



# TELECOMMUNICATIONS SERVICES

## REQUEST FORM

PLEASE SEE PRICING BELOW FOR TELEPHONE SERVICE & PLACE YOUR ORDER ONLINE  
AT

[HTTP://SERVICES.MCCNO.COM](http://services.mccno.com)

FEEL FREE TO CONTACT US VIA EMAIL AT [exhibit\\_services@mccno.com](mailto:exhibit_services@mccno.com) OR BY PHONE AT 504-582-3036  
IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION

**ADVANCED RATE DEADLINE IS September 6, 2020. ONSITE RATES EFFECTIVE September 28, 2020**

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

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

<b>Other Telephone Services</b>	<b>Advanced</b>	<b>Standard</b>	<b>Onsite</b>
Voice Mail	\$26. <sup>00</sup>	\$50. <sup>00</sup>	\$75. <sup>00</sup>
Call Waiting, Rollover/Hunt	\$26. <sup>00</sup>	\$50. <sup>00</sup>	\$75. <sup>00</sup>
Extend Analog Pots Line From Dmark to Booth	\$206. <sup>00</sup>	\$242. <sup>00</sup>	\$302. <sup>00</sup>
Extend ISDN BR1 Line From Dmark to Booth	\$309. <sup>00</sup>	\$364. <sup>00</sup>	\$455. <sup>00</sup>
Extend T1 Circuit From Dmark to Booth	\$1,854. <sup>00</sup>	\$2,238. <sup>00</sup>	\$2,738. <sup>40</sup>
Move Line Fee	\$52. <sup>00</sup>	\$52. <sup>00</sup>	\$52. <sup>00</sup>

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

## 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. Cancellation requests up to 8 days before from the first contracted event move in will incur a \$50 administrative fee. Cancellation requests within 7 days of the first contracted event move in day will receive a 50% refund. No refund will be applied to orders cancelled once the first event contracted move in occurs.**
10. Customer provided/ordered outside 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. 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 for 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.