



# COBB GALLERIA CENTRE

Two Galleria Parkway, Atlanta, GA 30339 Telephone (770) 955-8000 – Fax (770) 989-5222

MAKE CHECKS PAYABLE & MAIL TO ABOVE

Recvd: _____
Check # _____
By: _____

## ELECTRICAL, LIGHTS, & OTHER ELECTRICAL EQUIPMENT SERVICES ORDER FORM

See Terms and Conditions on the Reverse Side

Revised 05/04

Event Name		Event Date(s)		Booth #	
Company Name		Phone #		Fax #	
Address		City		State	Zip Code
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.

### ELECTRICAL, LIGHTS & OTHER ELECTRICAL EQUIPMENT

QTY	Service	Voltage	Phase	AMPS Requested	14 Day Advance Rate	Floor Rate	Total
	5 Amps – 600Watts	120	N/A		\$60.00	\$69.00	\$
	10 Amps – 1200Watts	120	N/A		\$75.00	\$86.00	\$
	15 Amps – 1800Watts	120	N/A		\$90.00	\$104.00	\$
	20 Amps – 2400Watts	120	N/A		\$105.00	\$120.00	\$
	AMPS not listed	120	N/A		\$60 plus \$3 per amp	+15%	\$
	5 amps – 1040Watts	208	Single		\$70.00	\$81.00	\$
	10 amps – 2080Watts	208	Single		\$100.00	\$115.00	\$
	15 amps – 3120Watts	208	Single		\$130.00	\$150.00	\$
	20 amps – 4160Watts	208	Single		\$160.00	\$184.00	\$
	AMPS not listed	208	Single		\$70 plus \$6 per amp	+15%	\$
	5 amps – 1800Watts	208	3		\$80.00	\$92.00	\$
	10 amps – 3600Watts	208	3		\$130.00	\$150.00	\$
	15 amps – 5400Watts	208	3		\$180.00	\$207.00	\$
	20 amps – 7200Watts	208	3		\$220.00	\$253.00	\$
	AMPS not listed	208	3		\$80 plus \$10 per amp	+15%	\$
	Extension Cord	Power not included			\$10.00	\$10.00	\$
	Power strip/Quad/Cube	Power not included (6 outlet max)			\$16.00	\$16.00	\$
	Overhead Service	( ) Yes, add 50%			+50%	+50%	\$
	24-Hour Service	( ) Yes, add 50%			+50%	+50%	\$

Note: A separate outlet must be ordered for each location where equipment is to be located.

**Sub Total** \$

QTY	Lighting Service	Type / Note	14 Day Advance Rate	Floor Rate	Total
	300 Watt Lamp – Clip On	( ) Flood ( ) Spot	\$55.00	\$65.00	\$
	500 Watt Quartz Lamp	On stand	\$65.00	\$75.00	\$
	1000 Watt PAR-64 Stage Light	Hung from ceiling	\$225.00	\$260.00	\$

QTY	Service	Type / Note	Rate	Total
	Other			\$
	Visqueen	25x25	\$65.00	\$
	Banners	2 free in Concourse	\$35.00/hour	\$
	Exhibit Hall Lighting Disconnect		\$50 per light	\$
	A/C 24 Hour Service/Exhibit Halls		\$200.00/per hall/day	\$
	Scoop Lights in Exhibit Hall (2 systems included)		\$150.00/per hall/day	\$
	Labor – Standard hours		\$35.00/hour	\$
	Labor – Holidays & 12am – 6am		\$45.00/hour	\$

**Sub Total** \$

~ Attach floor plan for installation instructions ~ No credit issued for equipment or service cancelled after installation  
~ Sales tax included, if applicable

**TOTAL** \$

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

1. The Cobb County Fire Marshall must approve all requests for cooking or heating any item or use of any heating element (power or gas) in the facility. The Fire Marshall 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 Marshall for approval. **THERE ARE NO EXCEPTIONS TO THIS CONDITION. FAILURE TO PROPERLY REQUEST AND PROVIDE NECESSARY DOCUMENTATION FOR THE FIRE MARSHALL WILL RESULT IN DENIAL OF SERVICES REQUESTED.**
2. Advance orders must be received a **minimum of (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 (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.

Questions regarding services should be directed to:

**Cobb Galleria Centre**  
CGC Building Superintendent – (770) 989-5019