

# 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


ADJACENT  
BOOTH / AISLE



ADJACENT  
BOOTH / AISLE



ADJACENT  
BOOTH / AISLE



ADJACENT  
BOOTH / AISLE



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  
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MAIL • ATTN: Exhibit Services  
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