



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

Discounted rates available 21 calendar days prior to the FIRST DAY OF SHOW OPENING when ordering online: 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 50%	add	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 50%	add	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 50%	add	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 50%	add	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	Call for Quote			

***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.

COMPRESSED AIR-WATER-DRAIN-NATURAL GAS SERVICE ORDER FORM



Georgia World Congress Center
285 Andrew Young International Blvd
Atlanta, GA 30313
Engineering Department: 404-223-4800

**Standard Rates will be applied to all
faxed, emailed or mailed orders**

Discounted rates available 21 calendar days prior to the FIRST DAY OF SHOW OPENING when ordering online: www.gwcc.com

Booth No. _____ Company Name _____
Telephone No. (____) _____ Fax No. (____) _____ **E-MAIL:** _____
Address _____ City _____ State _____ Zip Code _____
Contact Name _____ Signature _____

Compressed Air (90-100 lbs. PSI)			
Service	Standard Rate	QTY	Total
1/4" = 13 CFM	\$330		
3/8" = 29 CFM	\$330		
1/2" = 54 CFM	\$594		
3/4" = 80 CFM	\$594		
Water (Average Pressure - 55 PSI)			
Service (Select Cold/Hot or Both)	Standard Rate	Qty	Total
	Cold Hot		
3/8" 8 GPM	\$132 \$204		
1/2" 20 GPM	\$198 \$306		
3/4" 26 GPM	\$264 \$409		
One-Time Water Fill and Drain			
Service	Standard Rate	Qty	Total
150 Gallon Unit	\$232		
Additional Units of 150 Gallon	\$166		

Natural Gas			
Service	Standard Rate	Qty	Total
1/2" 50,000 BTU	\$528		
Additional Units of 45,000 BTU	\$422		
3/4" 105,000 BTU	\$950		
1" 195,000 BTU	\$1,794		
SPECIAL SERVICES			
Item Name	Standard Rate	Qty	Total
Pressure Regulator	\$60		
PVC Piping			
Water Heater	\$409		

NOTES:
*GWCC does not guarantee minimum /maximum pressure.

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

Sinks (includes cold/hot water and drain) when ordering double and triple bowl sinks, as supplies are limited		
Standard Rate (Each)	Qty	Total
\$672 single bowl		
\$992.00 double bowl		
\$1242.00 triple bowl		
Drainage		
Discountd Rate (Each)	Qty	Total
\$166		

LABOR (Labor is charged at a 1hr minimum per service)		
Sunday-Saturday (including holidays)		
Labor per hour	Qty	Total
\$75		

TOTAL for THIS ORDER =

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

**SUBMIT DIAGRAM FORM
INCLUDING BOOTH
ORIENTATION**

For Congress Center Use Only	
Adjusted Total:	_____
Paid in Advance:	_____
Paid on Show Site:	_____
Balance/Credit:	_____

COMPRESSED AIR-WATER-DRAIN-NATURAL GAS SERVICE ORDER FORM

IMPORTANT CONDITIONS & REGULATIONS

1. **TO QUALIFY FOR DISCOUNTED RATES-Orders with payment must be received 21 calendar days prior to the FIRST OPEN SHOW DATE.**
2. Notification of cancellations **must be received in writing** a minimum of fourteen **(14) calendar days prior to scheduled show opening date.**
3. **PAYMENT IN FULL is due at time services are ordered**
4. **Credit will not be given for plumbing service installed and not used.**
5. Any complaint or claim must be brought to the Service Desk prior to the end of the event. The exhibitor shall maintain insurance as necessary to protect against loss or damage to Georgia World Congress Center license agreement.
6. All material and equipment furnished by Georgia World Congress Center for this service order shall remain the property of the Congress Center and shall be removed **ONLY** by house technicians at the close of show.
7. Unless otherwise directed, Georgia World Congress Center plumbers 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.
9. Prices are based upon current wage rates and are subject to change without notice.
10. **Under no circumstances shall anyone other than a "house plumber" make plumbing connections.** However, company engineers and technicians who are required to **assemble**, allowed to execute work subject to approval of Georgia World Congress Center Engineering Department.
11. Wall outlets, columns and permanent building outlets are **not** to be obstructed at any time.
12. Georgia World Congress Center recommends that exhibitors provide a filter-separator for all equipment requiring air connections. Congress Center will not be responsible for moisture or
13. If air, water, and natural gas pressure are critical, Georgia World Congress Center recommends that exhibitors arrange to have a pressure regulator valve installed. **No guarantee can be made of minimum and maximum pressure.**
14. All equipment using water must have the inlet and outlet properly tagged.
15. The service fee will be based on the combined rated capacity of connected equipment.

Questions regarding service should be directed to:

Georgia World Congress Center
Engineering Department
285 Andrew Young International Boulevard, NW
Atlanta, GA 30313-1591 USA
Telephone: 404-223-4800
Fax: 404-223-4813
email:engorders@gwcc.com

CABLE SERVICE ORDER FORM



Georgia World Congress Center

285 Andrew Young International Blvd.

Atlanta, GA 30313

Engineering Dept.: Phone: (404) 223-4800 Fax: (404) 223-4813

EMAIL: engorders@gwcc.com

ORDER ON LINE TODAY www.gwcc.com
STANDARD RATES WILL APPLY AFTER THIS DATE

Booth No. _____ Company Name _____
Telephone No. (____) _____ Fax No. (____) _____ E-MAIL: _____
Address _____ City _____ State _____ Zip Code _____
Contact Name _____ Signature _____

Basic Service Rates and Conditions

Basic cable television service with signal provided by **Comcast** is offered by the Georgia World Congress Center.
This service provides the latest news, weather, financial information and in-season sports spectacles.

Electrical service must be ordered separately to power all television sets.

Cable Services

Service	Number of Services	Floor Rate	Amount	
Cable TV		\$330		
Closed Circuit Channels		\$480		
Closed Circuit Channels with TV and Cart		\$720		

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

LABOR

Sunday-Saturday (including holidays)

Qty. of Hours	Hourly Rate	Total Labor
	\$75	

TOTAL CHARGES: _____

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

**SUBMIT DIAGRAM FORM
INCLUDING BOOTH ORIENTATION**

NOTES:

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

*All TV sets must be CABLE READY or have multi-channel converters.

For Congress Center Use Only

Adjusted Total: \$ _____

Paid in Advance: \$ _____

Paid on Show Site: \$ _____

Balance/Credit: \$ _____

Payment Received by

CABLE SERVICE ORDER FORM

IMPORTANT CONDITIONS & REGULATIONS

1. **TO QUALIFY FOR DISCOUNTED RATES-Orders with payment must be received 21 calendar days prior to the FIRST OPEN SHOW DATE.**
2. Notification of cancellations **must be received in writing** a minimum of fourteen **(14) calendar days prior to**
3. **PAYMENT IN FULL** is due at time services are ordered.
4. **Credit will not be given for electrical service installed and not used.**
5. Any complaint or claim must be brought to the Service Desk prior to the end of the event. The exhibitor shall maintain insurance as necessary to protect against loss or damage to equipment and property in accordance with Georgia World Congress Center license agreement.
6. All material and equipment furnished by Georgia World Congress Center for this service order shall remain the property of the Congress Center and shall be removed **ONLY** by house technicians at the close of show.
7. Unless otherwise directed, 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.
9. Prices are based upon current wage rates and are subject to change without notice.
10. **Under no circumstances shall anyone other than a "house electrician" make electrical connections.** However; company engineers and technicians who are required to **assemble, diagnose, wire and service** equipment may be allowed to execute work subject to approval of Georgia World Congress Center Engineering Department.
11. Wall outlets, columns and permanent building outlets are **not** to be obstructed at any time.
12. **All electrical cords and appurtenances must be supplied by the Georgia World Congress Center Engineering Department.**
13. Signal is provided by Comcast.
14. Electrical Services at the prevailing Rates must be ordered separately.

Questions regarding service should be directed to:

Georgia World Congress Center
Engineering Department
285 Andrew Young International Boulevard, NW
Atlanta, GA 30313-1591 USA
Telephone: 404.223.4800
Fax: 404.223.4813

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

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:



Georgia World Congress Center

285 Andrew Young International Blvd.

Atlanta, GA. 30313

Engineering Department:

(404) 223-4800 Fax: (404) 223-4813

Submit orders online at www.gwcc.com

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 # _____