Wireless Specific:** The use of any wireless device that interferes with the facility's wireless data frequency is prohibited.
10. **Internet Performance Disclaimer:** NOPFMI 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 any facility we service. NOPFMI does, however, monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users.
11. **Internet Security Disclaimer:** NOPFMI 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 document the customer is agreeing to the Terms and Conditions of this document and will hold NOPFMI, its agents and contracts harmless for any and all liabilities arising from the use of non-secured circuits. **The client is responsible for Anti-Virus protection on all devices.** MCC requires that all devices directly or indirectly accessing the MCC 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 MCC network, yourself and others from viruses, worms or any malicious programs and other disruptive appliances.
12. **Cancellation** – No credit will be given for service cancelled after installation. Rates include all applicable taxes. A fifty (\$50.00) processing charge will be applied to orders cancelled prior to installation. Credit will not be given for service installed and not used.
13. **Location for Additional Internet Drops:** Zone 1 – Hall A, Zone 2 –Hall B, Zone 3 – Hall C, Zone 4 – Hall D, Zone 5 – Hall E, Zone 6 – Hall F, Zone 7– Hall G, Zone 8 – Hall H, Zone 9- Hall I, Zone 10 – Hall J, Zone 11 – Lobbies A,B,C, Zone 12– Lobbies D,E F, Zone 13 –Lobbies G,H,I,J, Zone 14 – La Louisiane Ballroom, Zone 15 – MRs R01-R09, Zone 16 – MRs 201-232, Zone 17 – MRs 235 – 257, Zone 18 – La Nouvelle Ballroom, Zone 19 – MRs 333 – 357, Zone 20 – MRs 260 – 299, Zone 21 – MRs 383 – 399, Zone 22 – Conference Auditorium.
14. The exhibitor must provide any services (email, ftp,http servers, etc.) that are required. The NOPFMI provides standard Internet connectivity, including use of DNS servers. Installations will bring the service to the requested location in the most convenient manner, and do not include any computer equipment, special wiring, or additional labor. The NOPFMI Internet network is a TCP/IP network only. Please configure your computer equipment for the TCP/IP protocol only. Any connections transmitting protocols other than TCP/IP (i.e.: IPX, NETBEUI, etc.) with addresses assigned by the NOPFMI, will be disconnected until the non-TCP/IP protocols are removed.
15. End user is responsible for compliance with all applicable federal, state or local laws pertaining to use of the Internet.