



COBB GALLERIA CENTRE

Two Galleria Parkway, Atlanta, GA 30339 Telephone (770) 989-5051

MAKE CHECKS PAYABLE & MAIL TO ABOVE

Fax forms to (770) 989-5222 OR e-mail to services@cobb Galleria.com

ELECTRICAL, LIGHTS, & OTHER ELECTRICAL EQUIPMENT SERVICES ORDER FORM

See Terms and Conditions on the Reverse Side

CGC Office Use Only

Recvd: _____

Check # _____

By: _____

Event Name		Event Date(s)		Booth #	
Company Name		Phone #		Fax #	
Address		City		State	Zip Code
		Email Address			
Payment Method AmEx Visa MasterCard Check		Acct. #		Exp Date	CC V-Code
Name on Card		Authorized Signature			Date
**Are you cooking any item? ()Yes ()No If so, what?			**Are you using any item with a heating element? ()Yes ()No If so, what?		

** See Note #1 under Terms & Conditions

SERVICES REQUESTED

In order to receive the ADVANCE rate, the order form and PAYMENT (U.S. Dollars) must be received at least **14 DAYS** prior to event/show day.
FULL PAYMENT MUST BE RENDERED PRIOR TO DELIVERY OF SERVICE. PRICES DO NOT INCLUDE SALES TAX. This order form serves as your receipt.

QTY	AMPS	Watts	Voltage	14 Day Advance	Floor Rate	Total
5	600	120		\$65	\$75	
10	1200	120		\$80	\$90	
20	2400	120		\$110	\$120	
Overhead				+100%	+100%	
					Sub Total	\$
SINGLE PHASE - 208						
20	4160	208		\$210	\$235	
30	6240	208		\$270	\$310	
40	8320	208		\$330	\$375	
60	12480	208		\$450	\$520	
100	20800	208		\$710	\$810	
200	41600	208		\$1340	\$1500	
400	83200	208		\$2540	\$2920	
Overhead				+50%	+ 50%	
Labor				\$50	\$50	\$50
					Sub Total	\$
THREE PHASE - 208						
20	7197	208		\$310	\$360	
30	10795	208		\$420	\$480	
40	14394	208		\$530	\$610	
60	21590	208		\$750	\$865	
100	35984	208		\$1190	\$1370	
200	71968	208		\$2290	\$2635	
300	107952	208		\$3390	\$3900	
400	143936	208		\$4490	\$5165	
Overhead				+50%	+50%	
Labor				\$75	\$75	\$75
					Sub Total	\$

QTY	AMPS	Watts	Voltage	14 Day Advance	Floor Rate	Total
THREE PHASE - 480						
20	16608	480		\$560	\$645	
30	24912	480		\$835	\$960	
40	33216	480		\$1110	\$1275	
60	49824	480		\$1660	\$1905	
100	83040	480		\$2760	\$3175	
200	166080	480		\$4960	\$5700	
300	249120	480		\$6060	\$6965	
Overhead				+50%	+50%	
Labor				\$100	\$100	\$100
					Sub Total	\$
OTHER						
Extension Cord - Power not included				\$12	\$12	
Power strip/Quad/Cube - power not included (6 outlet max)				\$18	\$18	
Overnight Service				+50%	+50%	
Outside Service				+50%	+50%	
Banners - 1 Hour Minimum, per man				\$150/hour		
Exhibit Hall Lighting Disconnect				\$50 per light		
A/C 24 Hour Service/Exhibit Halls				\$300/per hall/day		
Third Light Source				\$200/per hall/day		
300 Watt Lamp - Clip On () Flood () Spot				\$55	\$65	
500 Watt Quartz Lamp - on stand				\$65	\$75	
1000 Watt PAR-64 Stage Light Hung from ceiling				\$225	\$260	
<i>A separate outlet must be ordered for each location where equipment is to be located. Attach floor plan for installation instructions. No credit issued for equipment or service cancelled after installation.</i>					Sub Total	\$
					Total	\$
					Tax (6%)	\$
					TOTAL	\$

Do not discard your copy of this order form. This serves as your receipt.

COBB GALLERIA CENTRE
ELECTRICAL, LIGHTS, & OTHER ELECTRICAL EQUIPMENT SERVICES ORDER FORM
TERMS AND CONDITIONS

1. The Cobb County Fire Marshal must approve all requests for cooking or heating any item or use of any heating element (power or gas) in the facility. The Fire Marshal must have the request 15 days prior to move-in date. Please attach the manufacturers specifications to this form after completion and return as instructed below and the CGC staff will submit to the Fire Marshal for approval. **THERE ARE NO EXCEPTIONS TO THIS CONDITION. FAILURE TO PROPERLY REQUEST AND PROVIDE NECESSARY DOCUMENTATION FOR THE FIRE MARSHAL WILL RESULT IN DENIAL OF SERVICES REQUESTED.**
2. Advance orders must be received a **minimum of fourteen (14) days** prior to the scheduled show opening date.
3. Payment in full must be rendered prior to delivery of service. **NO EXCEPTIONS.**
4. Credit will not be given for electrical service installed and not used.
5. **All material and equipment furnished by the Cobb Galleria Centre for the service order shall remain the property of the Centre and shall be removed only by the Centre staff at the close of the show.**
6. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
7. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
8. All equipment, regardless of power, must comply with all federal, state and local codes.
9. Use of open sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited.
10. Claims will not be considered unless filed by the exhibitor prior to close of show.
11. Prices for service are based upon current wage rates and are subject to change without notice.
12. Under no circumstance should anyone other than a “house electrician” make electrical connections.
13. Special equipment requiring the facility engineers or technicians for assembly, servicing, preparatory work and operations may be executed without a “house electrician”. However, a “house electrician” must make all service connections and overload protection to such equipment only.
14. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
15. Electrical power for lights and display will be turned on one (1) hour prior show opening time and off at show closing time, daily.
16. Unless otherwise directed, Cobb Galleria Centre electricians are authorized to cut floor coverings to permit the installation of service.
17. All exhibitor’s cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
18. **Overhead Electrical Service:** Add 50% to service requirement charge.
19. **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 the day or 24-hour service will be charged.
20. Show Management shall receive a 50% reduction on all electrical charges at the registration area.
21. Work required to tie-in and connect to customer’s equipment will be charged in a time and material basis. Call for a quote.
22. **Do not discard your copy of this form. This serves as your receipt.**

Questions regarding services should be directed to:

Cobb Galleria Centre
CGC Building Superintendent – (770) 989-5016