

**ELECTRICAL SERVICE ORDER FORM**

BOOTH SIGN NAME \_\_\_\_\_ EVENT NAME \_\_\_\_\_  
 FIRM NAME \_\_\_\_\_ EVENT DATE \_\_\_\_\_ BOOTH # \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ TELEPHONE# \_\_\_\_\_ FAX # \_\_\_\_\_

**ORDER FORM AND PAYMENT IN U.S. DOLLARS MUST BE RECEIVED 14 DAYS PRIOR TO EVENT DATE TO QUALIFY FOR ADVANCE RATES. NO EXCEPTIONS PLEASE!**  
**Make Remittance Payable to: GEORGIA INT'L CONVENTION CENTER, 2000 Convention Center Concourse, College Park, GA 30337**

**IMPORTANT INFORMATION: CREDIT WILL NOT BE GIVEN FOR ELECTRICAL SERVICE INSTALLED AND NOT USED.**  
**STANDARD ELECTRICAL OUTLET:** Wattage's available per one (1) three prong outlet. Rates quoted on 120 volt service.  
 A separate outlet must be ordered for each location in booth where equipment is to be located.

QUANTITY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	AMOUNT
	1- 500 Watts – 5 Amps	\$60.00	\$70.00	
	501 - 1000 Watts – 10 Amps	\$70.00	\$80.00	
	1001 - 1500 Watts – 15 Amps	\$80.00	\$90.00	
	1501 - 2000 Watts – 20 Amps	\$90.00	\$100.00	

**FLOOD LIGHTS, SPOT LIGHTS AND EXTENSION CORDS:** Service Connection for lights ONLY, no other use authorized.

QUANTITY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	AMOUNT
	60 Watt Spot Lamp, Clip On w/flex stem	\$50.00	\$60.00	
	150 Watt Spot Lamp, Clip On	\$50.00	\$60.00	
	500 Watt Flood Lamp, Stanchion	\$60.00	\$70.00	
	Single Extension Cords - Power Not Included	\$20.00	\$20.00	
	Multi Plug Power Strip - Power Not Included	\$20.00	\$20.00	
	Quad Box - Power Not Included	\$20.00	\$20.00	
	Cube Tap	\$10.00	\$10.00	

**SERVICE AND SPECIAL ELECTRIC:** SEE SPECIAL ELECTRIC CONVERSION CHART ON REVERSE SIDE. Labor charge is required for all service equipment connections (1 hour minimum). **OUTSIDE POWER ADD 50%**

AVAILABLE VOLTAGES	AMPS	WATTAGE	QUANTITY	AMOUNT
120 Volt - Single Phase				
208 Volt - Single Phase				
208 Volt - Three Phase				
277/480 Volt - Three Phase				

**LABOR:** Labor will be charged in ½ hour increments, if needed. Minimum charge - ½ hour.

QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	AMOUNT
	Monday - Friday, 8:00 A.M. – 5:00 P.M.	\$50.00 per hour	\$50.00 per hour	
	Monday - Friday, 5:00 P.M. – 8:00 A.M., Saturday, Sunday and Holidays	\$75.00 per hour	\$75.00 per hour	

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ ORDER TOTAL \$: \_\_\_\_\_

PAYMENT MAY BE MADE BY CHECK OR CREDIT CARD CHECK ENCLOSED \_\_\_\_\_ CREDIT CARD \_\_\_\_\_

AMEX \_\_\_\_\_ VISA/MC \_\_\_\_\_ CREDIT CARD NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

NAME ON CARD \_\_\_\_\_ SIGNATURE \_\_\_\_\_

## GENERAL INFORMATION

1. A separate outlet must be ordered for each piece of equipment to be connected.
2. All 120 volt service to booths consist of one three wire grounded plug located at the back of the booth.
3. All exhibitors cords must be of the three wire grounded type.
4. Wall outlets and post outlets are not a part of booth space.
5. All material and equipment used by house electrician remains the property of Georgia International Convention Center.
6. Georgia International Convention Center electricians are authorized to cut floor coverings to permit installation of service in the event that carpet is laid prior to electrical services.
7. Special power request other than 120 volt or 208 volt/20 amp service will be based on time plus material.
8. All electrical connections requiring additional electrical personnel will be on an hourly rate with the exhibitor as the payer.
9. Prices are based on current wage scale and are subject to change in the event of wage changes or materials prior to show.
10. The charge for outlets will be made on the basis of maximum wattage.
11. No claims will be accepted or adjustments made unless filed by the exhibitors prior to close of the show.
12. Credit will not be given for electrical service installed and not used.
13. Rates quoted for electrical connections cover only the bringing of service to the booth in the most convenient manner and rates do not include connecting equipment or special wiring.
14. Order form and payment in U.S. dollars must be received a MINIMUM OF FOURTEEN (14) DAYS prior to scheduled show opening date to qualify for advance rates.
15. Floor order for service must be paid at the time of ordering or before service is installed.
16. Request for special service or voltage must be received by Convention Center 30 days prior to scheduled exhibitors move in.
17. All equipment regardless of source of power must comply with all federal, state and local safety codes.

## SAFETY REGULATIONS

1. Connections may be refused if they constitute a fire or safety hazard.
2. Any faults with display and equipment must be corrected promptly by qualified electricians or the power will be disconnected.
3. All equipment must be tagged with complete information as to current, voltage, phase, cycle, horsepower, etc.
4. Each motor of ½ HP or over must be equipped with a fusible disconnect switch located on or adjacent to the motor.
5. All exhibitors cords must be of the three wire grounded type.
6. All electrical connections must be disconnected from the machinery or equipment either by disconnect switch being off or cords unplugged at the end of each days exhibit.
7. No one exhibitor may use electrical power from another booth.
8. Under no circumstances shall anyone other than house electricians make a power source connection.

## SPECIAL REQUIREMENTS

ORDERS WITH PAYMENT POSTMARKED 14 DAYS PRIOR TO SHOW OPENING DATE: DEDUCT 10%.  
**POWER REQUIREMENTS ABOVE 400 AMPS, SPECIAL VOLTAGE and TRANSFORMERS ARE AVAILABLE**  
 PRICES UPON REQUEST

- OVERHEAD SERVICE: Add 50% to Service Requirement charge when ordering.  
 OUTSIDE SERVICE: Add 50% to Service Requirement charge when ordering.  
 24 -HOUR SERVICE: Add 50% to Service Requirement charge. When 24 - hour service is not required, exhibitor is expected to turn equipment off at the end of each day or expect to be billed for 24 - hour service.

## SPECIAL ELECTRIC CONVERSION CHART

AMPS	1-PHASE 120-Volts	1-PHASE 208-Volts	3-PHASE 208-Volts	1-PHASE 480-Volts	3-PHASE 480-Volts	AMPS	1-PHASE 120-Volts	1-PHASE 208-Volts	3-PHASE 208-Volts	1-PHASE 480-Volts	3-PHASE 480-Volts
0-5	500w \$70.00	1,000 w \$80.00	1,800 w \$100.00	2,400 w \$105.00	4,200 w \$150.00	91-100	Priced Upon Request	20,800 w \$650.00	36,000 w \$1,000.00	48,000 w \$1,300.00	83,000 w \$2,000.00
6-10	1000w \$80.00	2,100 w \$100.00	3,600 w \$150.00	4,800 w \$175.00	8,300 w \$280.00	101-125	Priced Upon Request	-	-	-	-
11-15	1,500w \$90.00	3,100 w \$120.00	5,400 w \$180.00	7,200 w \$225.00	12,500 w \$360.00	126-150	Priced Upon Request	31,200 w \$1,000.00	54,000 w \$1,500.00	72,000 w \$2,000.00	124,600w \$3,000.00
16-20	2,000w \$100.00	4,200 w \$150.00	7,200 w \$225.00	9,600 w \$300.00	16,600 w \$450.00	151-175	Priced Upon Request	36,400 w \$1,150.00	63,000 w \$1,750.00	84,000 w \$2,300.00	145,300w \$3,500.00
21-25	Priced Upon Request	5,200 w \$180.00	9,000 w \$275.00	12,000 w \$360.00	20,800 w \$550.00	176-200	Priced Upon Request	41,600 w \$1,300.00	72,000 w \$2,000.00	96,000 w \$2,600.00	166,100w \$4,000.00
26-30	Priced Upon Request	6,200 w \$210.00	10,800 w \$325.00	14,400 w \$420.00	24,900 w \$650.00	201-225	Priced Upon Request	-	81,000 w \$2,250.00	-	186,800w \$4,500.00
31-35	Priced Upon Request	7,300 w \$250.00	12,600 w \$375.00	16,800 w \$500.00	29,100 w \$750.00	226-250	Priced Upon Request	-	90,000 w \$2,500.00	-	207,600w \$5,000.00
36-40	Priced Upon Request	8,300 w \$300.00	14,400 w \$450.00	19,200 w \$600.00	33,200 w \$900.00	251-275	Priced Upon Request	-	99,000 w \$2,750.00	-	228,400w \$5,500.00
41-50	Priced Upon Request	10,400 w \$350.00	18,000 w \$550.00	24,000 w \$700.00	41,500 w \$1,050.00	276-300	Priced Upon Request	-	108,000 w \$3,000.00	-	249,100w \$6,000.00
51-60	Priced Upon Request	12,500 w \$400.00	21,600 w \$600.00	28,800 w \$800.00	49,800 w \$1,200.00	301-325	Priced Upon Request	-	116,900 w \$3,250.00	-	269,900w \$6,500.00
61-70	Priced Upon Request	14,600 w \$450.00	25,200 w \$700.00	33,600 W \$900.00	58,100 w \$1,400.00	326-350	Priced Upon Request	-	125,900 w \$3,500.00	-	290,600w \$7,000.00
71-80	Priced Upon Request	16,600 w \$500.00	28,800 w \$800.00	38,400 w \$1,000.00	66,400 w \$1,600.00	351-375	Priced Upon Request	-	134,900 w \$3,750.00	-	311,400w \$7,500.00
81-90	Priced Upon Request	18,700 w \$550.00	32,400 w \$900.00	43,200 w \$1,100.00	74,700 w \$1,800.00	376-400	Priced Upon Request	-	143,900 w \$4,000.00	-	332,200w \$8,000.00