



**Georgia World Congress Center**  
 285 Andrew Young International Blvd  
 Atlanta, GA 30313

Engineering Dept: 404-223-4800 Fax: 404-223-4813

Standard Rates will be applied to all orders received via  
 fax, mail, or email [engorders@gwcc.com](mailto:engorders@gwcc.com)

**Discounted rates available 21 calendar days prior to the FIRST DAY OF SHOW OPENING when ordering online: [www.gwcc.com](http://www.gwcc.com)**

Booth No. \_\_\_\_\_ Company Name \_\_\_\_\_  
 Telephone No. (\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Signature \_\_\_\_\_

ELECTRICAL					
120 Volt 1 Phase (single outlet)	Standard Rate	Qty	Overhead add 50%	24 Hour Service add 50%	Total
5 AMPS	\$165				
10 AMPS	\$219				
15 AMPS	\$250				
20 AMPS	\$289				
208 Volt 1 Phase (single outlet)	Standard Rate	Qty	Overhead add 50%	24 Hour Service add 50%	Total
20 AMPS	\$331				
30 AMPS	\$430				
40 AMPS	\$529				
50 AMPS	\$661				
60 AMPS	\$827				
80 AMPS	\$1,026				
100 AMPS	\$1,290				
150 AMPS	\$1,985				
200 AMPS	\$2,646				
208 Volt 3 Phase (No Receptacles; Direct tie-in)	Standard Rate	Qty	Overhead add 50%	24 Hour Service add 50%	Total
20 AMPS	\$562				
30 AMPS	\$761				
40 AMPS	\$959				
50 AMPS	\$1,091				
60 AMPS	\$1,324				
80 AMPS	\$1,787				
100 AMPS	\$2,184				
150 AMPS	\$3,440				
200 AMPS	\$4,234				
300 AMPS	\$6,076				
400 AMPS	\$7,441				
480 Volt 3 Phase (No Receptacle; Direct tie-in)	Standard Rate	Qty	Overhead add 50%	24 Hour Service	Total
20 AMPS	\$1,126				
30 AMPS	\$1,588				
40 AMPS	\$1,985				
50 AMPS	\$2,316				
60 AMPS	\$2,672				
80 AMPS	\$3,970				
100 AMPS	\$4,410				
150 AMPS	\$6,212				
200 AMPS	\$8,599				
300 AMPS	\$13,230				
400 AMPS	\$17,861				

SPECIAL SERVICES				
Item Name	Description	Rate	Qty	Total
Stanchion	2 flood lights attached to a pole with weighted base	\$114 ea		
Stem Lights	Light attached to flexible neck (c-clamp)	\$72 ea		
Par 64	1000 watt can light installed in the ceiling	\$316 ea		
Single Extension Cord	25-50 ft single receptacle extension cord	\$19 ea		
Quad Extension	4 Outlet receptacle box	\$24 ea		
Multi-outlet	Receptacle adapter	\$10 ea		
Distribution Panel	100A-200A Panel	\$250 ea		
Transformers	<b>Call for Quote</b>			

*\*\*Additional on-site labor charges may apply.*

ELECTRICAL LABOR		
Sunday-Saturday (including holidays)		
Qty. of Hours	Hourly Rate	Total Labor
	\$75.00	

**NOTES:**

**\* All 208v service or higher require a minimum of 1hr of labor. A minimum of 1hr labor will be applied for all services routed beyond the back of the booth.**

**\*Please see pg. 2 for "Important Conditions & Regulations".**

**TOTAL for THIS ORDER=**

**POWER WILL BE PLACED IN THE REAR OF THE BOOTH, UNLESS OTHERWISE DESIGNATED.**

**\* Power for Larger Scaled booths will not be installed without a booth diagram SUBMIT DIAGRAM INCLUDING BOOTH ORIENTATION**

For Congress Center Use Only

Adjusted Total: \$ \_\_\_\_\_  
 Paid in Advance: \$ \_\_\_\_\_  
 Paid on Show Site: \$ \_\_\_\_\_  
 Balance/Credit: \$ \_\_\_\_\_

(Payment Received by)

**Notes or Special Instructions:**

**Payments made via Wire Transfers:**

Name: Wells Fargo Bank  
 360 Interstate North Parkway  
 Suite 500  
 Atlanta, GA 30339  
 Routing Number: 121000248  
 Acct # : 2000070123287  
 Chips ID 0407  
 Swift ID PNBPU533  
 Type of Account: Checking

**Payments made via Check:**

Payable to : GWCCA  
 285 Andrew Young  
 Int'L Blvd. NW  
 Atlanta, GA 30313

Please reference event name and booth number.

## SPECIAL REQUIREMENTS

POWER REQUIREMENTS ABOVE 400-AMPS, SPECIAL VOLTAGE AND TRANSFORMERS ARE AVAILABLE – PRICES UPON REQUEST

### IMPORTANT CONDITIONS AND REGULATIONS

1. This Electrical Services Order Form must be used to order all Electrical Services. **TO QUALIFY FOR DISCOUNTED RATES – Orders must be submitted at least twenty-one (21) calendar days prior to the scheduled show opening date.**
2. Notification of cancellations **must be received in writing** a minimum of **fourteen (14) calendar days** prior to the scheduled show opening date.
3. **PAYMENT IN FULL** is due at time services are ordered.
4. **Credit will not be given for electrical service installed but not used.**
5. Any complaint or claim must be brought to the Service Desk prior to the close of the Event. The Exhibitor shall maintain such insurance as necessary to protect against loss or damage to any equipment or other property. The Exhibitor agrees to bear the risk of inadequacy or failure of any insurance or any insurer insuring the Exhibitor or the Event Licensee or their respective equipment or other property.
6. All equipment and other property furnished by the Georgia World Congress Center Authority under this Electrical Services Order Form shall remain the property of the Authority and may be removed only by house technicians following conclusion of the Event.
7. Unless otherwise authorized in writing by the Georgia World Congress Center Authority, only Georgia World Congress Center electricians are authorized to cut floor coverings to permit installation of services.
8. All equipment to be connected by Georgia World Congress Center must comply with NEC, federal, state, and local codes, and the directives of the Georgia World Congress Center Authority's Engineering Department.
9. Prices are based upon rates at the time of the order and are subject to change without notice.
10. Moreover, engineers and technicians employed by or under contract with the Exhibitors or Event Licensees must obtain advance written authorization from the Georgia World Congress Center Authority prior to assembling, diagnosing, wiring or servicing any electrical equipment.
11. Exhibitors and Event Licensees are required to ensure that outlets, columns and permanent building outlets are not obstructed at any time.
12. **All electrical cords and appurtenances must be supplied by the Georgia World Congress Center Engineering Department.**
13. Rates quoted cover routing of service to the rear of the booth in the most convenient manner. Special routing, connection of equipment and all other work will be charged on a time and material basis in addition to service rate.
14. All equipment shall be properly tagged and wired by the Exhibitor with complete information as to type of current, voltage, phase, cycle, horsepower, and such other information as the Georgia World Congress Center Engineering Department reasonably may require.
15. Electrical power for lights and displays may be turned on daily approximately one hour prior to Event opening time and off at approximately Event closing time. Twenty-four (24) hour power may be requested for services that require continuing electrical service after-hours (e.g., refrigerators, programmable machinery, etc.). Provided, however, the Exhibitor and the Event Licensee both acknowledge that electrical power is generated and delivered by a public utility and, that being the case, the Georgia World Congress Center Authority cannot guarantee that electrical power will be available continuously or without interruption. The Exhibitor and the Event Licensee acknowledge and accept the risk that such electrical power interruptions may occur from time to time.
16. Notwithstanding any of the provision of this order form, in any event neither the Authority nor the Exhibitor shall be liable for any consequential damages, and the Authority's liability shall not exceed the fees paid to and received by the Authority in respect of this order form.
17. This Electrical Services Order Form, as executed and approved, shall constitute the entire agreement between the Authority and the Exhibitor, and no change in or modification of this Electrical Services Order Form shall be binding upon the Authority unless the change or modification is in writing, and is consented to and approved by the Authority.

# PAYMENT AUTHORIZATION FORM



**Georgia World Congress Center**  
285 Andrew Young International Blvd.  
Atlanta, GA 30313  
Engineering Department  
Telephone: (404) 223-4800 Fax: (404) 223-4813  
**EMAIL: engorders@gwcc.com**

**ORDER ON LINE TODAY [www.gwcc.com](http://www.gwcc.com)**  
**STANDARD RATES WILL APPLY AFTER THIS DATE**

Please complete the information requested below and return this form with your orders. You may choose to pay by check (payable to the Georgia World Congress Center), credit card, or bank wire transfer. We require your credit card authorization to be on file before we process your order(s) for service. We reserve the right to use this authorization to charge your credit card account for any unpaid balance due or for any additional amounts incurred as a result of show site orders placed by your representative.

## WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page.

**NOTE: A service charge may be added for processing U. S./International wire transfers by your banking institution**

The following information must be included on the bank copy of the wire transfer confirmation:

- ✓ Name of Event You Are Attending
- ✓ Exhibiting Company Name
- ✓ Booth Number

✓ **Banking Institution Information:**

**Bank Name:** Wells Fargo Bank  
**Address:** 360 Interstate North Parkway  
Suite 500  
Atlanta, GA 30339

Please view the routing and account numbers at the bottom of the service order form (Page 1).

## CREDIT CARD INFORMATION

Type of Card:  AmEx  M/C  VISA  Discover Card  Diners Club

Credit Card #:

EXPIRATION DATE:

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

City, ST, Zip: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

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

## EXHIBITING COMPANY INFORMATION

Please complete the following information:

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_ ( ) \_\_\_\_\_-

CITY/STATE/ZIP \_\_\_\_\_ ( ) \_\_\_\_\_-

CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_



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## 10 x 10 Booth Layout

Back of Booth: \_\_\_\_\_

Indicate Adjacent Booth or Aisle Number: \_\_\_\_\_


Indicate Adjacent Booth or Aisle Number: \_\_\_\_\_

Front of Booth: \_\_\_\_\_

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

Booth #: \_\_\_\_\_ Company \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone # \_\_\_\_\_