



ERNEST N. MORIAL CONVENTION CENTER

NEW ORLEANS®

900 CONVENTION CENTER BLVD. NEW ORLEANS, LA 70130

COMPRESSED AIR · WATER · DRAIN · GAS · STEAM

Effective January 1, 2008

Return order and payment to:

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

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		
ADDRESS	Email Address	TELEPHONE/FAX	
CITY, STATE, ZIP		CONTACT	

RATES QUOTED INCLUDE APPLICABLE TAX AND LABOR TO CONNECT EQUIPMENT.

	QUAN.	DESCRIPTION	DISCOUNT RATE	STD. RATE	AMOUNT	OFFICE USE ONLY
COMPRESSED AIR (90-100 PSI)		Single Outlet up to 1/2 "	235.00	276.00		
		Single Outlet 3/4"	310.00	365.00		
		Single Outlet 1"	385.00	453.00		
		Branch Outlet(s) – EACH	175.00	206.00		
		24 HOUR SERVICE REQUIRED <input type="checkbox"/> YES (Add 50% Outlet)				
Total CFM						
Requirements		EXHIBITOR MUST SUPPLY OWN REGULATOR AND FILTER				
WATER (80-90 PSI)		Single Outlet 3/4"	210.00	247.00		
		Branch Outlet(s) – EACH	165.00	194.00		
		Fill and Drain to 500 Gallons	260.00	306.00		
		Each Additional 500 Gallons	135.00	159.00		
		Food Grade Hose Required? <input type="checkbox"/> YES				
Total GPM						
Requirements		EXHIBITOR MUST SUPPLY OWN FILTER AND REGULATOR				
DRAIN		CONNECTION	185.00	218.00		
	Total GPM	BRANCH OUTLET(S) – EACH	150.00	176.00		
	Requirements	SIZE CONNECTIONS REQUIRED _____				
		2" MAXIMUM DRAIN LINE				
GAS (6" Water Column)		Single Outlet 3/4", NATURAL GAS	319.00	375.00		
	Total CFM	BRANCH OUTLET(S) – EACH	224.00	264.00		
Requirements						
STEAM (100-125 PSI) (Saturated)		CHARGE FOR FIRST CONNECTION - Price Upon Request				
		EACH ADDITIONAL CONNECTION – Price Upon Request				
		SIZE CONNECTION(S) REQUIRED (Up to 1" only) _____				
Total Lbs./Hr.		STEAM TRAPS - Price Upon Request				

MATERIALS AND SPECIAL CONDITIONS

	AMOUNT	OFFICE USE ONLY
LABOR: CHARGE WILL BE IN 1/2 HR. INCREMENTS. MINIMUM CHARGE 1/2 HOUR.		
.....Hrs. Monday - Friday 8:00 a.m. - 4:30 p.m. (Except Holidays)	\$70.00/Hr.	
.....Hrs. Monday - Friday 4:30 p.m. - 8:00 a.m.	\$100.00/Hr.	
.....Hrs. Saturday, Sunday and Holidays	\$100.00/Hr.	

SUB-TOTAL \$

SHOW GENERAL LOCATIONS OF OUTLETS IN BOOTH ON THE UTILITY LOCATIONS FORM. IF A DRAWING IS NOT PROVIDED, THE MCC WILL INSTALL THE SERVICE IN THE REAR CENTER OF THE BOOTH. LABOR CHARGES WILL APPLY TO RELOCATE THE SERVICE.

TOTAL DUE

All connections are subject to approval by the Convention Center, and only the Convention Center Mechanics are authorized to make air, water, drain, gas and steam connections. Labor charges will apply for service calls. Labor charges are assessed on the exhibit floor and payment IN FULL must be rendered.



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REQUEST FOR COMPRESSED AIR : WATER : DRAIN : GAS : STEAM Effective January 1, 2008 INSTRUCTIONS AND CONDITIONS

1. Orders must be received a minimum of thirty (30) days prior to scheduled event opening for discount rates. Orders received less than thirty (30) 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-up or outlet requirement information will delay processing.
 - D. Booth number(s) must be identified on the face of the form.
 - E. Location of outlets in booth must be designated on the UTILITY LOCATION(S) FORM.
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 from the main line to the booth and DO NOT INCLUDE additional labor and material charges made for:
 - a. Connecting booth outlets to equipment.
 - b. Crossing aisles for overhead installations or ramping.
 - c. Making specialized installations.
5. 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. Supply connections and disconnections may only be made by the Convention Center personnel.
8. All material and equipment furnished by the Convention Center remains the property of the Convention Center.
9. Service connectors or fittings may be supplied by the exhibitor.
10. All connections are subject to approval by the Convention Center, and must comply with state and local safety codes.
11. Only the Convention Center Mechanics are authorized to make air, water, drain, gas and steam connections.
12. Permanent building utility outlets are not a part of the booth space and cannot be used by exhibitors.
13. If further explanation of your plumbing requirements is necessary, please attach a separate sheet to this form.
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(s) form.
15. All service issues must be reported to the MCC Service Desk prior to the close of the event. Claims will not be considered unless filed **in writing** by exhibitor prior to close of event.
16. Credit will not be given for service installed and not used.
17. **Cancellations** –All cancellations must be submitted in writing. A processing charge of \$50.00 will be applied to orders cancelled prior to installation. No credit is given for service cancelled after installation.

PLEASE COMPLETE AND RETURN WITH PAYMENT TO:

ENMCCNO
P. O. BOX 54973
NEW ORLEANS, LOUISIANA 70154-4973

Please keep a copy for your records.

Convention Center Use Only

Received by _____	Verified by _____	Operations Approved _____
C.C. Authorization # _____	Ck.# _____	Receipt # _____ P.O./Inv. _____