

Dear Exhibitor:

Your company is exhibiting at the event below.

Please direct this service manual to the person in charge of your exhibit.



2018 INTERNATIONAL BILLIARD & HOME LEISURE EXPO

JULY 11-13, 2018

**ERNEST N. MORIAL CONVENTION CENTER
NEW ORLEANS, LOUISIANA**



HERITAGE
TRADE SHOW SERVICES

General Information

Booth Equipment

Each 10'x10' booth will be set with 8' high black back drape, 3' high black side dividers, gray booth carpet, one (1) wastebasket and a 7" x 44" one-line identification sign.

Exhibit Hall Carpet

The exhibit areas will be carpeted gray. The aisles will be carpeted Tuxedo (gray with black specks). To enhance the appearance of your booth, rental carpet is available through Heritage Trade Show Services. Please refer to the enclosed carpet brochure and furniture/carpet order form.

Discount Price Deadline Date

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Wednesday, June 20th, 2018.

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Friday, June 8th, 2018. To avoid late fees all shipments to the advanced warehouse must arrive no later than Monday, July 2nd, 2018.

Show Schedule

Exhibitor Move-In

Monday	July 9th	8:00 a.m. - 5:00 p.m.
Tuesday	July 10th	8:00 a.m. - 5:00 p.m.

Note: Please contact Liz Klostermann by email at LKlostermann@meetingexpectations.com should you need early move-in. This will be done by appointment only on Sunday, July 8th and your appointment will be confirmed the week of June 4th.

Exhibit Hours

Wednesday	July 11th	9:00 a.m. - 5:00 p.m.
Thursday	July 12th	9:00 a.m. - 5:00 p.m.
Friday	July 13th	10:00 a.m. - 2:00 p.m.

Exhibitor Move-Out

Friday	July 13th	2:00 p.m. - 8:00 p.m.
Saturday	July 14th	8:00 a.m. - 12:00 p.m.

- Empty crates and containers will begin being returned at 2:00 p.m., Friday, July 13th.
- All carriers must check-in no later than 10:00 a.m. on Saturday, July 14th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 10:00 a.m.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

General Information

Shipping Information

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number
Heritage Trade Show Services
UPS Freight C/O Exhibit Transfer
3761 Louisa St.
New Orleans, LA 70126

FOR: BCA 2018

Heritage will accept exhibit materials beginning Friday, June 8th, 2018 at the above address. Material arriving after Monday, July 2nd, 2018 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:

Exhibitor Company Name and Booth Number
C/O Heritage Trade Show Services
Ernest N. Morial Convention Center
900 Convention Center Blvd.
New Orleans, LA 70130

FOR: BCA 2018

Freight will be accepted at show site beginning Monday, July 9th, 2018. See the Material Handling Instructions within this kit for additional information.

Service Center Hours

The Heritage Exhibitor Service Center will be staffed during exhibitor move-in and exhibitor move-out.

Assistance

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services at 314-534-8500.

We Appreciate Your Business

Day/Time	Event	Location
Monday, July 9		
8:00 am - 5:00 pm	Exhibit Hall Move-In begins	Hall I2 - J
Tuesday, July 10		
8:00 am - 5:00 pm	Exhibit Hall Move-In begins	Hall I2 - J
4:00 - 5:00 pm	BCA Annual Membership Meeting	TBD
Wednesday, July 11		
8:50 am	Expo Ribbon Cutting (Exhibit Hall Entrance)	Hall I2 - J
9:00 am	Exhibit Hall Opens	Hall I2 - J
1:00 - 2:00 pm	SESSION	
	Business of Billiards Education Pavilion	Booth 745
2:00 - 5:00 pm	Social and Digital Lounge - BCA Booth	Booth 145
12:00 - 5:00 pm	Spotlight on BIG Innovations (Innovative Product Award Sessions) 15 minutes per presentation	Hall I2 - J
3:00 - 4:00 pm	SESSION	
	Business of Billiards Education Pavilion	Booth 745
2:00 - 5:00 pm	Social and Digital Session - BCA Booth	Booth 145
5:00 pm	Exhibit Hall Closes	Hall I2 - J
5:15 - 6:15 pm	BCA 2018 Industry Social	
Thursday, July 12		
9:00 am	Exhibit Hall Opens	Hall I2 - J
1:00 - 2:00 pm	SESSION	
	Business of Billiards Education Pavilion - Industry Roundtable	Booth 745
	Social and Digital Session - BCA Booth	Booth 145
12:00 - 5:00 pm	Spotlight on BIG Innovations (Innovative Product Award Sessions) 15 minutes per presentation	Hall I2 - J
2:00 - 3:00 pm	SESSION	
	Business of Billiards Education Pavilion	Booth 745
2:00 - 5:00 pm	Social and Digital Lounge - BCA Booth	Booth 145
3:00 - 3:45 pm	SESSION	
	Business of Billiards Education Pavilion - Room Operator Seminar	Booth 745
5:00 pm	Exhibit Hall Closes	Hall I2 - J
Friday, July 13		
10:00 am	Exhibit Hall Opens	Hall I2 - J
11:00 - 12:00 pm	Business of Billiards Education Pavilion - Room Operator Roundtable "The Pool Room of Tomorrow"	Booth 745
	Business of Billiards Education Pavilion	
10:00 - 12:00 pm	Spotlight on BIG Innovations (Innovative Product Award Sessions) 15 minutes per presentation	Hall I2 - J
10:00 - 2:00 pm	BEF Players allowed on show floor	
2:00 pm	Exhibit Hall Closes	Hall I2 - J
2:00 - 8:00 pm	Exhibit Hall Move Out	Hall I2 - J
Saturday, July 14		
8:00 am - 12:00 pm	Exhibit Hall Move Out	Hall I2 - J

Conference Contact Information

Exhibit Management

Liz Klostermann, CEM
Convention Manager
404-477-5140
lklostermann@meetingexpectations.com

Registration Management

Shane Tyree
Membership Coordinator
303-243-5070, ext. 23

Audio Visual Orders for Exhibit Hall

Gina Locatto
(504) 582-3044
glocatto@mccno.com

Hotel Accommodations

*** Please be vigilant if dealing with any companies or services other than BCA Billiard and Home Leisure Expo Host Hotels. We have been made aware of other housing companies that may be aggressively pursuing you, or your company, to book your guest rooms through their company at supposedly significant discounts.**

Unfortunately, some past attendees and exhibitors have fallen prey to these companies and have either: lost their significant deposits; been relocated with little or no warning; have not had the guest rooms they thought they had booked; or have not received reservations at the hotel they had thought were confirmed. This has caused great hardships and significant financial loss to these companies and individuals.

The 2018 BCA Expo will feature three host hotels:

<http://www.bcasummit.com/housing.html>

Hampton Inn New Orleans Convention Center - BOOK your rooms.

This hotel is conveniently located across the street from the Ernest N. Morial Convention Center and the Riverwalk Outlet Mall. Set across two towers - one a historic warehouse, the other a modern build - the newly renovated Hampton Inn & Suites New Orleans Convention Center hotel offers unique accommodations in the heart of New Orleans. Located in the Arts & Warehouse District, the neighborhood is home to many businesses, shops, restaurants and bars.

Hyatt Place New Orleans Convention Center - BOOK your rooms.

Situated directly across from the Ernest N. Morial Convention Center, discover a different kind of hotel experience at this centrally located hotel in Downtown New Orleans. Outside our hotel front doors guest can taste the cuisine of award-winning restaurants, renowned museums and wonderful shopping, travelers enjoy a stay that is seamless and simple while surrounded by the excitement of downtown New Orleans.

Marriott New Orleans Convention Center - BOOK your rooms.

The New Orleans Morial Convention Center is right across the street. Experience the unbridled energy and unique charm of New Orleans' French Quarter with a stay at our hotel. Ideally located in the city's Warehouse District, combines historic elegance with modern style. And with the many attractions of the French Quarter and the Warehouse District at your fingertips, you won't be short of things to do while you're here.

How to Better Your Experience

ADVERTISE YOUR PARTICIPATION

Place a link on your company Web site to the 2018 BCA Expo Web site: <http://www.bcaexpo.com/> This will inform your customers that you will be there as an exhibitor and encourage them to attend the conference.

Some wording samples to go with the link include:

Don't miss the 2018 BCA Expo: Big Business, Big Fun in the Big Easy!
Join <COMPANY NAME> with many other industry leaders who have the latest information your company needs.

2018 BCA Expo
New Orleans Morial Convention Center
July 11-13, 2018
New Orleans, LA
<http://www.bcaexpo.com>

ESTHETICALLY EYE CATCHING

With all types of marketing, simple is better. Keep in mind that your display should instantly tell the viewer what your product or service is all about. One of the biggest mistakes in a booth environment is trying to display everything. Draw attention with simple, airy display units, crisp signage and always include decorative accessories other than your product to accent your setting - include plants, floral arrangements, unique table dressings, etc.

KEEP UP WITH VISITORS

Remember to bring a container to hold the business cards that you collect from attendees.

TRAIN & MOTIVATE YOUR BOOTH STAFF

Spend time and effort training your booth staff before the show. Let them know why you're attending the show and what you hope to accomplish. This includes practicing any product demonstrations beforehand and being totally familiar with all aspects of the product or service.

Provide your booth staff with emergency kits to make it through the day. Some items you may want to include are lip balm, breath mints, dental floss, and Band-Aids. Also, motivate staff by offering some incentive. Reward the staff member with the most qualified leads with a gift card to their favorite place. Another suggestion is to plan a fun activity before or after show hours



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION

NAME OF CONVENTION BCA 2018		BOOTH # _____	
EXHIBITING COMPANY _____		PHONE # _____	FAX # _____
ADDRESS _____	CITY _____	STATE _____	ZIP _____
CONTACT EMAIL _____			
PRINT NAME _____		SIGNATURE _____	

CREDIT CARD PAYMENT

CARD HOLDER'S NAME (Please print) _____

CARD HOLDER'S SIGNATURE _____

CREDIT CARD BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____

CREDIT CARD NUMBER _____ V-CODE ____ / ____ / ____ EXP DATE ____ / ____

Charge to: _____ American Express _____ MasterCard _____ Visa _____ Discover

If for any reason the submitted credit card or check is declined or returned, a \$50.00 processing fee will be added to the final invoice. For your convenience, we will also process your card for payment of any additional charges incurred at show site. We will automatically provide this service unless informed otherwise by you.

COMPANY CHECK : Heritage Trade Show Services, 620 Shenandoah Ave, St Louis, MO 63104, Attn: Exhibitor Services. Please include a copy of this order form with your check.

BANK WIRE TRANSFER : Enterprise Bank and Trust; St. Louis, MO 63127. ABA#081006162; ACCT#0040520 HERITAGE; Swift Code-Entrus44. Please reference name of show & booth number so we can properly credit your account. Customers are responsible for any bank processing fees. Please add \$25.00 to your invoice total for each wire to cover inbound bank processing fees.

FURNITURE/CARPET	\$ _____
SPECIALTY FURNITURE	\$ _____
ACCESSORIES	\$ _____
RENTAL UNITS	\$ _____
ESTIMATED MATERIAL HANDLING/DRAYAGE (Credit Card Required)	\$ _____
PRIORITY EMPTY CONTAINER RETURN/ACCESSIBLE STORAGE	\$ _____
ESTIMATED LABOR (Credit Card Required)	\$ _____
BOOTH CLEANING	\$ _____
SIGN SERVICE	\$ _____

Please note: In some instances equipment or services listed above may be handled by other contractors. Payment should be made directly to those contractors and not listed as part of the total due Heritage.

TOTAL AMOUNT DUE \$ _____

All orders received at the Exhibitor Service Desk will be charged at standard rates. All outstanding balances must be paid by the close of the show. Adjustments to your invoice will not be made after the close of the show. Heritage requires that you provide a credit card authorization form if you require material handling, sign hanging or labor services. For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Heritage companies, including but not limited to HES Logistics, Inc., or any charges which Heritage may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. By submitting this form or ordering materials or services from Heritage, you agree to be bound by all terms & conditions included in your service manual.

For questions or comments, your Exhibitor Services Representative is available by phone at 314-534-8500, by email at exhibitor.services@heritagesvs.com or in person on the show site at the Service Desk. Thank you for your business.

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104

Phone 314-534-8500 | Fax 314-534-8050

Exhibitor.Services@heritagesvs.com

FURNITURE/CARPET RENTAL ORDER FORM

Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Charges for rental items listed below are for the duration of the show, and include delivery and removal. Cancellation of equipment delivered will be subject to a 100% cancellation charge for labor involved. Orders received after the deadline are subject to availability.

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
FURNITURE				
F60	Plastic Side Chair (White)	72.10	93.75	
F50	Padded Sled Base Chair (Gray)	94.10	122.35	
F9	Padded Chair (Gray)	94.10	122.35	
F10	Padded Arm Chair (Gray)	102.00	132.60	
F20	Custom Padded Arm Chair	120.50	156.65	
F30	Padded High Stool (Gray)	115.20	149.75	
F40	Custom Padded High Stool	151.25	196.65	
LC01	Black/Espresso Couch	495.00	643.50	
LC02	Black/Espresso Chair	310.00	406.00	
F75	Executive Chair	195.00	253.50	

CARPET

C10	9' X 10'	191.70	249.25	
C20	9' X 20'	376.40	489.35	
C30	9' X 30'	562.85	731.70	
C40	9' X 40'	756.35	983.25	
C50	9' X Per 10' increment	191.70	249.25	

AREA CARPET (Indicate Dimensions for Special Size Carpet)

C60 _____' X _____' per sq. ft. (100 sq. ft. min.) 3.25 4.20 _____

COLORS: ☐ RED ☐ BLUE ☐ HUNTER GREEN ☐ BURGUNDY
☐ PLUM ☐ GRAY ☐ BLACK

Area carpet is required for all booths larger than 30', or for booths configured as islands or peninsula areas.

PADDING AND VISQUEEN (90 sq. ft. min.)

C70	' X ' Carpet padding/per sq. ft.	1.60	2.05	
C80	' X ' Visqueen covering/per sq. ft.	.95	1.25	

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
DRAPED DISPLAY TABLE				
F110	4' Table - 30" high	130.15	169.20	
F120	6' Table - 30" high	156.55	203.50	
F130	8' Table - 30" high	182.95	237.80	
F140	4' Table - 42" Counter high	161.80	210.35	
F150	6' Table - 42" Counter high	188.50	244.65	
F160	8' Table - 42" Counter high	214.60	278.95	
F170	4th side table drape	54.55	70.90	

COLORS: ☐ RED ☐ BLUE ☐ TEAL ☐ BURGUNDY ☐ HUNTER GREEN
☐ PLUM ☐ GRAY ☐ BLACK ☐ WHITE ☐ GOLD ☐ EXPO GREEN

UNDRAPED DISPLAY TABLE

F190	4' Table - 30" high	83.55	108.60	
F200	6' Table - 30" high	102.00	132.60	
F210	8' Table - 30" high	121.35	157.80	
F220	4' Table - 42" Counter high	90.60	117.75	
F230	6' Table - 42" Counter high	107.30	139.50	
F240	8' Table - 42" Counter high	131.05	170.35	
	30" Diameter Pedestal Table (Gray)	181.15	235.50	
F80	18" High			
F90	30" High			
F100	42" High			

TABLE RISERS COVERED WHITE

(Riser Dimension: 10" Wide x 8" high)

F260	6' Long riser	70.70	91.90	
F270	8' Long riser	85.50	111.15	

SPECIAL DRAPE BACKGROUNDS

F280	3' H. Background/per ft.	17.60	22.85	
F290	8' H. Background/per ft.	19.35	25.15	

COLORS: ☐ RED ☐ BLUE ☐ TEAL ☐ BURGUNDY ☐ HUNTER GREEN
☐ PLUM ☐ GRAY ☐ BLACK ☐ WHITE ☐ GOLD ☐ EXPO GREEN

*Show colors will be given when color is not selected.

10% Tax _____

TOTAL ORDER _____

NAME OF CONVENTION **BCA 2018** BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Please Fax, Mail or Email This Form Promptly To Heritage Using The Information At The Top Of The Page - Retain One Copy for Your Files

Furniture/Carpet

Furniture



F60



F50



F9



F10



F30



F20



F40



F75



LC02

*Chair is 33" wide x 33" tall x 33" deep



LC01

*Couch is 7' wide x 3' tall x 40" deep

Furniture

F60 Plastic Side Chair, White
F50 Padded Sled Base Chair, Gray
F9 Padded Chair, Gray
F10 Padded Arm Chair, Gray
F30 Padded High Stool, Gray
F20 Padded Arm Chair, Custom
F40 Padded High Stool, Custom
F75 Executive Chair
LC02 Black/Expresso Chair
F245 Coffee Table
LC01 Black/Expresso Couch

Carpet



Black



Red



Burgundy



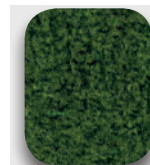
Gray



Blue



Plum



Hunter Green

Display Tables

Pedestal Tables

F80 Pedestal Table 30" x 18" h

F90 Pedestal Table 30" x 30" h

F100 Pedestal Table 30" x 42" h

Draped Display Tables

F110 4' x 2' x 30" F140 4' x 2' x 42"

F120 6' x 2' x 30" F150 6' x 2' x 42"

F130 8' x 2' x 30" F160 8' x 2' x 42"

Undraped Display Tables

F190 4' x 2' x 30" F220 4' x 2' x 42"

F200 6' x 2' x 30" F230 6' x 2' x 42"

F210 8' x 2' x 30" F240 8' x 2' x 42"



F80



F90



F100



F190
F220



F110
F140



Red



Teal



Burgundy



Gray



Plum



White



Hunter
Green



Expo
Green



Gold



Blue



Black



F200
F230



F120
F150



F210
F240



F130
F160

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104

Phone 314-534-8500 | Fax 314.534.8050

Exhibitor.Services@HeritageSVS.com

ACCESSORIES/DISPLAY RENTAL ORDER FORM

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ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
ACCESSORIES				
A10	Wastebasket	24.30	32.95	
A20	Tripod Easels	42.20	54.90	
D250	Chrome Sign Holder	155.65	202.35	
A30	Chrome Stanchion	31.65	41.15	
A40	Velour Rope 6' Black	31.65	41.15	
A50	Coat Tree	91.80	119.35	
A60	Chrome Bag Rack	91.80	119.35	
A70	Literature Rack	179.40	233.25	
A80	Garment Rack 5'	98.50	128.05	
A90	2 Way Straight Arm Rack	135.10	175.60	
A100	4 Way Slant Arm Rack	151.25	196.65	
A106	Raffle Ticket Drum	80.00	104.00	
A107	Fishbowl	25.00	32.50	
A110	6' Tensabarrier	143.55	186.60	

DISPLAY CABINETS AND COUNTERS

☐ Black Fabric ☐ Gray Fabric ☐ White PVC

MD20	Counter 1M x 1/2M x 42" High, W/Shelf	591.00	768.30	
	<input type="checkbox"/> Counter Lock	33.40	43.45	
MD21	Counter 2M x 1/2M x 42" High, W/Shelf	826.70	1074.70	
	<input type="checkbox"/> 2 Counter Locks	66.80	86.90	
MD22	Curved Counter 1M x 1/2M x 42" High W/Shelf	650.10	843.13	
	<input type="checkbox"/> Counter Lock	33.40	43.45	
MD23	Radius Counter 1M x 1/2M x 42" High	780.15	1014.15	
MD30	Cabinet 1M x 1/2M x 42" (White Only/ Comes With Lock & Shelf)	709.20	921.96	

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
DISPLAY				
D10	Pegboard Panels (4'x8')	253.30	329.25	
D11	Pegboard 6" Single Hook	14.30	18.59	
D12	Pegboard 8" Single Hook	16.70	21.71	
D20	Tackboard Panels (4'x8')	189.95	246.95	
	<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.			
D31	Fabric Impact Panel 1 Meter x 8'	464.40	603.72	
D40	Gridwall 2'x8' Black	173.10	225.00	
D60	Gridwall 6" Single Hook	14.30	18.59	
D70	Gridwall 8" Single Hook	16.70	21.71	
D50	Slatwall 1 Meter x 8'	232.20	301.85	
D120	Slatwall Waterwalls Hooks	38.00	49.40	
D121	Slatwall 8" Bracket	16.70	21.71	
D130	Shelf 1 meter wide	63.00	82.30	
D210	Acrylic Holder	26.40	34.30	
D220	Arm Light	56.30	73.15	
D140	4' Full View Showcase	559.35	727.15	
D150	6' Full View Showcase	601.55	782.00	
D160	4' Quarter View Showcase	474.90	617.40	
D170	6' Quarter View Showcase	534.70	695.15	

Looking for something else? Please contact us at Exhibitor.Services@HeritageSVS.com for assistance.

10% Tax _____

TOTAL ORDER _____

NAME OF CONVENTION **BCA 2018** BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Accessories



A10



D250



A30



A40



A20



A70



A80



A60



A100



A90



A110



A106



A107

Accessories:

A10 Wastebasket
A20 Tripod Easel
D250 Chrome Sign Holder
A30 Chrome Stanchion
A40 Velour Rope 6' Black
A50 Coat Tree
A60 Chrome Bag Rack

A70 Literature Rack
A80 Garment Rack 5'
A90 2 Way Straight Arm Rack
A100 4 Way Slant Arm Rack
A110 6' Tensabarrier
A106 Raffle Ticket Drum
A107 Fishbowl

Display



D10



D50



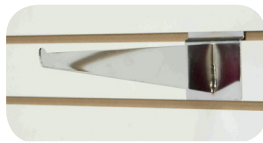
D40



D31



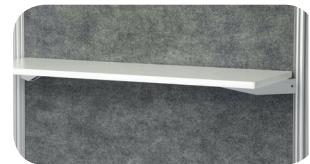
D11
D12



D121



D60
D70



D130



D220



D120



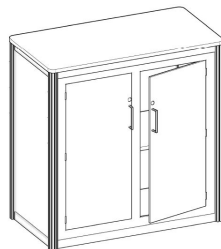
D140
D150 (Shown)



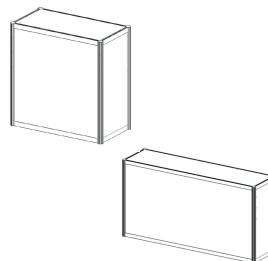
D160
D170 (Shown)



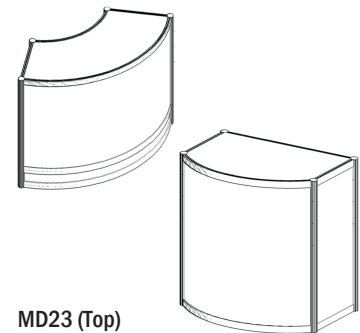
D20
D30 (Shown)



MD30



MD20 (Top)
MD21 (Bottom)



MD23 (Top)
MD22 (Bottom)

Display

D10 Pegboard Panels 4'x8' Vertical
D50 Slatwall 1 Meter x 8'
D40 Gridwall 2'x8'
D31 Fabric Impact Panel 1 Meter x 8'
D11 Pegboard 6' Single Hook

D12 Pegboard 8' Single Hook
D121 Slatwall 8' Bracket
D60 Gridwall 6' Single Hook
D70 Gridwall 8' Single Hook
D130 Shelf 1 meter wide x 12' deep
D220 Arm Light

D120 Slatwall Waterwalls Hooks
D140 4' Full View Showcase
D150 6' Full View Showcase
D160 4' Quarter View Showcase
D170 6' Quarter View Showcase
D20 Vertical Tackboard

D30 Horizontal Tackboard
MD30 Display Cabinet 1 Meter
MD20 Display Counter 1 Meter
MD21 Display Counter 2 Meter
MD22 Curved Counter 1 Meter
MD23 Radius Counter 1 Meter Dia.

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104

Phone 314-534-8500 | Fax 314-534-8050



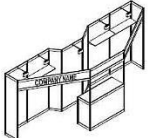
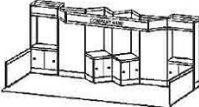


Exhibitor.Services@heritagesvs.com

MODULAR RENTAL DISPLAY ORDER FORM

Cancellation: No refunds if cancelled after the deadline.

Late Request: Request after deadline will be filled as available at the standard rate.

Choose Your Exhibit – Check One

<input type="checkbox"/> MD01 DISPLAY ONE: 10' STANDARD DISPLAY Package Includes: Installation and dismantling labor 1 Header One 10' x 10' Standard Carpet One 1 meter counter Three Arm Lights	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$2,096.75</td><td>\$2,725.75</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$2,096.75	\$2,725.75	<input type="checkbox"/> MD02 DISPLAY TWO: 20' STANDARD DISPLAY Package Includes: Installation and dismantling labor One 10' x 20' Standard carpet 2 Headers One 2 meter counter Two 1 meter counters 6 Halogen Lights	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$4,801.25</td><td>\$6,241.60</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$4,801.25	\$6,241.60
ADVANCED RATE	STANDARD RATE										
\$2,096.75	\$2,725.75										
ADVANCED RATE	STANDARD RATE										
\$4,801.25	\$6,241.60										
<input type="checkbox"/> MD03 DISPLAY THREE: 20' DELUXE DISPLAY Package Includes: Installation and dismantling labor One 10' x 20' Standard Carpet 2 Headers One 1.5 meter counter Four shelves 5 Halogen Lights	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$5,165.90</td><td>\$6,715.65</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$5,165.90	\$6,715.65	<input type="checkbox"/> MD04 DISPLAY FOUR: 20' DELUXE DISPLAY Package Includes: Installation and dismantling labor One 10' x 20' Standard carpet 1 Header 4 Counters 5 Halogen Lights	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$5,621.70</td><td>\$7,308.25</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$5,621.70	\$7,308.25
ADVANCED RATE	STANDARD RATE										
\$5,165.90	\$6,715.65										
ADVANCED RATE	STANDARD RATE										
\$5,621.70	\$7,308.25										
<input type="checkbox"/> MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 2 Headers 4 Counters	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$9,268.25</td><td>\$12,048.70</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$9,268.25	\$12,048.70	<input type="checkbox"/> MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 4 Headers 4 Counters	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$10,021.95</td><td>\$13,036.30</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$10,021.95	\$13,036.30
ADVANCED RATE	STANDARD RATE										
\$9,268.25	\$12,048.70										
ADVANCED RATE	STANDARD RATE										
\$10,021.95	\$13,036.30										
<input type="checkbox"/> MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 2 Headers 4 Counters		Choose Your Panels Standard and Optional Panel Choices <table border="1"><tr><td><input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify</td><td>Advanced Rates: Included Included \$70.00 ea.</td><td>Advanced Rates: Included Included \$91.00 ea.</td></tr></table>		<input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	Advanced Rates: Included Included \$70.00 ea.	Advanced Rates: Included Included \$91.00 ea.					
<input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	Advanced Rates: Included Included \$70.00 ea.	Advanced Rates: Included Included \$91.00 ea.									

Circle your carpet color:

Black Blue Burgundy Gray Red

Indicate Your Header Sign Copy

Your company name will be printed in block lettering on the White Header sign.

Check which color lettering you would like ☐ Black ☐ Blue ☐ Red

☐ Please indicate here if you would like us to assist you with logo identification or other customized graphics.

• Remember to order the following items, they are NOT included in booth package; • Furniture • Electrical Service • Custom Logo • Floral • Cleaning Service

☐ Yes, I have completed and enclosed the Payment Form Sub. Total _____

10% Tax _____

TOTAL ORDER _____

NAME OF CONVENTION BCA 2018 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Modular Displays



MD01 Modular Hardwall Display Package 1



MD02 Modular Hardwall Display Package 2



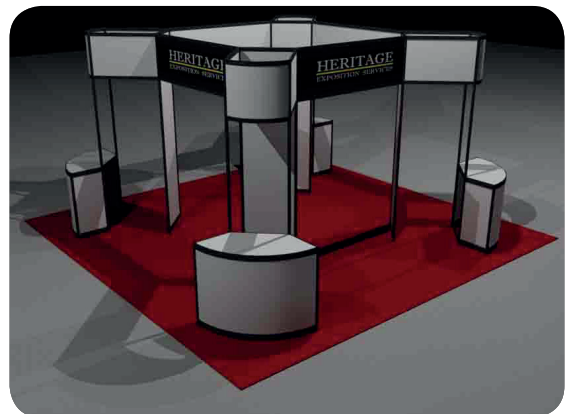
MD03 Modular Hardwall Display Package 3



MD04 Modular Hardwall Display Package 4



MD05 Modular Hardwall Display Package 5



MD06 Modular Hardwall Display Package 6

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

MATERIAL HANDLING INFORMATION

Heritage shall not be liable for piece count or condition of any shipments received without individual carrier receipts or freight bills from carriers such as UPS, Federal Express, Express Mail, Parcel Post, private vehicles, etc, due to their delivery procedures.

A. MATERIAL HANDLING FOR DELIVERIES TO WAREHOUSE

Heritage Trade Show Services will start receiving crated, boxed or skidded materials 30 days prior to show move-in. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m. For uncrated and loose shipments, please refer to shipments to show site below. Shipments must be sent with freight charges prepaid. **Collect shipments will not be accepted.** A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

Label each piece and address all shipping documents/bills of lading as follows for shipments to warehouse:

EXHIBITOR COMPANY NAME
HERITAGE TRADE SHOW SERVICES
UPS FREIGHT C/O EXHIBIT TRANSFER
3761 LOUISA ST.
NEW ORLEANS, LA 70126
FOR: BCA 2018

BOOTH NO. _____

TOTAL PIECES _____

APPROX. WT. _____

****DELIVERIES TO THE WAREHOUSE MUST BE MADE BETWEEN THE HOURS OF 10 AM – 4 PM, MONDAY THROUGH FRIDAY****

RATES FOR DELIVERIES TO WAREHOUSE

Deadline Date: Monday, July 2nd, 2018 To Avoid Late Fees

	Description	Rate per 100 lbs.	Min Charge
I	Packaged Shipments to the Advance Warehouse	\$ 85.50	\$ 171.00
II	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Advance Warehouse	\$ 102.60	\$ 205.20
III	Packaged Shipments to the Advance Warehouse after the deadline date	\$ 106.88	\$ 213.76
IV	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse after the deadline date	\$ 123.98	\$ 247.96

B. MATERIAL HANDLING FOR DELIVERIES TO SHOWSITE

Heritage Trade Show Services will receive and unload shipments at show site only during scheduled exhibitor move-in times. Do not ship to show site at any other times, as the facility has no provisions to accept advance shipments. Shipments must be sent with freight charges prepaid. **Collect shipments will not be accepted.** A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

Label each piece and address all shipping documents/bills of lading as follows for shipments to show site:

EXHIBITOR COMPANY NAME
C/O HERITAGE TRADE SHOW SERVICES
ERNEST N. MORIAL CONVENTION CENTER
900 CONVENTION CENTER BLVD.
NEW ORLEANS, LA 70130
FOR: BCA 2018

BOOTH NO. _____

TOTAL PIECES _____

APPROX. WT. _____

RATES FOR DELIVERIES TO SHOWSITE

	Description	Rate per 100 lbs.	Min Charge
VI	Packaged Shipments to the Show site	\$ 88.50	\$ 177.00
VII	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Show site	\$ 106.20	\$ 212.40
VIII	Loose or Uncrated Shipments or Shipments requiring Special Handling to the Show site (Rate will not be split for mixed shipments. The uncrated rate will apply)	\$ 123.90	\$ 247.80

The per cwt. (100 lb.) rates listed above are based on inbound weight only, rounded up to the next 100 lbs.. Services include receiving, unloading, delivery to booth, storage and return of empty containers, moving materials to the dock and reloading on designated outbound carrier.

ESTIMATED COSTS. * (Round to next highest whole number)

Estimated Weight in lbs. _____ ÷ 100 = _____ * x Rate _____ = _____ Total

CONTINUED ON NEXT PAGE

C. INBOUND SHIPMENTS

All shipments must have a bill-of-lading or delivery receipt showing number of pieces, true weight (via certified scale ticket), and description of merchandise. If shipments arrive without weight on bill-of-lading and weight is unobtainable, Heritage will estimate the weight. If actual scale weights are not submitted prior to move-out the estimated weight will be final and binding. All shipments received are subject to reweigh. Copies of bills-of-lading, with the name of the carrier, should be forwarded to HERITAGE TRADE SHOW SERVICES as soon as shipments are made. This will assist in tracing, if required. Shipments received at the warehouse after scheduled exhibitor set-up or shipments received at show site after exhibitor move-in times, are subject to surcharges to cover additional trucking or labor and will be billed accordingly.

D. EMPTY CONTAINER LABELS

Empty container labels will be available at the service desk for all exhibitors using Heritage material handling services. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous labels should be removed or obliterated. Heritage assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers removed for storage.

E. ADDITIONAL AVAILABLE SERVICES

All per 100 lb. Rates quoted in the foregoing do not include any Blocking, Spotting, or Bracing in booth, or Local pickups for deliveries. For such services, the following rates apply:

	STRAIGHT TIME	OVERTIME
Forklift with Operator (Up to 4,000 lb. Capacity)	\$ 195.00 per hr.	\$ 295.00 per hr. (One Hour Minimum)
Material Handler	\$ 83.60 per hr.	\$ 125.40 per hr. (One Hour Minimum)
Local Pickups & Deliveries	\$ 198.85 per hr.	\$ 298.28 per hr. (One Hour Minimum)

F. SPECIAL SERVICES

Metal banding will be available for securing outbound shipments at a rate of \$.50 per foot, plus labor (One Hour Minimum). Shrink wrap of a pallet will be charged at \$50.00 per pallet. Mobile equipment will be moved into and out of the exhibit facility at \$150.00 per round trip unless otherwise noted in this kit.

G. OUTBOUND SHIPMENTS

Exhibitors are responsible for labeling their exhibit materials and providing outbound shipping information. To assist you with these arrangements, Heritage will have a Service Desk in the exhibit hall with labels, bills-of-lading and available shipping information. When materials are labeled, packed and ready to be shipped, completed bills-of-lading should be turned in at the Service Desk. Pick ups for local deliveries or small package shipments, i.e., UPS and Parcel Post should be dealt with in the same manner as all other outbound shipments. In order to expedite removal of materials, Heritage reserves the right to change designated carriers, if such carriers fail to pickup or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse awaiting shipping instructions.

H. RETURNED SHIPMENTS TO HERITAGE WAREHOUSE

Where no disposition has been made for outbound shipments or later scheduled pickups are necessary; Heritage will return exhibit materials to the warehouse and load on outbound carriers at the rate of \$30.00 per 100 lbs. or fraction thereof for each shipment returned. Minimum charge: \$300.00.

I. LIMITS OF LIABILITY AND RESPONSIBILITY

1. Heritage Trade Show Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth and shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Heritage Trade Show Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bills-of lading covering outgoing shipments, which are furnished by Heritage Trade Show Services to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
3. Heritage Trade Show Services liability shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event Heritage Trade Show Services' maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
4. Heritage Trade Show Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

AUTHORITY TO HANDLE

All terms and conditions herein stated are understood and accepted.

NAME OF CONVENTION BCA 2018 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Please Return This Form Promptly To Heritage Trade Show Services-Retain One Copy For Your File.

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

PRIORITY RETURN/ ACCESSIBLE STORAGE FORM

All orders must have a credit card authorization form on file.

Priority Empty Container Return

This service provides for the priority return of your empties to your booth after the close of the show. This service must be ordered prior to the removal of your empties. If you would like this service, please fill out the information below and return to Heritage Trade Show Services, Inc..

Priority Empty Container Return.....\$100.00 per container

Estimated Number of Pieces.....

**PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE PIECES HAVE BEEN
TAKEN TO STORAGE**

ACCESSIBLE STORAGE

A storage area will be available for exhibitor's samples and literature in the facility. Depending on space available in the facility, these items may be stored on trailers in the loading dock area. Heritage employees will be available to access storage items during show hours, one hour prior to show opening, and one half hour after show closing each day. All materiel in storage on the last day of the show will be returned to their designated booth space at the close of the show. Due to fire regulations and for security purposes, **NO LARGE DELIVERIES CAN BE MADE DURING SHOW HOURS**. Show management reserves the right to stop deliveries at any time during the show hours, so please schedule deliveries prior to show opening. Storage space may be limited. Orders **MUST** be received by the deadline date to guarantee storage space. The charge for storage space is as follows:

Accessible Storage Rate: \$100.00 base charge, plus labor charges per delivery (one hour minimum)

Labor Rates:

Straight Time: (one hour minimum per man).....\$83.60

8:00 a.m. - 4:30 p.m. Monday - Friday

Over Time: (one hour minimum per man).....\$125.40

YES, I wish to reserve space for accessible storage, I plan on storing _____ pallets/boxes/crates/cases
(# of pieces) (circle one)

Deliveries

To have items placed in or removed from accessible storage, please notify the Heritage Service Desk.

ALL GOODS STORED WITH HERITAGE ARE STORED AT YOUR OWN RISK. We shall not be liable for any injury, damage, loss, theft, or destruction, including, but not limited to damage from atmospheric conditions or rust, negligence (whether caused by ourselves or by servants, agents, employees or others), failures to act breach of contract, breach of warranty, water condensation, fire, floods, acts of God or any act beyond our sole control. We are not liable for any direct, consequential, or incidental damages nor for loss of profit or loss due to failures to obtain or turnover goods at any particular time or place whatsoever, however such loss may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions, or brokerage, nor for any freight or demurrage.

NAME OF CONVENTION **BCA 2018** BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Please Return This Form Promptly To The Address Above-Retain One Copy For Your File

HERITAGE

Trade Show Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
UPS FREIGHT C/O EXHIBIT TRANSFER
3761 LOUISA ST.
NEW ORLEANS, LA 70126

FOR: BCA 2018

HERITAGE

Trade Show Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
UPS FREIGHT C/O EXHIBIT TRANSFER
3761 LOUISA ST.
NEW ORLEANS, LA 70126

FOR: BCA 2018

HERITAGE

Trade Show Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
UPS FREIGHT C/O EXHIBIT TRANSFER
3761 LOUISA ST.
NEW ORLEANS, LA 70126

FOR: BCA 2018

HERITAGE

Trade Show Services

DO NOT DELAY

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE TRADE SHOW SERVICES
UPS FREIGHT C/O EXHIBIT TRANSFER
3761 LOUISA ST.
NEW ORLEANS, LA 70126

FOR: BCA 2018



IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the Ernest N. Morial Convention Center does NOT receive exhibitor freight, literature or supplies through the venue package room. The package room is too small to handle Exhibit Materials and the venue's everyday receiving. All exhibit materials, being shipped directly to show site must be addressed as listed below to insure unloading and delivery to your booth area.

NOTE: Direct shipments will only be received beginning at 8:00 a.m., Monday, July 9th, 2018. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage Trade Show Services and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

EXHIBITOR COMPANY NAME _____

BOOTH NUMBER _____

**C/O HERITAGE TRADE SHOW SERVICES
ERNEST N. MORIAL CONVENTION CENTER
900 CONVENTION CENTER BLVD.
NEW ORLEANS, LA 70130**

FOR: BCA 2018

All shipments should be accompanied with a Bill of Lading or Packing List indicating the total weight of shipment and piece count.

See the enclosed Shipping Information/Material Handling Order Form for detailed service descriptions, rates and limits of liability.

**WE APPRECIATE YOUR COOPERATION.
HERITAGE TRADE SHOW SERVICES**

HERITAGE

Trade Show Services

DO NOT DELAY

**DIRECT SHIPMENT TO
SHOW SITE**

**MUST NOT ARRIVE BEFORE
MONDAY, JULY 9TH, 2018**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
ERNEST N. MORIAL C.C.
900 CONVENTION CENTER BLVD.
NEW ORLEANS, LA 70130

FOR: BCA 2018

HERITAGE

Trade Show Services

DO NOT DELAY

**DIRECT SHIPMENT TO
SHOW SITE**

**MUST NOT ARRIVE BEFORE
MONDAY, JULY 9TH, 2018**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
ERNEST N. MORIAL C.C.
900 CONVENTION CENTER BLVD.
NEW ORLEANS, LA 70130

FOR: BCA 2018

HERITAGE

Trade Show Services

DO NOT DELAY

**DIRECT SHIPMENT TO
SHOW SITE**

**MUST NOT ARRIVE BEFORE
MONDAY, JULY 9TH, 2018**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
ERNEST N. MORIAL C.C.
900 CONVENTION CENTER BLVD.
NEW ORLEANS, LA 70130

FOR: BCA 2018

HERITAGE

Trade Show Services

DO NOT DELAY

**DIRECT SHIPMENT TO
SHOW SITE**

**MUST NOT ARRIVE BEFORE
MONDAY, JULY 9TH, 2018**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE TRADE SHOW SERVICES
ERNEST N. MORIAL C.C.
900 CONVENTION CENTER BLVD.
NEW ORLEANS, LA 70130

FOR: BCA 2018



NEED A RELIABLE CARRIER TO TRANSPORT YOUR FREIGHT?

Email, fax, or call in the information needed below to have your freight shipped to the advance warehouse, and invoiced along with any other orders placed with the show decorator, Heritage Trade Show Services.

NOTE: If the inbound or outbound shipment requires air or expedited service, please inform HES Logistics as soon as possible. HES Logistics can accommodate any type of shipping need, but specializes in LTL ground freight totaling 100 lbs or greater.

Show Name _____

Booth Name _____

Booth Number (if known) _____

Pickup Information

Company Name _____

Address _____

Suite _____

City, ST Zip _____

Contact Name _____

Contact Number _____

(for the driver to call, if needed)

Pickup Hours _____

Pickup Date _____

(call HES Logistics to discuss, if needed)

USE THE SHOW CARRIER (HES Logistics) FOR ROUNDTRIP SHIPPING!

BENEFITS INCLUDED

- *Lowest Material Handling Rate Offered by Heritage*
- *Complimentary Priority Empty Container Return*
- *Complimentary Shrink Wrapping and / or Banding at the Show Site, if requested*
- *No need to schedule a pickup for the return shipment*

Description of Pieces & Loading Area

(quantity / type / approx. lbs & dims L"xW"xH") Example: 2 Cases 150 lbs each 54"x36"x12" / 1 crate 600 lbs 96"x48"x40"

Is there a loading dock at the pickup address? _____ If not, please describe pickup area and / or additional

instructions for the driver: _____

(ex. Lift Gate Truck Required / Residential / Inside pickup / Notify / White Glove Service)

For return (outbound) shipping, all exhibitors must visit the Exhibitor Services Desk at the show site to arrange handling, unless you are hand carrying all of your items out of the show.

Phone: 1-866-493-1675 Fax: 1-314-534-8050 Email: exhibitfreight@heslogistics.com



HERITAGE
TRADE SHOW SERVICES

IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS

To ensure that your outbound shipment is handled according to your instructions, please be advised of the following:

- **CONTACT YOUR CARRIER TO SCHEDULE PICK UP OF YOUR SHIPMENT.** You must call your carrier, unless you are using the show recommended carrier. Carriers, including FED EX and UPS, will not pick up your shipment unless you have made arrangements with them. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted to Heritage's show carrier.
- **PACK AND LABEL YOUR MATERIALS.** Banding, shrink wrap and shipping labels are available at the Heritage Service Desk.
- **COMPLETE AND TURN IN A HERITAGE BILL OF LADING FOR EACH OUTBOUND SHIPMENT.** Bill of lading may be obtained from the Heritage Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bill of lading to the Heritage Service Desk once your shipments are ready to be loaded out.
- For your convenience, show recommended carriers are available to handle outbound transportation.

Thank you and we hope you have a great show!

UNION JURISDICTION RULES

Since Work Rules and Union Jurisdictions vary from city to city, we apprise you of the following statements to help you in understanding the Union Requirements in the facility.

DECORATOR & CARPENTER JURISDICTION

It is necessary for all exhibitors to use qualified union personnel for the installation and dismantling of prefabricated exhibits and displays and to install and remove draperies and floor covering. The handling, placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty minutes, may be performed by the owner or company representative. Your labor requirements can be ordered on the enclosed Exhibit Labor Order Form.

TEAMSTER JURISDICTION

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the show site. Even local exhibitors should clear all movements of exhibit materials through this department, as we will have priority at the unloading area at all times. Union jurisdiction allows individually hand carried items only and will not permit exhibitors use of dollies, hand trucks or pushcarts. Material Handling Services may be ordered in advance by completing and returning the enclosed Shipping Information and Service Order Form or by ordering on site at the Heritage Service Desk.

SAFETY

Standing on chairs, table or other rental equipment is prohibited. This equipment is not engineered to support your weight. Heritage cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in assembling your booth, please order labor in the Display Labor section of the Heritage order form and the necessary ladders and/or tools will be provided.

NOTE:

- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of the Show Manager at Heritage. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

Remit To:

620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

**EXHIBITOR APPOINTED CONTRACTOR
THIRD PARTY AUTHORIZATION****EXHIBITOR APPOINTED CONTRACTOR**

If your company plans to use a firm who is not the official service contractor as designated by Show Management, please complete this form and return to the address above.

NOTE: If you require material handling, sign hanging or exhibit labor, Heritage requires a completed credit card authorization form on file in order to provide these services.

EXHIBITOR APPOINTED CONTRACTOR

ADDRESS

CONTACT PERSON _____

PHONE _____

Non-official contractors must use labor supplied by Heritage unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Heritage at least thirty (30) days prior to the show.
- Non-official contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing Heritage as an additional insured, furnished by their broker to Heritage's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation insurance.
- All personnel must be properly badged for the show.
- Labor must conform to local labor jurisdiction as outlined under the appropriate section of this service manual.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above it supplied.

It is the responsibility of the exhibitor to assure that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

THIRD PARTY AUTHORIZATION

FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR: 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 prior to the last day of the show, charges will revert to the exhibiting company. The items checked below are to be invoiced to the third party:

- ☐ ALL SERVICES
☐ BOOTH CLEANING
☐ I & D LABOR
☐ MATERIAL HANDLING/IN & OUT
☐ RENTAL FURNITURE & CARPET
☐ SIGNS
☐ OTHER (Please specify)

THIRD PARTY AGENT:

CREDIT CARD ACCOUNT NO. _____

EXPIRATION DATE ____/____/____ VERIFICATION CODE ____/____/____

☐ PERSONAL CREDIT CARD ☐ COMPANY CREDIT CARD

CARDHOLDER'S NAME _____

AUTHORIZED SIGNATURE _____

PRINT NAME _____

COMPANY NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

We have read, understand and agree to all terms as described *above* and have advised our show site representative accordingly.

Exhibitor Signature: _____ **Print Name:** _____ **Date:** _____

(Please Print)

NAME OF CONVENTION **BCA 2018** _____ BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Please Return This Form Promptly To the Address Above-Retain One Copy for Your Files

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

EXHIBIT LABOR ORDER FORM

DISPLAY LABOR FOR INSTALLATION & DISMANTLE OF EXHIBITS

The enclosed credit card authorization form must be completed and returned when ordering Exhibit Labor.
For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

RATES:

STRAIGHT TIME (One hour minimum per man)..... **\$83.60 PER HOUR**

8:00 A.M. to 4:30 P.M. Monday through Friday

OVERTIME (One hour minimum per man) **\$125.40 PER HOUR**

After 4:30 P.M. to 8:00 A.M. Monday – Friday and all hours on Saturday and Sunday

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 a.m. The minimum charge for one hour per man will apply and time will commence in accordance with exhibitor's request. Failure to call for labor at requested time will result in a one hour charge per man requested unless 48 hour advance notice is provided. Individual workmen's interpretations of plans diagrams, photos, and their speed of installation and dismantling cannot be guaranteed to conform to your estimate or past experience.

INSTALLATION

☐ **ERECT EXHIBIT UNDER HERITAGE SUPERVISION**

Heritage will supervise the installation of your exhibit, however, specific instruction, blueprints, etc., should be provided to facilitate an economical, correct installation. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice. **The next page must also be filled out if your exhibit will be assembled by Heritage.**

No of men _____ Estimated hours each man _____ Total hrs _____ X rate ST/OT _____ + 30% _____ = _____

Please complete the reverse side of this form

☐ **FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION**

Have _____ (No.) of men available as close as possible to _____ (A.M.-P.M.) on _____ (Day) _____ (Date) to erect exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.

No. of men _____ Estimated hrs each man _____ Total hrs _____ X rate ST/OT _____ = _____

DISMANTLE

☐ **DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION**

Heritage will supervise the dismantling of your exhibit, when crates are returned. Make sure complete outbound shipping

information has been given to the freight service desk. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice. **The next page must also be filled out if your exhibit will be disassembled by Heritage.**

No of men _____ Estimated hours each man _____ Total hrs _____ X rate ST/OT _____ + 30% _____ = _____

Please complete the reverse side of this form

☐ **FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION**

Have _____ (No.) of men available as close as possible to _____ (A.M.-P.M.) on _____ (Day) _____ (Date) to dismantle exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.

No. of men _____ Estimated hrs each man _____ Total hrs _____ X rate ST/OT _____ = _____

ESTIMATED TOTAL _____

NAME OF CONVENTION **BCA 2018** _____ BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

(CONTINUED ON NEXT PAGE)

COMPANY NAME _____
BOOTH # _____

PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY HERITAGE I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING INFORMATION

Carrier _____ Carrier Phone Number _____
Shipped to: Warehouse _____ Show Site _____ From: City/State _____ Date _____
Total No. of: Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

SET-UP INFORMATION

Set up Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____
Carpet: With Exhibit _____ Rented From Heritage _____ Color _____ Size _____
Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____
Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____
Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION:

Ship To: _____

Method: ☐ Common Carrier ☐ Air Freight ☐ Van Line ☐ Other (Specify)
Carrier:(If Known) _____
Freight Charges: ☐ Prepaid ☐ Bill To: _____
☐ Collect _____

Please note: Heritage will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel, nor for concealed damage which may occur during shipping.

SPECIAL INSTRUCTIONS/COMMENTS:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name _____ Phone No. _____

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

SIGN & BANNER HANGING ORDER FORM

The enclosed Credit Card Authorization form must be completed and returned when ordering Sign & Banner Hanging. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. **IMPORTANT:** Please contact Heritage Trade Show Services directly to confirm your sign hanging requirements to ensure the feasibility of hanging above your exhibit space.

INSTRUCTIONS & CONDITIONS

1. All truss/ hanging signs, in accordance with your show contract, must be approved in advance by Show Management for design, copy and placement in the display area.
2. All signs must be hung by Heritage Trade Show Services - the official service contractor. According to the rules and regulations of the facility no other firm will be allowed to bring high-lift or boom equipment onto the show floor during the installation or dismantle of the show.
3. All signs must have rigging points, except for cloth banners, which must have grommets or pockets.
4. Electrical signs must be in good working order and conform to the National Electric Code. Complete the Electrical Services request form for power requirements.
5. All signs suspended from the ceiling of the facility must be in Heritage Trade Show Services possession on the first day of contractor's move-in. All signs must be marked appropriately, and either shipped to HES warehouse or shipped directly to the facility in the back of your truck to allow immediate access. Exhibitor is responsible for arrangements of collecting signage at the close of the show.
6. If assembly is required, set-up instructions must be sent along with Exhibit Labor Order Form enclosed. One (1) hour minimum applies. Heritage Trade Show Services will be responsible for preassembly of all signs.
7. If you require this service, return this form at least 10 days prior to show opening, attaching sketch or printed illustration.
8. Heritage Trade Show Services is not responsible for, liable for, and will not hang any signage constructed in a manner it deems unsafe. Exhibitor indemnifies, holds harmless and waives all claims against Heritage Trade Show Services and the exposition facility concerning all overhead signage. Include engineer stamped assembly and hanging instructions with the order.
9. All trusses and hoists must be from a recognized manufacturer and must be in good working order and manufacturer load specifications must be at show site prior to rigging and hoist maintenance records available to Heritage.
10. If you require a sign to be hung please contact Ryan Yemm at Ryan.Yemm@HeritageSVS.com and please provide diagrams and specs of the sign.

RATES: (Hourly)

Boom/Lift and 3 man rigging crew

Additional rigger

STRAIGHT TIME

\$650.00

\$157.15

OVERTIME

\$850.00

\$253.73

Materials

Cables, clamps, etc. are additional and will be charged accordingly

One Hour Minimum Charge Installation, One Hour Minimum Charge Dismantle. All labor before 8:00 a.m. and after 4:30 p.m. weekdays and all hours on Saturday will be charged overtime rate. Additional sign hangers will be utilized as required for safety.

Installation

Supervision: Install with HES Supervision _____ Exhibitor Supervision _____ Arrival Date and Time: _____

Name of Exhibitor Supervisor _____

ESTIMATED CHARGES: Estimated number of hours _____ x hourly rate _____ = \$ _____

Dismantle

Supervision: Dismantle with HES Supervision _____ Exhibitor Supervision _____ Arrival Date and Time: _____

Name of Exhibitor Supervisor _____

ESTIMATED CHARGES: Estimated number of hours _____ x hourly rate _____ = \$ _____

Sign Type: Metal _____ Wood _____ Cloth Banner _____ Other _____ Please explain: _____

Sign Shape: Rectangle _____ Square _____ Circle _____ Triangle _____ Please explain: _____

Size: Height _____ Width _____ Length _____ Weight _____

Electrical Required: Yes _____ No _____ (Complete Electrical Service Form) Assembly required: Yes _____ No _____

Feet from: Left _____ Right _____ Rear _____ Number of feet from floor to bottom of sign: _____

NAME OF CONVENTION **BCA 2018** _____ BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104

Phone 314-534-8500 | Fax 314.534.8050

STRUCTURAL INTEGRITY FORM FOR HANGING STRUCTURES

STRUCTURAL INTEGRITY INFORMATION

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at The 2018 International Billiard & Home Leisure Expo and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless BCA, ERNEST N. MORIAL CONVENTION CENTER, AND HERITAGE and their subsidiaries, directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines , or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of two hundred (200) pounds may be verified (metered) on site at exhibitor's expense.

Exhibiting Company:

Booth #:

Authorized Signature:

Printed Name:

Date:

Email:

Display House/Builder (if applicable)

Authorized Signature:

Printed Name:

Date:

Please complete and return this form to the address/fax listed at the top of this form

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

BOOTH CLEANING SERVICE ORDER FORM

Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

INDIVIDUAL CLEANING FOR YOUR BOOTH MAY BE ORDERED BY CHECKING BELOW THE SERVICES DESIRED.
CHARGES BASED UPON GROSS EXHIBIT BOOTH AREA. (100 SQ. FT. MINIMUM)

CARPET CLEANING

☐ Vacuuming before initial opening of Exhibit and daily thereafter,
including emptying of waste baskets nightly

RATES

45¢ per sq. ft.
per day

☐ Vacuuming ONCE before initial opening of Exhibit

45¢ per sq. ft.

TOTAL SQ FT _____ X RATE PER SQ FT _____ = DAILY COST _____ X NO. OF DAYS _____ = TOTAL \$ _____

EXHIBIT CLEANING

☐ Cleaning and dusting of display background and furnishings before
initial opening of Exhibit and DAILY thereafter

55¢ per sq. ft.
per day

☐ Cleaning and dusting of display background and furnishings ONCE
before initial opening of exhibits

55¢ per sq. ft.

TOTAL SQ FT _____ X RATE PER SQ FT _____ = DAILY COST _____ X NO. OF DAYS _____ = TOTAL \$ _____

PORTER SERVICE

☐ Includes emptying of wastebaskets and policing of your exhibit at
two-hour intervals during show hours (4 hour minimum per day)

\$50.65 per hour

TOTAL HOURS _____ X RATE PER HOUR \$ _____ = DAILY COST _____ X NO. OF DAYS _____ = TOTAL \$ _____

REQUESTED TIME(S) FOR PORTER SERVICE: _____

Special Instructions : _____

_____ TOTAL ORDER AMOUNT \$ _____

NAME OF CONVENTION **BCA 2018** _____ BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Please Return This Form Promptly To The Address Above-Retain One Copy For Your File

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

SIGN SERVICE ORDER FORM

Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

STANDARD SIZE SIGNS

QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
7"X11" ____@	41.25	53.65 = \$ ____	
7"X44" ____@	48.75	63.40 = \$ ____	
11"X14" ____@	48.75	63.40 = \$ ____	
14"X22" ____@	56.25	73.15 = \$ ____	
14"X44" ____@	66.75	86.80 = \$ ____	
22"X28" ____@	66.75	86.80 = \$ ____	
28"X44" ____@	90.00	117.00 = \$ ____	
40"X60" ____@	139.50	181.35 = \$ ____	
Easel			
Back ____@	7.50	9.75 = \$ ____	
Sentra ____x____@	16.50 sq.ft. 24.75 sq. ft =	\$ ____	

DIGITAL GRAPHICS

Heritage has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

____ L X ____ W = sq. ft.
sq. ft. ____ x \$12.75 = \$ ____

- **\$12.75 per sq. ft. (standard price \$16.55)**
- **Minimum order 9 sq. ft. (1296 sq. in.)**
- **Double sq. ft. for double-sided graphics**
- **Round sq. ft. to next whole increment**
- **File conversion, retouching, cloning or color correcting may incur additional labor charges**

Any art designs are inclusive of the above prices. Please send any **high quality files** sized appropriately or able to be proportionately enlarged with the **fonts embedded or outlined**. If text is to be edited by Heritage then please send the font files as well. Preferred files are high resolution PDF's.

INDICATE YOUR SIGN COPY HERE

*Please feel free to attach additional sign copy on separate page.

Vertical ☐ Horizontal ☐ Easel Back ☐
Color of Background _____
Color of Lettering _____

Note: File conversion, retouching, cloning or color correcting may incur additional labor charges.

SETUP/COMPUTER LABOR

Straight Time - \$88.00 Overtime - \$156.00
Double Time - \$176.00

10% TAX _____
TOTAL _____

(PLEASE PRINT)

NAME OF CONVENTION BCA 2018 BOOTH # _____

EXHIBITING COMPANY _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION & INVOICE TO _____

CONTACT NAME _____ DATE _____

(Print & Sign)

Please Fax, Mail or Email This Form Promptly To Heritage Using The Information At The Top Of The Page - Retain One Copy for Your Files

Audio Visual Ordering:

Please visit: www.mccno.com

Follow prompts to exhibitors → on-line ordering → production/audio visual.

Questions:

Gina Locatto

Production Sales Manager

New Orleans Ernest N. Morial Convention Center

Phone: (504) 582-3044

Email: glocatto@mccno.com

TELECOMMUNICATIONS SERVICES

REQUEST FORM



SHOW NAME	PAYMENT IN U.S. DOLLARS MUST ACCOMPANY ANY ORDER. MAKE CHECKS PAYABLE TO NOPMI OR USE PAYMENT AUTHORIZATION FORM. All orders emailed/faxed/mailed will incur a \$50.00 processing fee.		ADVANCED RATE DEADLINE	06 / 12 / 2018
EXHIBITION FIRM NAME	BOOTH NUMBER		SHOW DATE (S) ____ / ____ / ____ TO ____ / ____ / ____	
ADDRESS	EMAIL ADDRESS		TELEPHONE OR FAX	
CITY, STATE, ZIP	ON SITE CONTACT NAME	ON SITE CONTACT NUMBER	ORDER CONTACT NAME	

Standard Line Service for Telephones, Modems, Fax, and POS Machines	Advanced	Standard	Onsite	Quantity	TOTAL
Unrestricted Telephone Line - (CC# required for Long Distance)	\$260	\$305	\$381. ²⁵		\$

Telephone Sets (Includes telephone instrument and service)	Advanced	Standard	Onsite	Quantity	TOTAL
Single Line Sets	\$281	\$330	\$412. ⁵⁰		\$
Single Line Speakerphone	\$313	\$367	\$458. ⁷⁵		\$
Message Waiting Single Line Sets	\$313	\$367	\$458. ⁷⁵		\$
Multi-Line Speakerphone Sets	\$460	\$555	\$693. ⁷⁵		\$
Polycom Conference Phone	\$450	\$560	\$670. ⁰⁰		\$

Other Telecom Services	Advanced	Standard	Onsite	Quantity	TOTAL
Voice Mail	\$26	\$50	\$75. ⁰⁰		\$
Call Waiting, Call Pickup, Rollover/Hunt	\$15	\$15	\$15. ⁰⁰		\$
Direct Dial Line	\$421	\$475	\$588. ⁵⁰		\$
Extend Analog Pots Line From Dmark to Booth	\$206	\$242	\$302. ⁵⁰		\$
Extend ISDN BR1 Line From Dmark to Booth	\$309	\$364	\$455. ⁰⁰		\$
Extend T1 Circuit From Dmark to Booth	\$1,854	\$2,238	\$2,738. ⁴⁰		\$
Move Line Fee	\$52	\$52	\$52. ⁰⁰		\$

LABOR RATES Per 1/2 Hour - 1/2 Hour min	INSTALL/DISCONNECT DATE AND TIME MATERIALS AND SPECIAL /CONDITIONS
M-F - 8:00AM - 4:30PM - \$80/HOUR	\$
M-F - 4:30PM - 8:00AM - \$120/HOUR	\$
SATURDAY - \$120/HOUR	\$
SUNDAY & HOLIDAYS - \$160/HOUR	\$
TOTAL AMOUNT DUE \$	

Customer Acceptance of Terms & Conditions:

Date:

X _____

____ / ____ / ____

See Additional Terms and Conditions on Reverse Side

Please send forms and payment via

EMAIL • Exhibit_services@mccno.com

FAX • (504) 582 - 3088

PHONE • (504) 582 - 3036

please call for additional services and rates

MAIL • ATTN: Financial Services

900 Convention Center Blvd

ATTN: Exhibit Services

New Orleans, LA, 70130

ONLINE • services.mccno.com

TELEPHONE SERVICE TERMS & CONDITIONS

1. Location of service in booth must be designated. Diagrams indicating booth orientation are required.
2. 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 or labor.
3. 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.
4. All material and equipment furnished by the Convention Center shall remain the property of the Convention Center and shall be removed ONLY by Convention Center Personnel.
5. Any additional cost incurred by MCCNO to (1) assist in trouble diagnosis or problem resolution found not to be the fault of MCCNO or (2) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.
6. All service issues must be reported to the MCC Service Desk prior to the close of the event.
7. Claims will not be considered unless filed in writing by exhibitor prior to close of event.
8. Credit will not be given for service installed and not used.
9. Cancellation – All cancellations must be submitted in writing. A \$50.00 processing fee will be applied to orders cancelled prior to installation. No credit is given for service cancelled after installation.
10. Customer provided/ordered circuits must be installed and working 2 days before show move-in.
11. End user is responsible for compliance with all applicable federal, state or local laws pertaining to the use of all services.
12. The equipment and services will be provided only during the dates of the event the Customer is participating.
 1. **Long Distance** – Long Distance (inter-exchange) services are provided by the Center under license arrangements (1 + dialing). The Center will process billing for such services. **A credit card is required for long distance charges.**
 2. **Equipment Management** – Customer will be responsible for returning all telephone sets or other equipment and related materials to the MCC Exhibitor Service Center at the close of the show unless prior arrangements have been made with the Services Center.
 - **A signature is required delivery of your telephone sets. Please notify the MCCNO service desk when you are available to receive.**
 - The following costs will be charged to the customer's credit card account if equipment is not returned: Single line sets - \$78.75 Multi line sets \$388.50 Hubs - \$250.00. A credit card is required for rental of all equipment.

PAYMENT AUTHORIZATION FORM

**** MANDATORY FORM ****



SHOW NAME		ADVANCED RATE DEADLINE <u>06</u> / <u>12</u> / <u>2018</u>	
EXHIBITION FIRM NAME		BOOTH NUMBER	SHOW DATE (S) <u> </u> / <u> </u> / <u> </u> TO <u> </u> / <u> </u> / <u> </u>
ADDRESS	EMAIL ADDRESS	TELEPHONE OR FAX	
CITY, STATE, ZIP	ON SITE CONTACT NAME	ON SITE CONTACT NUMBER	ORDER CONTACT NAME
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:		NEW MCCNO CLIENT <input type="checkbox"/> 3 RD PARTY PAYMENT <input type="checkbox"/>	

☐ ONLINE ORDER/PAYMENT

- Please visit <http://services.mccno.com> to complete your order online. All orders emailed/faxed/mailed will incur a \$50.00 processing fee.

☐ COMPANY CHECK

- Please make check payable to the Morial Convention Center,
- Express Mail Address: 900 Convention Center Blvd., Attn: Exhibit Services, New Orleans, LA 70130

☐ BANK TRANSFER

- Contact Exhibit Services at (504) 582-3036 for bank payment information.
- Please Reference the name of the show and booth number on all Bank Transfers so we can 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.

CARDHOLDER NAME	COMPANY
CREDIT CARD BILLING ADDRESS	STATE/PROVINCE
CITY	COUNTY/PARISH
ZIP/POSTAL CODE	INVOICE EMAIL ADDRESS

CARD/ACCOUNT NUMBER

CVV CODE

EXPIRATION DATE:

 /



Cardholder Signature:

X _____

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

Exhibitor Signature

X _____

Date:

 / /

Print Name

X _____

Forms and payment can be sent via the following methods. For additional service & rates please call The Exhibit Services Department. Payment in U.S. Dollars must accompany any order. Make Checks Payable to Morial Convention Center or Include Payment Authorization Form.

EMAIL • Exhibit_services@mccno.com
FAX • (504) 582 - 3088
PHONE • (504) 582 - 3036
MAIL • ATTN: Exhibit Services
900 Convention Center Blvd
New Orleans, LA, 70130

PAYMENT TERMS & CONDITIONS

1. Conditions for processing service order forms:
 - A. Payment for service must accompany service orders. **NO EXCEPTIONS!**
 - B. Personal checks will not be accepted. Service will not be installed if payment is not received.
 - 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.
 2. Rates listed for all connections include connecting the service to booth in the most convenient manner and **DO NOT INCLUDE** labor for making specialized installations, special wiring, material or ramping.
 3. 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.
 4. Claims will not be considered unless filed in writing by exhibitor prior to close of event.
 5. Credit will not be given for service installed and not used.
 6. 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.

ONLINE • services.mccno.com

ELECTRICAL SERVICE TERMS & CONDITIONS

1. Location of service in booth must be designated. Diagrams indicating booth orientation are required.
2. 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 or labor.
3. 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.
4. **Any additional cost incurred by MCCNO to (1) assist in trouble diagnosis or problem resolution found not to be the fault of MCCNO or (2) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.**
5. **All service issues must be reported to the MCC Service Desk prior to the close of the event.**
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. **Cancellation – All cancellations must be submitted in writing. A \$50.00 processing fee will be applied to orders cancelled prior to installation. No credit is given for service cancelled after installation.**
9. 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.
10. 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
11. All equipment, regardless of source of power or plumbing connection 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.
12. If further explanation of your plumbing/electrical requirements is necessary, please attach a separate sheet to this form.
13. 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.
14. Please indicate locations of outlets in booth on the utility locations form.
15. If no location is provided, the drop is installed in the center rear of the booth. Labor charges will apply to relocate the service
16. All connections are subject to approval by MCC, and only the Convention Center Mechanics are authorized to make air, water, drain, gas, and steam connections.
17. All fittings are SPT.
18. Gas branches are not permitted under carpet.



SHOW NAME	PAYMENT IN U.S. DOLLARS MUST ACCOMPANY ANY ORDER. MAKE CHECKS PAYABLE TO NOPFMI OR USE PAYMENT AUTHORIZATION FORM. ALL ORDERS EMAILED/FAXED/MAILED WILL INCUR A \$50.00 PROCESSING FEE.		ADVANCED RATE DEADLINE 06 / 12 / 2018
EXHIBITION FIRM NAME	BOOTH NUMBER		SHOW DATE (S) ____ / ____ / ____ TO ____ / ____ / ____
ADDRESS	EMAIL ADDRESS		TELEPHONE OR FAX
CITY, STATE, ZIP	ON SITE CONTACT NAME	ON SITE CONTACT NUMBER	ORDER CONTACT NAME

Wired Internet Service - (Labor Included) (10/100 Connection) Static & Public IP address

	Advanced	Standard	On-site	Quantity	TOTAL
Shared Internet Service with 1 IP address	\$1,100	\$1,300	\$1,625. ⁰⁰		\$
Additional IP Addresses	\$129	\$148	\$185. ⁰⁰		\$
Shared Internet Service with 5 IP address	\$1,597	\$1,879	\$2,348. ⁷⁵		\$
Shared Internet Service with 10 IP address	\$2,177	\$2,561	\$2,348. ⁷⁵		\$
Shared Internet Service with 15 IP address	\$2,757	\$3,243	\$3,446. ²⁵		\$
Shared Internet Service with 20 IP address	\$3,223	\$3,792	\$4,028. ²⁵		\$
Dedicated Internet Service with 27 IP address	\$3,993	\$4,698	\$4,991. ⁰⁰		\$
Dedicated Internet Service with 57 IP address	\$6,200	\$6,665	\$7,750. ²⁵		\$
DHCP Service (available with dedicated service only, not available without prior arrangement)	\$309	\$361	—		\$
Hub/switch rental - 8 port (signature is required upon delivery)	\$95	\$110	\$137. ⁵⁰		\$
Hub/switch rental - 16 port (signature is required upon delivery)	\$155	\$180	\$225. ⁰⁰		\$
56KB w/ 1 IP - Metered Broadband Service (email only - no add. IP)	\$400	\$471	\$588. ⁷⁵		\$
256KB w/ 1 IP - Metered Broadband Service (email only - no add. IP)	\$600	\$705	\$881. ²⁵		\$
512KB w/ 1 IP - Metered Broadband Service (email only - no add. IP)	\$800	\$941	\$1,176. ²⁵		\$

- All service originates from overhead

Cable Service

	Advanced	Standard	On-site	Quantity	TOTAL
25 Ft. Cat 5 cable (MCC Labor Optional)	\$25	\$30	\$37. ⁵⁰		\$
50 Ft. Cat 5 cable (MCC Labor Optional)	\$50	\$59	\$73. ⁷⁵		\$
100 Ft. Cat 5 cable (MCC Labor Optional)	\$75	\$88	\$110. ⁰⁰		\$
MCC Install 1 - 4 cables	\$38	\$38	\$38. ⁰⁰		\$
MCC Install 5 - 8 cables	\$76	\$76	\$76. ⁰⁰		\$
MCC Install 9 - 12 cables	\$114	\$114	\$114. ⁰⁰		\$
MCC Install 13 - 24 cables	\$152	\$152	\$152. 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 MCC cannot provide technical support on any issue related to the configuration of your computer equipment.

- The MCC does NOT offer WiFi service to exhibitors on the show floor. Please see item 14 on the Terms and Conditions page.

- It is the customer's responsibility to provide administrative rights to configure computers. To Receive configuration info 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 center rear of the booth. Internet drops originate from overhead.

LABOR RATES Per 1/2 Hour - 1/2 Hour min

INSTALL/DISCONNECT DATE AND TIME | MATERIALS AND SPECIAL /CONDITIONS

M-F - 8:00AM - 4:30PM - \$80/HOUR		\$
M-F - 4:30PM - 8:00AM - \$120/HOUR		\$
SATURDAY - \$120/HOUR		\$
SUNDAY & HOLIDAYS - \$160/HOUR		\$
TOTAL AMOUNT DUE		\$

Customer Acceptance of Terms & Conditions:

Date:

X _____ / ____ / ____

See Additional Terms and Conditions on Reverse Side

Please send forms and payment via

EMAIL • Exhibit_services@mccno.com

MAIL • ATTN: Financial Services

FAX • (504) 582 - 3088

900 Convention Center Blvd

PHONE • (504) 582 - 3036

ATTN: Exhibit Services

please call for additional services and rates

ONLINE • services.mccno.com

New Orleans, LA, 70130

INTERNET AND NETWORK SERVICE TERMS & CONDITIONS

1. Location of service in booth must be designated. Diagrams indicating booth orientation are required.
2. 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 or labor.
3. 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.
4. All material and equipment furnished by the Convention Center shall remain the property of the Convention Center and shall be removed ONLY by Convention Center Personnel.
5. Any additional cost incurred by MCCNO to (1) assist in trouble diagnosis or problem resolution found not to be the fault of MCCNO or (2) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.
6. All service issues must be reported to the MCC Service Desk prior to the close of the event.
7. Claims will not be considered unless filed in writing by exhibitor prior to close of event.
8. Credit will not be given for service installed and not used.
9. Cancellation – All cancellations must be submitted in writing. A \$50.00 processing fee will be applied to orders cancelled prior to installation. No credit is given for service cancelled after installation.
10. Customer provided/ordered circuits must be installed and working 2 days before show move-in.
11. End user is responsible for compliance with all applicable federal, state or local laws pertaining to the use of all services.
12. The equipment and services will be provided only during the dates of the event the Customer is participating.
13. **Use of Network Connection –**
 - The network attachment to be provided by MCCNO 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 MCCNO will facilitate communications between the Company's authorized users and the entities reachable through the national Internet. Users of MCCNO 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 user of the interconnected networks, **specifically wireless interference.**
 - Users of MCCNO services shall not disrupt any of the MCCNO 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 MCCNO or other associated networks. MCCNO 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.
 - **All devices for which MCCNO provides Internet or Networking connectivity shall be required to obtain a MCCNO assigned IP address.**
 - MCCNO 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. MCCNO will only be responsible to the end of that connection or MCCNO provided device.
14. **Wireless Specific: The use of any wireless device that interferes with the facility's wireless data frequency is Prohibited. Exhibitors are allowed to bring and utilize their own wireless routers. The exhibitor will be charged for the drop and an IP address for each device connected to the router. MCCNO is NOT responsible for the configuration or operation of the wireless router. It is the responsibility of the exhibitor to ensure their equipment is properly configured and operational and not interfering with other exhibitor and/or MCCNO equipment.**
15. Internet Performance Disclaimer – MCCNO 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. MCCNO does, however, monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users.
16. Internet Security Disclaimer – MCCNO 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 MCCNO, 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.** MCCNO requires that all devices directly or indirectly accessing the MCCNO 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 MCCNO network, you and others from viruses, worms or any malicious programs and other disruptive appliances.
17. The exhibitor must provide any services (email, ftp, http servers, etc.) that are required. The MCCNO provides standard Internet connectivity.
18. **Equipment Management** – Customer will be responsible for returning all equipment and related materials to the MCC Exhibitor Service Center at the close of the show unless prior arrangements have been made with the Services Center.
19. **A signature is required delivery of your rental hub(s) or metered broadband modem. Please notify the MCCNO service desk when you are available to receive.**

COMPRESSED AIR - WATER - DRAIN - GAS

PLUMBING REQUEST FORM



SHOW NAME	PAYMENT IN U.S. DOLLARS MUST ACCOMPANY ANY ORDER. MAKE CHECKS PAYABLE TO NOPMI OR USE PAYMENT AUTHORIZATION FORM. ALL ORDERS EMAILED/FAXED/MAILED WILL INCUR A \$50.00 PROCESSING FEE.		ADVANCED RATE DEADLINE	06 / 12 / 2018
EXHIBITION FIRM NAME	BOOTH NUMBER		SHOW DATE (S) ____ / ____ / ____ TO ____ / ____ / ____	
ADDRESS	EMAIL ADDRESS		TELEPHONE OR FAX	
CITY, STATE, ZIP	ON SITE CONTACT NAME	ON SITE CONTACT NUMBER	ORDER CONTACT NAME	

Compressed Air (100 PSI)

	CFM Total	Advanced	Standard	Onsite	Quantity	TOTAL
Single Outlet 1/2"	Price Available Upon Request (504) 582 - 3036					
Single Outlet 3/4"		\$361	\$440	\$550. ⁰⁰		\$
Branch Outlets		\$200	\$250	\$312. ⁵⁰		\$

• Exhibitor must supply regulator and filter • All service originates from overhead
• 24 Hour Service is available for compressed air. Add a 50% Outlet.

24 Hour Service Required ☐

Water (80 PSI)

	CFM Total	Advanced	Standard	Onsite	Quantity	TOTAL
Single Outlet 3/4" - COLD (Drain Not Included)		\$300	\$390	\$487. ⁵⁰		\$
Single Outlet 3/4" - HOT (Drain Not Included)		\$400	\$520	\$650. ⁰⁰		\$
Branch Outlets		\$200	\$260	\$325. ⁰⁰		\$
Fill and Drain to 500 Gallons (1time fill and drain Included)		\$287	\$396	\$495. ⁰⁰		\$
Additional 250 Gallons		\$199	\$250	\$312. ⁵⁰		\$
"Everything But the Kitchen Sink Package" <small>HOT and COLD water service with drain included. Sink not provided.</small>		\$860	\$989	\$1236. ²⁵		\$

• Exhibitor must supply regulator and filter • All service originates from overhead

Food Grade Hose Required ☐

Drain Service

	CFM Total	Advanced	Standard	Onsite	Quantity	TOTAL
Connection		\$257	\$364	\$455		\$
Branch Outlets		\$155	\$181	\$226		\$

Sizes Required - _____ • 2" Maximum Drain Line

Gas (6' Water Column, 2 PSI)

	CFM Total	Advanced	Standard	Onsite	Quantity	TOTAL
Single Outlet 1/2" Natural Gas		\$304	\$361	\$457. ⁵⁰		\$
Single Outlet 3/4" Natural Gas		\$329	\$386	\$482. ⁵⁰		\$
Single Outlet 1" Natural Gas		\$429	\$486	\$552. ⁵⁰		\$
Branch Outlets		\$231	\$272	\$340. ⁰⁰		\$

• Exhibitor must supply regulator and filter • All service originates from overhead

Steam	Price Available Upon Request (504) 582 - 3036
-------	---

LABOR RATES Per 1/2 Hour - 1/2 Hour min		INSTALL/DISCONNECT DATE AND TIME MATERIALS AND SPECIAL /CONDITIONS CALL FOR SPECIALTY FITTINGS, BOOTH RECONFIGURATION, SPECIAL SERVICES	
M-F - 8:00AM - 4:30PM	- \$80/HOUR		\$
M-F - 4:30PM - 8:00AM	- \$120/HOUR		\$
SATURDAY	- \$120/HOUR		\$
SUNDAY & HOLIDAYS	- \$160/HOUR		\$
TOTAL AMOUNT DUE			\$

Customer Acceptance of Terms & Conditions:

Date:

X _____ / ____ / ____

See Additional Terms and Conditions on Reverse Side

Please send forms and payment via

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PLUMBING TERMS & CONDITIONS

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5. **All service issues must be reported to the MCC Service Desk prior to the close of the event.**
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. **Cancellation – All cancellations must be submitted in writing. A \$50.00 processing fee will be applied to orders cancelled prior to installation. No credit is given for service cancelled after installation.**
9. 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.
10. 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
11. All equipment, regardless of source of power or plumbing connection 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.
12. If further explanation of your plumbing/electrical requirements is necessary, please attach a separate sheet to this form.
13. 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.
14. Please indicate locations of outlets in booth on the utility locations form.
15. If no location is provided, the drop is installed in the center rear of the booth. Labor charges will apply to relocate the service
16. All connections are subject to approval by MCC, and only the Convention Center Mechanics are authorized to make air, water, drain, gas, and steam connections.
17. All fittings are SPT.
18. Gas branches are not permitted under carpet.

UTILITY LOCATION

INFORMATION FORM

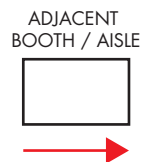
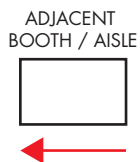


SHOW NAME			
EXHIBITION FIRM NAME	BOOTH NUMBER		SHOW DATE (S)
ADDRESS	EMAIL ADDRESS		TELEPHONE OR FAX
CITY, STATE, ZIP	ON SITE CONTACT NAME	ON SITE CONTACT NUMBER	ORDER CONTACT NAME

To ensure proper installation of your services, a booth floorplan must be submitted with your service orders and requests. If you do not have a booth plan, you can use the grid on this form.

- Indicate the borders of your booth with a thick dark line if it's not square.
- Indicate the scale of the grid (e.g. 1 square = 1 foot) or booth dimensions.
- Please mark the adjacent booth/aisle numbers to ensure correct service orientation.
- Mark all requested service locations and indicate internet/telephone/wattage/amps/or voltage at each location. Marked locations should accurately reflect services ordered.

 X
BOOTH DIMENSIONS



EMAIL • Exhibit_services@mccno.com
FAX • (504) 582 - 3088
PHONE • (504) 582 - 3036
please call for additional services and rates

MAIL • 900 Convention Center Blvd
ATTN: Exhibit Services
New Orleans, LA, 70130
ONLINE • mccno.com/exhibitors

EXHIBITOR CATERING MENU





Welcome to New Orleans!

Welcome to New Orleans, “The Big Easy,” a world-renowned destination for food, wine, and free-spirited fun – where the historic beauty and entertainment options are matched only by the warmth and energy of an exciting community.

Centerplate is a leading global event hospitality company, and we are thrilled to be your exclusive hospitality partner at the Ernest N. Morial Convention Center. Our style is collaborative, and our New Orleans team is delighted to work with you to ensure your experience here in this special location is smooth, successful, and enjoyable. We are committed to delivering the finest food, amenities, and service to impress your guests.

Much of our success comes from our attention to the important details that create truly welcoming experiences. From fresh, locally-sourced, and quality ingredients to crisp, sincere, and attentive service, our goal is to provide world-class hospitality for every one of our guests.

Whatever your needs, whether hosting attendee receptions, supplying convenient meals for your booth staff, or creating custom menus for unique occasions, we are dedicated to helping you achieve extraordinary results. Please give us a call to start the planning process today!

Here's to your successful event in New Orleans,

Jillian Benoit

Jillian Benoit, Director of Catering, Centerplate
900 Convention Center Blvd.
New Orleans, LA 70130



P: 504.670.7227

C: 504.312.3701

jillian.benoit@centerplate.com



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Click on any of the INDEX items
to jump immediately to that page.



Gluten Free Items

These selections are prepared to exclude gluten from the list of ingredients. Please notify us if you have a gluten allergy. Centerplate does not operate a dedicated gluten-free, or allergen-free preparation and service space. Dishes made on-site are prepared on shared equipment, and may come into contact with products containing gluten and common allergens such as nuts.

SERVICE DIRECTORY

Booth Catering Manager 504.670.7254
Linsey Marriott linsey.marriott@centerplate.com

Senior Catering Sales Manager 504.670.7237
Carly Borgula carly.borgula@centerplate.com

Catering Sales Manager 504.670.7203
Phonecia Jackson phonecia.jackson@centerplate.com

Catering Sales Manager 504.670.7236
Suzan Hihar suzan.hihar@centerplate.com

Catering Sales Manager 504.670.7236
Michelle Chauvin michelle.chauvin@centerplate.com

Catering Coordinator 504.670.7222
Lindsey Herbert lindsey.herbert@centerplate.com



CENTERPLATE'S COMMITMENT TO QUALITY

Our meticulous quality assurance programs ensure we have the right systems and people in place to deliver the outstanding results our hosts seek.

We are very supportive of offering healthy choices at events by providing a wealth of fresh, customizable, and varied options that include low calorie, low-salt, low-fat, low-sugar, vegan, and gluten-free offerings, among others. Fresh fruit and vegetables, meatless entrees marketed to the mainstream, and light options are all very popular among our attendees.



Our catering menus include fresh fruit platters, fresh vegetable crudité, grilled vegetable platters, customizable salads, fresh fish, grilled chicken, farm fresh vegetables, whole grain side selections, hummus and carved-to-order roasted turkey, fish and lean meats.

Our culinary staff is available to assist event planners throughout their planning process to design menus that are appealing, affordable and in keeping with their wishes. We solicit event organizers to determine the best selections and special options for their guests.

We have a wide variety of beverages, snacks, and main course options at every meal as well as retail and grab-and-go. Lean proteins and whole grains are available, as are water and unsweetened beverages. Many of our event services include Chef-attended action stations where guests may assemble their own ingredients for preparation, having control over what and how much goes into a dish.

We look forward to serving you!



INDEX

BREAKFAST MENUS

BREAKFAST

BREAKFAST

10 person minimum required.

Uptown Breakfast \$21.00

Assorted breakfast pastries, muffins and bagels
Served with butter, preserves and cream cheese
Sliced seasonal fruit display
Assorted bottled fruit juices
Coffee, decaffeinated coffee and hot tea



ENHANCE YOUR UPTOWN BREAKFAST*

Cinnamon Pan Perdue Breakfast Sandwich \$7.50

Fresh scrambled egg, sausage
patty and pepper jack cheese

English Muffin Breakfast Sandwich \$7.50

Scrambled eggs, tasso ham
and cheddar cheese

Stuffed Biscuit Sandwich \$7.50

Scrambled eggs, andouille sausage
and cheddar cheese

Breakfast Wrap \$7.50

Warm flour tortilla filled with
scrambled eggs, Cajun sausage,
potatoes and cheese. Served with
fresh salsa

* A Booth Attendant is required.

\$200 for up to five (5) consecutive hours of service.
Additional hours \$40.00 per hour.

INDEX

A LA CARTE MENUS



A LA CARTE

FRESHLY BREWED COFFEE

*Prices listed are per gallon. Three (3) gallon minimum required.

PJ'S New Orleans Roast* \$58.00
Freshly brewed coffee, decaffeinated coffee or hot teas

Starbucks Coffee* \$75.00
Freshly brewed coffee, decaffeinated coffee or Tazo hot teas

NOLA Coffee* \$69.00
Assorted syrups: vanilla, hazelnut, mocha, and caramel. Served with swizzle sugar sticks and cinnamon

Includes cups, creamers, sugar, sweeteners, stirrers and napkins

BEVERAGE SERVICE

Assorted Canned Sodas* \$80.00

Natural Spring Water* \$80.00

Dasani Bottled Water* \$90.00

Assorted Bottled Fruit Juices* \$90.00

Vitamin Water* \$125.00

Bottled Iced Tea* \$125.00

Red Bull* (8 oz.) \$180.00
Regular or sugar free

Iced Tea** \$41.00

Lemonade** \$42.00

*(24) beverages per case, (1) case minimum required

**Price per gallon, (3) gallon minimum required

WATER SERVICE

Water Cooler \$55.00

Prices listed are for a three (3) day rental. Additional rental of \$25.00 per day for each additional day. Requires 110 volt, 15 amp electrical service.

Water Jugs (5 gallon) \$44.00

Ice (40 pound bag) \$26.00

Daily Beverage Refresh \$25.00

Cups and ice for beverages already ordered in booth



A LA CARTE

FROM THE BAKERY

Price per dozen; (3) dozen minimum required, per selection.

Assorted Danish	\$46.00
Assorted Muffins	\$43.00
Assorted Croissants	\$48.00
Assorted Bagels and Cream Cheese	\$47.00
Freshly Baked Cookies	\$36.00
Freshly Baked Brownies	\$42.00
Rice Krispies® Treats	\$32.00
GF Orleans Pecan Pralines	\$55.00
Mini King Cakes	\$76.00
Fresh Beignets* Dusted with powdered sugar	\$42.00

* A Booth Attendant is required.
\$200 for up to five (5) consecutive hours of service. Additional hours \$40.00 per hour.

SHEET CAKES

Choice of fruit or cream filling. Includes disposable cake knife, plates, forks and napkins.

Half Sheet Cake* (40 slices)	\$160.00
Full Sheet Cake* (80 slices)	\$320.00

* Custom artwork available upon request.
Please speak to your catering sales manager.



A LA CARTE

FROM THE PANTRY

Boiled Shrimp with Traditional Cocktail Sauce (2 dozen) \$125.00

Imported & Domestic Cheese Display with Crackers (serves 20) \$150.00

GF Seasonal Vegetable Crudité with Ranch (serves 20) \$150.00

GF Sliced Fresh Fruit with Yogurt Dipping Sauce (serves 20) \$130.00

GF Whole Fresh Fruit (serves 20) \$65.00

GF Potato Chips and Creole Onion Dip (serves 20) \$85.00

GF Tortilla Chips and Salsa Roja (serves 20) \$150.00

GF Mixed Nuts (2 pounds) \$69.00

Traditional Snack Mix (2 pounds) \$62.00

Pretzel Twists (2 pounds) \$33.00

Granola Bars (24 individual bars) \$75.00

Assorted Individual Bags of Zapp's® Chips \$3.00



INDEX

LUNCH MENUS

LUNCH

BOXED LUNCHES

Prices listed are per guest. 10 box lunch minimum required.

All Boxed Lunches are served with an individual bag of Zapp's® potato chips, fresh whole fruit, chocolate chip cookie, condiments and a canned soda.

Mardi Gras \$22.00

Served on an artisan French roll with lettuce and tomato

Please select from the following:

- Hardwood smoked turkey and provolone cheese
- Cajun roast beef and cheddar cheese
- Smoked ham and jack cheese
- Roasted North Shore vegetables and house-made hummus

French Quarter Wraps \$23.00

Please select from the following:

- Smoked turkey with brie mousse, greens and satsuma chutney
- Cajun roast beef, greens, roasted red peppers and herbed Creole garlic cheese
- Roasted eggplant, squash, peppers, sun-dried tomatoes and greens

Mississippi Riverside Salads \$23.00

Please select from the following:

- Cajun chicken Caesar salad with spiced chicken breast, romaine hearts, tomato gems, croutons, Parmesan cheese and creamy Caesar dressing
- French Market chef salad with local mixed greens, smoked ham, hard boiled egg, goat cheese, olives, apple wood bacon and red wine vinaigrette
- Farmer's Market vegetable salad with assorted greens, local vegetables, chickpeas, beans, goat cheese and sugarcane vinaigrette



LUNCH


LUNCH BUFFET

Prices listed are per guest. Minimum of 10 guests, maximum of 50 guests.

Gourmet Deli Buffet \$33.00

Assorted pre-made sandwiches: turkey, roast beef and grilled vegetables served with mustard and mayonnaise

Choice of one of the following Salads:

- Creamy coleslaw
-  • Roasted cauliflower and broccoli salad with carrot-chili vinaigrette
- Creole mustard potato salad

Assorted bags of Zapp's® chips, assorted whole fruit and assorted cookies



LUNCH SALADS

Serves 15-20 guests



Garden Salad \$120.00

Mixed field greens with tomatoes, cucumbers and carrots.
Creamy ranch and Italian dressings
Rolls and butter

Cajun Chicken Caesar Salad \$145.00

Crisp romaine lettuce, spiced chicken breast, tomato gems, croutons and Parmesan cheese
Creamy Caesar dressing
Crusty French bread and butter



INDEX

HORS D'OEUVRE



HORS D'OEUVRE

SANDWICH PLATTERS

Prices listed are per platter. Each platter serves 15-20 guests.


Mini Muffaletta Sandwich Platter \$175.00
Salami, ham, provolone cheese and chopped olive salad

Assorted Mini Po'Boy Sandwich Platter \$195.00

- Smoked turkey croissant with brie and satsuma chutney
- Creole shrimp salad on brioche
- Cochon ham, bacon, smoked sausage and local jack cheese
- Roasted vegetables, pecan cheese on brioche

COLD HORS D'OEUVRE


Prices below are per dozen; (3) dozen minimum required.

 **Beef and Potato Canapes** \$60.00
With asparagus and blue cheese mousse

Creolaise Chicken Tarts \$52.00
With local pecans

BMT Bites \$57.00
With apple wood smoked bacon, cherry tomato and fresh mozzarella

 **Seared Tuna on Crispy Potato Cakes** \$62.00
With citrus crème

 **Sweet Pea Panna Cotta Shooters** \$65.00
With Louisiana crab salad

 **Bayou Potatoes** \$60.00
With satsuma creole cream and local caviar



 **Antipasto Brochettes** \$66.00
Ciliegini mozzarella, roasted tomato and kalamata olive in basil marinade

Caponata Tarts \$57.00
Olive tapenade



HORS D'OEUVRE

HOT HORS D'OEUVRE

Prices below are per dozen;
(3) dozen minimum required.

GF Hibachi Beef Skewers \$63.00
With green onion and teriyaki glaze

GF Chicken Tandoori Skewers \$51.00
With a Greek yogurt herb dip

Pecan Encrusted Chicken Tenders \$50.00
With blackberry and mayhaw chutney

Andouille Sausage and Black-Eyed Pea Spring Rolls \$51.00
With a Tabasco aioli

Louisiana Crab Cakes \$75.00
With Meyer lemon rémoulade sauce

Coconut Encrusted Shrimp \$65.00
With pineapple-ginger salsa

Mushroom Pockets \$51.00
Mushroom mousse wrapped in crispy phyllo

Chili and White Corn Hush Puppies \$39.00
With bourbon peach chutney

Mac n' Cheese Bites \$42.00
Three cheese baked macaroni



INDEX

RECEPTION MENUS

RECEPTION

RECEPTION STATIONS

Serves 15-20 guests.

Marketplace Bruschetta and Flat Bread Station **\$240.00**

Extra virgin olive oil and a variety of toasted flat breads and pita chips

Specialty toppings to include:

- Spicy hummus
- Baba ganoush
- Black olive tapenade
- Fresh tomato, basil and garlic

Client to supply: 4x6 workspace · minimum of 1 – 6 ft table · trash removal · clean up

Charcuterie Board with

Grilled Marinated Vegetables **\$240.00**

Roasted zucchini, squash, eggplant and peppers drizzled with extra virgin olive oil and served with house-made pickles

Salami and mortadella

Toasted flat breads and gourmet crackers

Client to supply: 4x6 workspace · minimum of 1 – 6 ft table · trash removal · clean up



Decatur Street Bakery **\$360.00**

A gourmet selection of miniature French pastries, petit fours, mini tartelettes and chocolate truffles

Client to supply: 4x6 workspace · minimum of 1 – 6 ft table
· trash removal · clean up



RECEPTION

RECEPTION STATIONS continued

Serves 15-20 guests.

Sampling of New Orleans Desserts* \$350.00

White chocolate bread pudding with bourbon sauce, seasonal berries and New Orleans rum sabayon, assorted pecan pralines and Creole praline cheesecake

Client to supply: 4x6 workspace · minimum of 1 – 6 ft table · trash removal · clean up

*A Booth Attendant is required.

\$200 for up to five (5) consecutive hours of service.

Additional hours \$40.00 per hour.



Olde Time Candy Shoppe \$600.00

Penny candy jars filled with your choice of sweet treats

Minimum selection of five types of candy – five pounds each

Includes jars, scoops and candy bags

Choose from: Gummi Bears®, Swedish Fish®, assorted Tootsie Rolls®, licorice Red Bites®, assorted Jolly Ranchers®, plain M&M's®, Maltball Mania® or Chewy Spree®

Infused Hydration Station \$550.00

Three decorative dispensers filled with your choice of refreshing beverage

- Infused spa water
- Infused iced tea
- Infused lemonade

Add infused juice

Consult your catering sales manager for flavors of infused beverages. Includes disposable cups, napkins, stirrers and sweeteners.

Approximately (50) 7 oz servings per container.

RECEPTION

SPECIALTY CARTS

Ice Cream Cart \$650.00

(1) Standard cart includes: (100) assorted ice cream novelties
Additional ice cream novelties available at \$6.00 each

New Orleans Ice Cream Co. Cart \$750.00

(1) Cart includes: (100) assorted individual New Orleans ice creams
Caramel Cream, Chocolate City, Coffee Chicory, Praline Crunch and Ponchatoula Strawberry
Additional ice cream novelties available at \$7.00 each

GF Popcorn Cart* \$825.00

(1) Popcorn machine includes popcorn and (325) popcorn bags and napkins
Additional popcorn available at \$475.00 per case

Smoothie Station* \$750.00

Choice of (2) flavors – strawberry, wild berry or mango
Includes (150) 7 oz. Fruit smoothies
Additional smoothies available at \$4.50 each



A one-time set-up fee of \$100.00 will apply to each of the stations.

*A Booth Attendant is required. \$200 for up to five (5) consecutive hours of service. Additional hours \$40.00 per hour.

A (2)-hour set-up time is required.

Client to supply: electrical · 4x4 work space · trash removal · clean up



RECEPTION

SPECIALTY CARTS continued

A one-time set-up fee of \$100.00 will apply to each of the following stations.

**Freshly Baked Gourmet Chocolate
Chip Cookie Station*** \$750.00

Featuring Otis Spunkmeyer premium gourmet chocolate chip cookies. Includes: (264) chocolate chip cookies, oven, napkins and appropriate supplies

Additional cookies available at \$480.00 per case of 240



Gourmet Soft Pretzel Station* \$800.00

Includes: (180) freshly baked gourmet soft pretzels

Served with yellow mustard, napkins and appropriate supplies

Additional pretzels available at \$200.00 per case of 45

*A Booth Attendant is required. \$200 for up to five (5) consecutive hours of service. Additional hours \$40.00 per hour.

Client to supply: electrical · 4x4 work space
· trash removal · clean up



RECEPTION

ENHANCED ACTION STATIONS

Fresh Piped Cannoli Station \$2650.00

Includes: cannoli with traditional ricotta filling dipped in chocolate mini morsels and crushed pistachios

1-6 hours of attendant service

400 cannoli's

Additional attendant hours \$150.00. One time set up fee \$275.00
Additional servings (ordered in advance/100 increments) \$275.00
Additional servings (ordered on site/100 increments) \$325.00

Client to provide: 6' hospitality counter or rented 6' draped counter.
Client is responsible for pre-arranging the correct electrical power supply – please request this from your catering sales manager.
Client is responsible for trash removal and clean up.

Vanilla Bean Crème Brûlée Station \$2800.00

Includes: rich, creamy custard filling of crème brûlée highlights the subtle flavors of vanilla bean and burnt caramel

1-6 hours of (2) attendants service

400 vanilla bean crème brûlées

Additional attendant hours \$150.00. One time set up fee \$275.00
Additional servings (ordered in advance/100 increments) \$275.00
Additional servings (ordered on site/100 increments) \$325.00

Client to provide: 8' hospitality counter or rented 8' draped counter.
Client is responsible for pre-arranging the correct electrical power supply – please request this from your catering sales manager.
Client is responsible for trash removal and clean up.



Chocolate Pot de Crème Station \$2800.00

Includes: traditional French sweet chocolate filled petit tartelettes

1-6 hours of (2) attendants service

400 chocolate pots de crème

Additional attendant hours \$150.00. One time set up fee \$275.00
Additional servings (ordered in advance/100 increments) \$275.00
Additional servings (ordered on site/100 increments) \$325.00

Client to provide: 8' hospitality counter or rented 8' draped counter.
Client is responsible for pre-arranging the correct electrical power supply – please request this from your catering sales manager.
Client is responsible for trash removal and clean up.



RECEPTION

BEVERAGE STATIONS

Frappe Station **\$1750.00**

Includes: your choice of (1) flavor – signature bananas foster, caramel or coffee

1-6 hours of attendant service

400 – 7 oz drinks

Additional Flavor Enhancement \$200.00

Additional attendant hours \$150.00. One time set up fee \$275.00

Additional cups (ordered in advance/100 increments) \$275.00

Additional cups (ordered on site/100 increments) \$325.00

Client to provide: 4'-6' hospitality counter or rented 4'-6' draped counter. Client is responsible for pre-arranging the correct electrical power supply – please request this from your catering sales manager. Client is responsible for trash removal and clean up.

Frozen Hurricanes (Non-Alcoholic) **\$1750.00**

Includes: frozen Pat O' Brien's hurricanes

1-6 hours of attendant service

400 – 7 oz drinks

Additional attendant hours \$150.00. One time set up fee \$275.00

Additional cups (ordered in advance/100 increments) \$275.00

Additional cups (ordered on site/100 increments) \$325.00

Client to provide: 4'-6' hospitality counter or rented 4'-6' draped counter. Client is responsible for pre-arranging the correct electrical power supply – please request this from your catering sales manager. Client is responsible for trash removal and clean up.



Cappuccino Station **\$1750.00**

Includes: espresso, Americano, cappuccino, latte, macchiato and traditional condiments

1-6 hours of barista service

400 – 6 oz drinks

Orleans Cappuccino Enhancement **\$200.00**

Includes: bananas foster, mochas and hot chocolate

Additional barista hours \$150.00. One time set up fee \$275.00

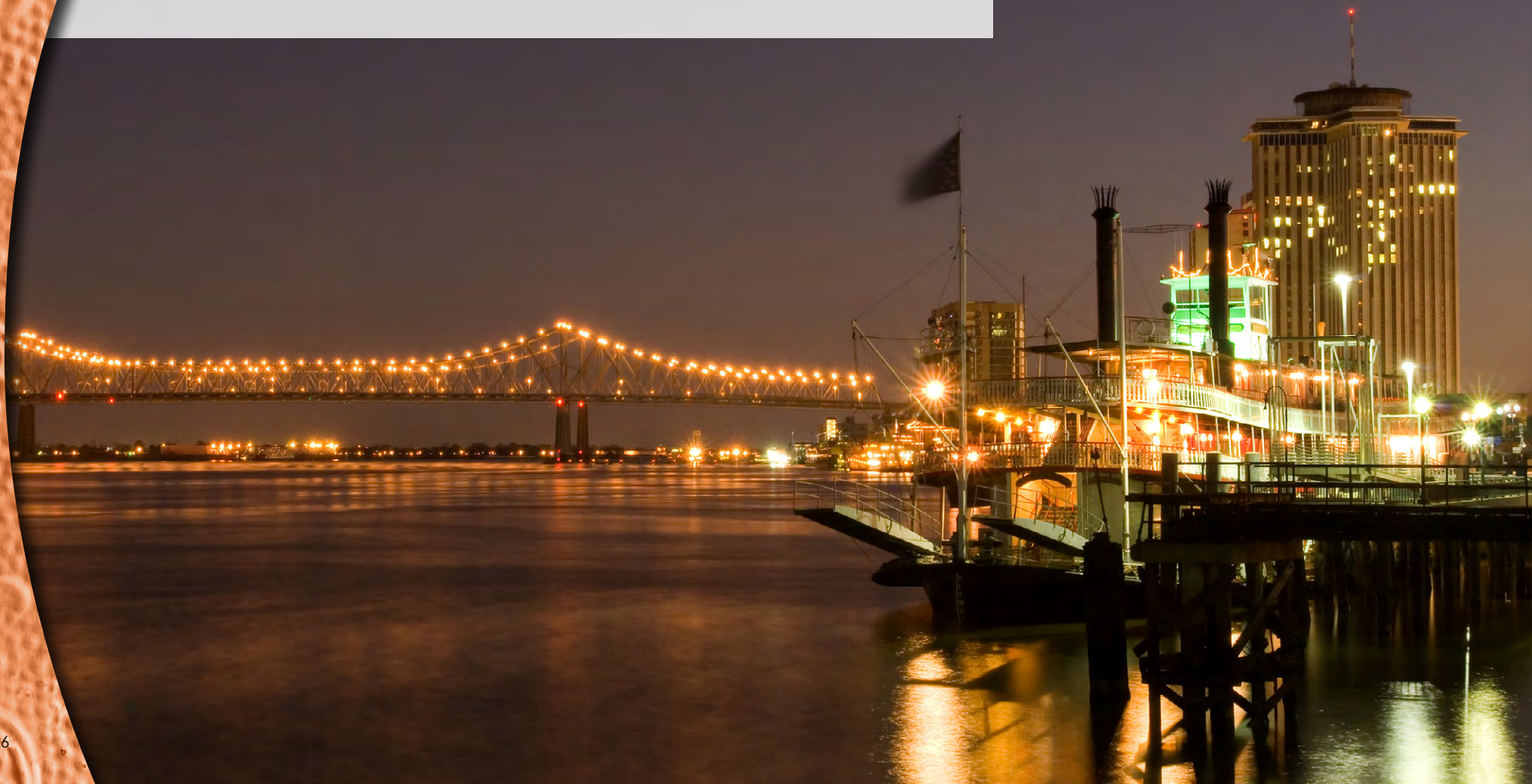
Additional cups (ordered in advance/100 increments) \$275.00

Client to provide: 6' hospitality counter or rented 6' draped counter. Client is responsible for pre-arranging the correct electrical power supply – please request this from your catering sales manager. Client is responsible for trash removal and clean up.



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BAR SERVICE



BAR BEVERAGES

BOOTH CATERING INFORMATION

All alcohol sales and consumption in the New Orleans Convention Center are regulated by the Louisiana Alcoholic Beverage Control, and Morial Convention Center New Orleans Food and Beverage (MCCNOFB) is responsible for the administration of these regulations.

No alcoholic beverages are allowed to be served by anyone other than a MCCNOFB Department Bartender.

MCCNOFB prohibits exhibitors and event participants from removing alcohol from the New Orleans Convention Center.

Alcoholic products will be delivered to your booth at the scheduled time of your service, and removed from your booth at the conclusion of your event by the attending MCCNOFB bartender.

No product can be transferred for use the following day(s).

Domestic Beer (case) **\$128.00**
Budweiser, Bud Light,
Miller Lite, Coors Lite or
O'Doul's Amber (non-alcoholic)

Imported/Microbrew Beer (case) **\$150.00**
Heineken, Corona, or
Abita Amber (local)

Draft Beer* • Domestic (keg) **\$500.00**

Draft Beer* • Imported (keg) **\$625.00**

Draft Beer* • Micro Brew (keg) **\$625.00**

House Wine (bottle) **\$32.00**
Chardonnay, cabernet
sauvignon and merlot

Wycliff Brut (bottle) **\$32.00**

**Martinelli's Sparkling
Apple Cider** (bottle) **\$20.00**

*Draft Beer Service will require additional equipment rental. Please contact your booth catering manager for options.



*A bartender is required to distribute all alcoholic beverages. \$200 for up to five (5) consecutive hours of service. Additional hours \$40.00 per hour, plus a one time set up fee of \$100.00.

Client to supply: 4x4 work space
· trash removal · clean up

Special order wines, beers and champagnes are sold by the case only and are not based on consumption.



BAR BEVERAGES

SPECIALTY BARS

South of the Border Margarita Station*

\$770.00

Includes: (100) margaritas
on the rocks

- Additional margaritas
available at \$6.75++ each

Minimum guarantee of \$770.00
per day will apply.

Signature Hurricane Station*

\$825.00

Includes: (100) hurricanes
on the rocks

- Additional hurricanes
available at \$7.50++ each

Minimum guarantee of \$825.00
per day will apply.



Frozen Daiquiri Station*

\$850.00

Includes: (100) frozen daiquiris
Choose up to two flavors:
strawberry, hurricane,
margarita or piña colada

- Additional daiquiris
available at \$7.75++ each

Minimum guarantee of \$850.00
per day will apply.

Cajun Mary Station*

\$775.00

Includes: (100) Cajun Mary's

- Additional Cajun Mary's
available at \$7.00++ each

Minimum guarantee of \$775.00
per day will apply.

Hosted Bar*

\$1,200.00

On consumption

- House cocktails
- House wines by the glass
- Bottled domestic beers
- Bottled imported beers and
microbrew beers
- Bottled waters
- Assorted sodas

Minimum guarantee of \$1,200.00
per day will apply.

*A bartender is required to mix and
distribute the beverages.

\$200 for up to five (5) consecutive
hours of service.

Additional hours \$40.00 per hour.

One time set up fee of \$100.00.

Client to supply: 8x8 work space
· trash removal · clean up



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GENERAL INFORMATION

GENERAL INFORMATION

POLICIES AND SERVICES

- All food and beverage items in the exhibit halls must be purchased through the food and beverage department. This includes bottled water.
- Exhibitor catering does not supply tables or electrical for your booth. Please order this equipment through your service contractor.
- All food and beverage orders require full payment in advance. We accept American Express, Discover, Mastercard, Visa or company check. Please make checks payable to Centerplate.
- MCCNOFB requires payment by credit card for all advance and on-site orders.
- Disposable service ware is used on all food and beverage functions on the exhibit floor.
- MCCNOFB requires that a New Orleans Convention Center bartender dispense all alcoholic beverages.
- In order to best serve your catering needs, we require five (5) business days notice for ordering or an additional 20% service charge will apply to a limited on-site menu.
- Menu items and prices are subject to change without notice.

Cancellation Policy

Full charges will be applied to cancellation of any menu items received within (72) hours, (3 business days), prior to delivery.

Staffing

Booth Attendant*	\$40.00 per hour	Bartender*	\$40.00 per hour
Chef*	\$75.00 per hour	Delivery Fee	\$25.00 per trip

*Minimum of (5) hours

A 21% service charge and current sales tax will be added to all food, beverage and labor fees. Menu items and prices may be subject to change without notice.

A \$25.00 delivery fee will be applied to all above orders. Exhibitor booth catering does not supply tables for your booth. You must order these through your service contractor.

Service Charges and Tax

A 21% "house" or "administrative" charge will apply to all food, beverage, labor and fees (including corkage). Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations.

The "house" or "administrative" charge of 21% is added to your bill for the catered event/function (or comparable service) which is used to defray the cost of set up, break down, service and other house expenses. No portion of this charge is distributed to the employees providing the service. You are free, but not obligated to add, or give a gratuity directly to your servers.

If the customer is an entity claiming exemption from taxation in the state where the facility is located, the customer must deliver to MCCNOFB satisfactory evidence of such exemption thirty (30) days prior to the event in order to be relieved of its obligation to pay state and local sales taxes.



MAKING IT BETTER TO BE THERE®

As a leader in event hospitality, Centerplate is committed to welcoming guests to moments that matter at more than 300 premier sports, entertainment, and convention venues worldwide. From Super Bowl 50, to the U.S. Presidential Inaugural Ball, to the winning of the Triple Crown, we are committed to making the time people spend together more enjoyable through the power of authentic hospitality, remarkably delivered. Thank you for giving us the opportunity to be a part of your next favorite story.



Name of Event: _____ Booth: _____

Company Name: _____ Contact Name: _____

Address: _____ City, State, Zip: _____

E-mail: _____ Phone: _____ Fax: _____

Onsite Contact Name: _____ Cell Phone: _____

Breakfast	Qty x Cost x #Days = Total	Delivery Date(s)	Delivery Time	Removal Time
			am / pm	am / pm
			am / pm	am / pm
			am / pm	am / pm
			am / pm	am / pm
			am / pm	am / pm
A la Carte & Beverages	Qty x Cost x #Days = Total	Delivery Date(s)	Delivery Time	Removal Time
			am / pm	am / pm
			am / pm	am / pm
			am / pm	am / pm
			am / pm	am / pm
			am / pm	am / pm
			am / pm	am / pm
			am / pm	am / pm
			am / pm	am / pm
			am / pm	am / pm
			am / pm	am / pm
Lunch	Qty x Cost x #Days = Total	Delivery Date(s)	Delivery Time	Removal Time
			am / pm	am / pm
			am / pm	am / pm
			am / pm	am / pm
			am / pm	am / pm
			am / pm	am / pm
			am / pm	am / pm
			am / pm	am / pm
Hors d' Oeuvres (3 dozen minimum)	Qty x Cost x #Days = Total	Delivery Date(s)	Delivery Time	Removal Time
			am / pm	am / pm
			am / pm	am / pm
			am / pm	am / pm
			am / pm	am / pm
			am / pm	am / pm
			am / pm	am / pm
			am / pm	am / pm
			am / pm	am / pm
			am / pm	am / pm
			am / pm	am / pm
Reception Stations	Qty x Cost x #Days = Total	Delivery Date(s)	Delivery Time	Removal Time
			am / pm	am / pm

[illegible]

Credit Card Authorization



Event Name: _____

Company Name: _____

Name on Card: _____

Card Type (*circle one*): **Visa** **Master Card** **Discover** **American Express** **Diners Club**

Card Number: _____

Expiration Date: _____

Card Verification Number: _____
(3 or 4 digit ID on front or back of card)

Billing Address and Zip: _____

Email Address: _____

Signature: _____

PLEASE RETURN TO:

Fax # 504.670.7201

New Orleans Morial Convention Center

Attention: FOOD & BEVERAGE

900 Convention Center Boulevard | New Orleans, LA 70130

Phone: 504.670.7200

ATTENTION EXHIBITORS



ONLINE ORDERING IS NOW AVAILABLE



To view our Express Catering Menu or
place an order, please visit:

<https://mccnoexpresscatering.ezplanit.com>



For our complete exhibit catering menu please contact the Catering Department,
504-670-7200

Exhibit Hall Fire Regulations

The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the local Fire Prevention Code.

The following are basic rules governing concessions, exhibits, and shows in any building open to the public:

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.
7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.
9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a six (6) pound cylinder.
10. "No Smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.
12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.
16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.
17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal positions depending on the tank use and design.
18. The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.

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19. There shall not be any obstructions blocking exit doors from the outside of any building such as autos parked in doorways or barricades across sidewalks.
20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
21. No vehicles shall be parked in fire lanes outside of buildings.
22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
23. Artificial lighting such as lanterns and candles are prohibited.
24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes.

However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements. Additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers, positioned on both sides of said fryers.

All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual.
26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to the Fire Marshal no later than 15 days before set-up date.
27. There shall not be any ticket booths, tables or any other display setup in the lobby without the prior approval of the Fire Marshal.
28. All aisles shall be maintained at a minimum of ten (10) feet clearance.
29. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.
30. All floor plans submitted shall be totally representative of the halls, rooms and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and main doors in air walls, etc.