



COBB GALLERIA CENTRE
 Two Galleria Parkway, Atlanta, GA 30339 Telephone (770) 955-8000 – Fax (770) 989-5222
 MAKE CHECKS PAYABLE AND MAIL TO ABOVE

CGC Office Use Only
Recvd: _____
Check # _____
By: _____

COMMUNICATIONS AND CABLE SERVICES ORDER FORM
 See Terms and Conditions on the Reverse Side

EVENT INFORMATION			
Event Name	Event Date(s)		Booth Number
Company Name	Phone Number		Fax Number
Address	City	State	Zip Code
Payment Method AmEx Visa MasterCard Check	Account Number		Exp Date CC V-Code
Name on Card	Authorized Signature		Date

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.

TELECOMMUNICATIONS

QTY	Dates of Service	14 Day Adv. Rate	Floor Rate	Total
	Standard Phone/Line (PBX, Dial 9)	\$ 200.00	\$ 250.00	
	Speaker Phone	\$ 50.00	\$ 60.00	
	Digital Phone Line with Set	\$ 300.00	\$ 350.00	
	Rollover Extensions	\$ 50.00	\$ 60.00	
	Voice Mail Box	\$ 50.00	\$ 60.00	
Subtotal				\$

Calling Service – Select One: Local Calls & Toll Free Only () Long Distance () International ()

TECHNOLOGY AND CABLE SERVICES (The following rates apply to wireless (if available) and hardwire).

QTY	Notes	14 Day Adv. Rate	Floor Rate	Total
	High Speed 10/100 Base T (one day rate)	\$ 250.00	\$ 275.00	
	High Speed 10/100 Base T (weekly rate)	\$ 500.00	\$ 550.00	
	High Speed - Block of 5 IP's	\$ 700.00	\$ 750.00	
	High Speed - Block of 10 IP's	\$ 1,200.00	\$ 1,250.00	
	Each Additional IP Address	\$ 150.00	\$ 150.00	
	10/100 Hub 16 Port	\$ 150.00	\$ 160.00	
	10/100 Hub 8 Port	\$ 100.00	\$ 115.00	
	10/100 Hub 4 Port	\$ 50.00	\$ 60.00	
	25' Patch Cable	\$ 25.00	\$ 30.00	
	ISDN 2 Wire/U Interface **	\$ 300.00	\$ 350.00	
	Cable TV – First Connection	\$ 200.00	\$ 230.00	
	Cable TV – Each Additional Connection	\$ 50.00	\$ 60.00	
Subtotal				\$

** ISDN – 2 wire, Exhibitor must supply their own ISDN modem and ISP when ordering this service.

~ Attach floor plan for installation instructions ~ No credit will be issued for equipment or service cancelled after installation.

**COBB GALLERIA CENTRE
COMMUNICATIONS AND CABLE SERVICES ORDER FORM
TERMS AND CONDITIONS**

1. Advance orders must be received a **minimum of (14) days** prior to the scheduled show opening date.
2. Payment in full must be rendered prior to delivery of service. **NO EXCEPTIONS.**
3. Credit will not be given for electrical service installed and not used.
4. **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.**
5. 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.
6. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
7. All equipment, regardless of power, must comply with all federal, state and local codes.
8. Use of open sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited.
9. Claims will not be considered unless filed by the exhibitor prior to close of show.
10. Prices for service are based upon current wage rates and are subject to change without notice.
11. Under no circumstance should anyone other than a “house electrician” make electrical connections.
12. 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.
13. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
14. Electrical power for lights and display will be turned on (1) hour prior show opening time and off at show closing time, daily.
15. Unless otherwise directed, Cobb Galleria Centre electricians are authorized to cut floor coverings to permit the installation of service.
16. 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.
17. **Overhead Electrical Service:** Add 50% to service requirement charge.
18. **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