



**THE RITZ-CARLTON**

NEW ORLEANS

**MEETINGS AND SPECIAL EVENTS  
EXHIBITORS ORDER FORM**

921 CANAL STREET  
NEW ORLEANS, LA 70112  
PHONE: 504-524-1331  
FAX: 504-670-2885

**BILLING INFORMATION:**

Event Name:	
Company Name:	
Contact:	
Title:	
Billing Address (Mailing)	
Telephone:	
Fax:	
Email:	
Onsite Contact:	
Onsite Mobile:	
Credit Card:	(SEE ATTACHMENT B)

**SHIPPING INSTRUCTIONS:**

1. All Boxes Must Be Shipped to:

(Exhibits Company)  
 (Exhibit's Contact Name)  
 The Ritz-Carlton, New Orleans  
 921 Canal Street  
 New Orleans, LA 70112

2. All boxes must include a label with the following information on each box as well:

**Conference Name:** \_\_\_\_\_

**Attention:** Receiving Department:

**Exhibit's Company:** \_\_\_\_\_

**Exhibit's Contact Name:** \_\_\_\_\_

**MSE Manager:** \_\_\_\_\_

**Program/Function Date(s):** \_\_\_\_\_

3. Please send your program's Event Manager the Shipping Manifest Form (See Attachment A) listing the amount of boxes, expected arrival date, brief item description shipped, individual tracking numbers including the cumulative number of parcels as well as their corresponding tracking numbers and carrier.

For your convenience, we encourage you use individual tracking number per box. This will ease tracking and delivery of your boxes at the hotel.

4. Boxes are accepted no earlier than (3) business days prior to the beginning of the first event since storage is limited.

Weight Class	Inbound Receiving/ Delivery	Outbound Pickup/ Handling Fee
0.0-1.0 lbs.	\$0.00	\$0.00
1.1-10.0 lbs.	\$10.00	\$10.00
10.1-20.0 lbs.	\$15.00	\$15.00
20.1-30.0 lbs.	\$20.00	\$20.00
30.1-40.0 lbs.	\$25.00	\$25.00
40.1-50.0 lbs.	\$25.00	\$25.00
50.1-60.0 lbs.	\$25.00	\$25.00
60.1 lbs. and over	\$25.00	\$25.00
Crate & Pallet	\$250.00	\$250.00

- a. A Room Rental Fee will be applied if additional storage is need for equipment or boxes been shipped. Your Event Manager must be informed immediately prior to shipping any oversized shipment to ensure a room is available for storage.

### **PACKAGES POLICY & UNATTENDED BELONGINGS:**

Packages for meetings may arrive to the Hotel three (3) working days prior to the date of the Event. The Hotel will be assessed a handling fee (as stated in the table above), per item, which will be billed to your Master Account and/or individual guestroom upon receipt. Any packages or boxes larger than any combination of five hundred (500) pounds must be stored in a meeting room, subject to rental fee and applicable taxes.

Please be advised, for liability reasons, all boxes must be packed and sealed by the client/exhibitor with the appropriate paperwork / packing slips. The Ritz-Carlton, New Orleans accepts no responsibility for lost or missing items shipped from the hotel.

Additionally, we do not supply packing materials (boxes, labels, tape, etc.) and we will not wrap palates or parcels. This is to be coordinated between you, our guest, and your shipping company of choice.

The Ritz-Carlton, New Orleans is not liable for any items left unattended or any equipment not belonging to the hotel. Normal security procedures of meeting rooms are anticipated.

#### **FedEx Accounts**

We have fedex boxes end envelopes of all sizes available. If you do not have a FedEx account number you can **still** ship your items FedEx. When completing the label, just check off payment type as "credit card" and fill in your credit card info in the box requesting it. (Your boxes will be secured in a safe, secure location and your credit card info will not be visible to anyone)

FedEx Express drivers have a scheduled pick up to the hotel 2 times a day, therefore no need to schedule. **FedEx Ground must be scheduled, and all FedEx Ground labels must be preprinted. Handwritten FedEx Ground labels cannot be used.**

#### **UPS Accounts**

Unfortunately, The Ritz-Carlton, New Orleans does not have an account with UPS; due to this we are unable to maintain any type of UPS supplies such as labels, envelopes or boxes.

If you know your UPS account number, but do not have the labels with you, you can use the Business Center on the third floor to access ups.com and create your labels or you can just choose to fill in a blank UPS label and use your credit card as a form of payment.

**UPS does not have scheduled pick-ups at the hotel so you must call and schedule a pick up!**

**UPS: 1-800-742-5877**

Remember, our expert staff is happy to assist you with the shipping process.

**FedEx: 1-800-463-3339**

**Package Coordinator 504-717-1072**

**Hotel address:**

The Ritz Carlton, New Orleans  
921 Canal St. New Orleans, LA 70112  
(504) 524-1331

**Carlos Mladenoff, Event Concierge 504-628-3742**

**Layne Hartley, Event Concierge 504-330-7120**

**AUDIOVISUAL NEEDS:**

**Ordering Instructions**

- ☞ This form serves as your quote. Orders are not confirmed unless a confirmation number is received (via email or fax).
- ☞ To guarantee availability, orders should be faxed or emailed no less than 10 days prior to show start date.
- ☞ All orders must include payment information to be processed. Credit card payment is preferred method. If paying by check, please make payable to PSAV and submit no less than 10 days prior to setup.
- ☞ Please confirm order total with PSAV representative prior to submitting a check.
- ☞ TAX EXEMPT STATUS - If you are exempt from payment of sales tax, please submit exemption certificate for approval.
- ☞ OPERATOR LABOR - If requested, operator labor is subject to the prevailing hourly rate and a 5-hour minimum
- ☞ CANCELLATIONS - Cancellation of equipment ordered must be received at least 48 hours prior to delivery date to avoid charges.

**Advanced Rate ends 10 Days prior to the first Exhibit Day**

Video Equipment	DAILY RATE				Total
	Qty	Advanced*	On Site**	Days	
DVD / Blu-Ray Player		\$225.00	\$325.00		
20" Flat Panel Video & Computer Monitor***		\$300.00	\$400.00		
32" Flat Panel Video & Computer Monitor***		\$400.00	\$500.00		
40" Flat Panel Video & Computer Monitor***		\$450.00	\$550.00		
46" Flat Panel Video & Computer Monitor***		\$500.00	\$600.00		
55" - 60" Flat Panel Video & Computer Monitor***		<b>CALL</b>			
Floor Stand for 32" or Larger Monitor		\$75.00	\$150.00		

**\*\*\*PLEASE SPECIFY IF STAND IS NEEDED\*\*\***

**\*\*\* PSAV does not supply wall mounts or labor for mounting monitors to your hard sets\*\*\***

<b>Computers and Accessories</b>						<b>DAILY RATE</b>		
	Qty	Advanced*	On Site**	Days	Total			
Laptop Computer with CD drive		\$250.00	\$300.00					
<b>Please Note Specific Software/Hardware Needs:</b>								
Basic Black & White LaserJet Printer		\$200.00	\$350.00					
21" Flat Panel Computer Monitor		\$300.00	\$325.00					
<b>Internet</b>						<b>DAILY RATE</b>		
	Qty	Advanced*	On Site**	Days	Total			
Basic Wireless Internet per Device		\$90.00	\$180.00					
Basic Wired Internet per Device		\$600.00	\$800.00					
Dedicated Bandwidth		CALL	CALL					
<b>Basic connections are 1Mbps. For special HSIA / Bandwidth needs, please call for availability and pricing.</b>								
<b>Electrical Equipment</b>						<b>SHOW RATE</b>		
	Qty	Advanced*	On Site**	Days	Total			
10 Amp Single Phase Power		\$175.00	\$245.00	1				
20 Amp Single Phase Power		\$225.00	\$325.00	1				
Power Strip		\$20.00	\$30.00	1				
25' extension cord		\$20.00	\$30.00	1				
<b>PLEASE CALL AT LEAST 10 DAYS PRIOR TO SHOW IF ADDITIONAL POWER IS NEEDED</b>								
<b>Additional labor may apply to under carpet or complex booth sets.</b>								
<i>*Advanced pricing if received by PSAV 10 days or more prior to installation.</i>								
<i>**Pricing if received by PSAV less than 10 days prior to installation.</i>								

### FOOD AND BEVERAGE POLICIES

All your banquet functions and events will be subject to the prevailing service charges and taxes. Service charges and taxes are subject to change. Food and Beverage functions held at outdoor locations (Courtyard & Mercier Terrace Courtyard).

It is The Ritz-Carlton, New Orleans' policy that no alcoholic beverages may be brought into the Hotel for any conference or function. Only food purchased from the Hotel may be used during any conference or function at the Hotel.

### SUBCONTRACTORS POLICY

If you would hire outside vendors to provide any goods or services at Hotel during the Event, Hotel may, in its sole discretion, require that such vendor provide Hotel, in form and amount reasonably satisfactory to Hotel, an indemnification agreement and **proof of adequate insurance**.

You agree to have all subcontracted companies (theme companies, decorators, audio-visual companies, production companies, entertainment companies, etc.) abide by all Hotel rules and regulations, as implemented from time to time, and the code of conduct and policies stated herein. The contracted company shall furnish to the Hotel a valid certificate of insurance in form and amount reasonably satisfactory to Hotel, an indemnification agreement prior to the commencement of work or services at the Hotel. You hereby assume all responsibility for any damage to Hotel premises or injuries, which are caused by such companies performing services on your behalf.

It is understood and agreed that the Hotel premises will be left in a neat and orderly condition, free and clear of debris or display refuse no later than the contracted completion date and time. Based on time and labor, you may incur additional charges for the removal of your materials by the Hotel staff at the close of any Event.





**ATTACHMENT B**

**Credit Card Authorization Form**

Dear Sir/Madam,

**FOR YOUR SAFETY, DO NOT SEND VIA EMAIL**

This form has been created in order to allow you to have third party expenses charged to your credit/debit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Fax Number **504-670-2885**

**Cardholder Information - Required**

Name as it appears on the credit/debit card:

Card type:  Visa  MC  Amex  Diners/CB  Discover  JCB

Account type:  Personal  Corporate | Company  
Name:

Issuing Bank: \_\_\_\_\_ Phone #: \_\_\_\_\_

Account number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Address: \_\_\_\_\_  
(where statement is mailed)

City, State and Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax or alternate number: \_\_\_\_\_

**Exhibitor's & Group/Event Information:**

Event Name: \_\_\_\_\_

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

Contact Phone number: \_\_\_\_\_ Fax or alternate number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

**Approved Charges - Required**

- All Charges  Room & Tax  Telephone (LD)  Telephone (Local)  Bqt. F&B
- Room Service  Valet (Laundry)  Parking  HS Internet Access  AV
- Other: \_\_\_\_\_

I certify that all information is complete and accurate. I hereby authorize The Ritz-Carlton, New Orleans to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit/debit card listed above. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit/debit card listed above.

Cardholder name: (Printed) \_\_\_\_\_

Cardholder signature: \_\_\_\_\_ Date: \_\_\_\_\_