



**ERNEST N. MORIAL  
CONVENTION CENTER**

**Cable Installation Request Form 2012**  
SEE NEXT PAGE FOR TERMS AND CONDITIONS

900 CONVENTION CENTER BOULEVARD, NEW ORLEANS, LA 70130  
PHONE (504) 582-3018 FAX (504) 582-3076 E-MAIL PRODUCTION@MCCNO.COM

NAME OF EVENT		DATES OF EVENT	
COMPANY		CONTACT	
ADDRESS		OFFICE TELEPHONE	OFFICE FAX
E-MAIL		ON SITE CONTACT	ON SITE TELEPHONE
INSTALLATION COMPANY <b>ENMCC, Production Services Department</b>		CONTACT <b>Gina Ellis or Chip Stansbury</b>	
ADDRESS 900 Convention Center Blvd., N.O. LA 70130		TELEPHONE (504) 582-3018	FAX (504) 582-3076

FACILITY LOCATION WHERE CABLE(S) ARE TO BE DROPPED: HALL: \_\_\_\_\_ BALLROOM: \_\_\_\_\_  
MEETING ROOM :  BOOTH:

DATE/TIME CABLE INSTALLATION WILL BEGIN:

\_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

DATE/TIME CABLE INSTALLATION WILL BE REMOVED:

\_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

SPECIAL INSTRUCTIONS:

**Please select number of connections to be installed below:**

**Discounted Rate (Orders received 30 days before installation)**

Cox Basic Service: \$350.00 per connection for run of show  Cox Digital Cable Service: \$400.00 per connection for run of show  
 Cox HD Cable Service: \$450.00 per connection for run of show

**Standard Rate (Orders received within 30 days of installation)**

Cox Basic Service: \$420.00 per connection for run of show  Cox Digital Cable Service: \$480.00 per connection for run of show  
 Cox HD Cable Service: \$540.00 per connection for run of show

**On-Site Rate (Orders received On-Site)**

Cox Basic Service: \$504.00 per connection for run of show  Cox Digital Cable Service: \$576.00 per connection for run of show  
 Cox HD Cable Service: \$648.00 per connection for run of show

NOTE: ALL CABLE USED WILL BE BELDEN RG-6 QUAD SHIELD. Converter Model and Serial #: \_\_\_\_\_

REQUESTED BY: I have read and will comply with all terms and conditions listed on next page (other side).

PRINT NAME	SIGNATURE	DATE
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Note: Terms and Conditions listed on other side – Prices subject to change without notice



**ERNEST N. MORIAL  
CONVENTION CENTER**

**CABLE INSTALLATION  
TERMS AND CONDITIONS**

900 CONVENTION CENTER BOULEVARD, NEW ORLEANS, LA 70130  
PHONE (504) 582-3018 FAX (504) 582-3076 E-MAIL PRODUCTION@MCCNO.COM

1. Package charge for standard cable feed not to exceed 10 days.
2. Cable service does not include any monitors/ receivers, vcrs, vcps, tuners, speakers, etc. other than a decoder box for Cox Digital Cable Service.
3. MCC technicians will install all cabling from the closest cable connection to the designated area (booth). This may be from a floor pocket or an overhead connection.
4. Contractor must submit this completed form for authorization at least 30-days prior to move-in.
5. All requests must include detailed drawings of booth or designated area. Drawings must include facility location where cable connection is to be installed.
6. The MCC retains the right to require changes to any cable installation that does not conform to the standards stipulated in the Facility Use Contract or Production Rules and Regulations.
7. All installation charges, either MCC labor and/or materials will be billed to Contracting Party's Credit Card or is payable by Company Check prior to installation, unless other arrangements are made with the Exhibit Services Department at least 30-days in advance.
8. MCC will provide RG-6 Quad Shield cable unless otherwise specified.
9. If cable other than RG-6 is required, the contracting party may provide this cable to MCC for installation. MCC can provide other cabling specifications at an additional cost.
10. Cost of cable connection installations are as follows:
  - Discounted Rate (Orders received 30 days before installation)**  
Cox Basic Service: \$350.00 per connection for run of show / Cox Digital Cable Service: \$400.00 per connection for run of show / Cox HD Cable Service: \$450.00 per connection for run of show
  - Standard Rate (Orders received within 30 days of installation)**  
Cox Basic Service: \$420.00 per connection for run of show / Cox Digital Cable Service: \$480.00 per connection for run of show / Cox HD Cable Service: \$540.00 per connection for run of show
  - On-Site Rate (Orders received On-Site)**  
Cox Basic Service: \$504.00 per connection for run of show / Cox Digital Cable Service: \$576.00 per connection for run of show / Cox HD Cable Service: \$648.00 per connection for run of show
11. Should Cox Digital Cable Service be ordered a separate decoder box will be required. A signature upon delivery will be required. Should the decoder box be damaged, altered, or not returned to **MCC Production Services** upon request or completion of a show, a charge of **\$500.00** will be assessed to the Contracting Party.
12. Converter boxes remain the property of MCC.
13. Cable services are provided through an agreement between *the Ernest N. Morial Convention Center (MCC)* and *Cox Communications of Louisiana (Cox)*. MCC is not responsible for the content broadcast over our cable system or any interruptions in service that may be experienced. Any requests or complaints may be forwarded to the local Cox provider. Cox Customer Service number is 504-304-1700.

**COX CABLE BASIC SERVICE LINEUP**

2	WUPL-54 (UPN)	22	BET	42	Spike	69	Animal Planet
3	WWL-4 (CBS)	23	A&E	43	CNBC	70	TV Land
4	EDUC local access	24	FOX News	44	E! TV	71	MTV 2
5	TLC	25	TNT	45	Sci-Fi channel	72	MSNBC
6	EDUC local access	26	FX	46	C-Span 2	73	Speedvision
7	WDSU-6 (NBC)	27	MTV	47	C-Span	74	Discovery Health
8	EDUC local access	28	USA	49	WPXL-49 (PAX)	75	Leased access
9	WVUE-8 (FOX)	29	CNN	50	Univision	76	Local
10	Cox 10	30	Disney channel	51	WGN	77	Local
11	WGNO-26 (ABC)	31	Nickelodeon	58	CMT	78	Local
12	WYES-12 (PBS)	32	Discovery channel	59	Turner Classic Movie	79	SHNBC
13	WNOL-38 (WB)	33	CNN - Headline news	60	AMC		
14	WLAE-32 (PBS)	34	Lifetime	61	Court TV		
15	WWL-TV	35	ESPN	62	Hall		
16	WGN	36	ESPN-2	63	History channel		
17	TBS	37	CST	64	Cartoon Network		
18	Weather channel	38	FSN	65	ABC Family		
19	HSN	39	Comedy central	66	Travel channel		
20	WHNO-20	40	Bravo	67	TV Food		

## COX CABLE DIGITAL SERVICE LINEUP

(includes all basic lineup & music choice)

100	Discovery Kids	343	WORD
101	Discovery Science	344	Africa
102	Discovery Home	345	Wam
103	Discovery Times	346	Boom
104	Military	347	TDISNEY
105	Noggin	348	Nick Toon
106	National Geographic	349	GAS
107	Weather Scan	350	Sprout
199	EOD	351	Game Net
317	Sman sports/outdoors	352	Oxygen
318	Gol TV soccer	353	WE
319	NFL net	354	Bbcam
320	ESPN News	355	Soap
321	ESPN Classic	356	Fine
322	Golf	357	Style
323	Tennis	359	Fuse
324	FSC	360	MTV Jams
325	NBA TV	361	MTV Hits
326	TVG horse racing	362	VH1 Soul
327	Versus	363	VH1 Country
328	Fuel	364	VH1 Classic
329	DIY	365	Logo
330	Bloom		
331	G4TV		
332	History		
333	Fit TV		
334	Biography		
335	TBN		
336	EWTN		
337	Insp Net		
338	Fam Net		
339	GMC		
340	BET Jazz		
341	BFC		
342	TV ONE		

901	old school rap	936	Light Classical
902	Today's Country	937	Show Tunes
903	Classic Country	938	Contemp Christian
904	Bluegrass	939	Gospel
905	R&B + Hip Hop	940	Radio Disney
906	Classic R&B	941	Sound of the season
907	Smooth R&B	942	Musica Urbana
908	R&B Hits	943	Salsa y merengue
909	Rap (uncensored)	944	Rock en Espanol
910	Metal (uncensored)	945	Pop Latino
911	Rock	946	Mexicana
912	Arena Rock		
913	Classic Rock		
914	Alternative (uncensored)		
915	Retro Actrve		
916	Electronica (uncensored)		
917	Dance		
918	Adult Alternative (uncensored)		
919	Soft Rcok		
920	Hit list		
921	Party Favorites		
922	90's		
923	80's		
924	70's		
925	Solid Gold Oldies		
926	Singers & Standards		
927	Big Band & Swing		
928	Easy Listening		
929	Smooth Jazz		
930	Jazz		
931	Blues		
932	Reggae		
933	Soundscapes		
934	Classic masterpieces		
935	Opera		



P. O. Box 54973 • New Orleans • Louisiana • 70154-4973  
Phone: (504) 582-3018 Fax: (504) 582-3076

# BILLING AND PAYMENT POLICY FORM

**\*\* MANDATORY FORM. MUST BE RETURNED WITH ORDER FORMS \*\***

Name of Show: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Company Address: \_\_\_\_\_

City/State/Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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:

**CASH**

**NO SERVICES REQUIRED** \_\_\_\_\_

**COMPANY CHECK**

Please make check payable to the Morial Convention Center.

**BANK TRANSFER**

- Contact Exhibit Services at (504) 582-3036 for Bank Information.
- Please reference name of show and booth number on all Bank Transfers so we may 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:

Please check one:

American Express  
Diners Club

Discover  
Master Card

Visa

Account Number:

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Expiration  
Date: \_\_\_\_\_

Security  
Code: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**THIRD PARTY AUTHORIZATION**

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that the named third party does not discharge payment of the invoice, charges will revert to the exhibiting company. All invoices are due and payable upon receipt, by either party.

**THIRD PARTY AGENT:**

Print Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Exhibitor Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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## PAYMENT TERMS 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-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.
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 to booth in the most convenient manner and DO NOT INCLUDE:
  - Labor for connecting equipment and special wiring.
  - Labor to connect booth outlets to equipment.
  - Providing other than standard female tread installations.
  - Making specialized installations.
5. 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. NO EXCEPTIONS.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of event.
7. Credit will not be given for service installed and not used.
8. There is a 10% charge to change and reprocess the method of payment submitted for an account.

### 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.