



NORTHWEST GEORGIA TRADE & CONVENTION CENTER
2211 DUG GAP BATTLE ROAD, P.O. BOX 2046 DALTON, GA 30722
 TELEPHONE: (706) 272-7676 FAX: (706) 278-5811

ELECTRICAL, WATER AND AIR SERVICE ORDER FORM

ORDER DEADLINE DATE: _____ **SHOW DATE:** _____

This form should be completed and returned to AFA with payment by the deadline noted above. If payment is not received with this form, then the 'Paid on Floor' rate will be applied and payment will be requested before the show start. If payment is not received at this point, you will not receive electrical services. IF YOU DO NOT REQUEST POWER BEFORE THE ORDER DEADLINE DATE NOTED ABOVE, WE MAY NOT BE ABLE TO PROVIDE YOU WITH SERVICE. IF WE ARE ABLE TO, YOU WILL BE CHARGED THE 'REQUESTED AFTER DEADLINE' RATE.

PLEASE FILL OUT EACH SECTION

IMPORTANT CONDITIONS AND REGULATIONS

1. Wall, column, and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment regardless of source of power must comply with all federal, state and local safety codes.
3. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachments plugs in exhibits
4. Claims will not be considered unless filed by exhibitor prior to close of exposition.
5. Prices base upon currents wage rates and are subject to change without notice.
6. Under no circumstances shall anyone other than "house electrician" make electrical connections.
7. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician", however, all service connections and overload protection to such equipment must be made by "house electricians" only.
8. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
9. All material and equipment furnished by Trade Center for this service order shall remain the Trade Center's property and shall be removed ONLY by the Trade Center at the close of the show.
10. Electrical power for lights and displays will be turned on one hour prior to show opening time and off at show closing time daily.
11. Unless otherwise directed, Trade Center electricians are authorized to cut floor coverings to permit installation of service.
12. All exhibitor's cords must be of the 3 wire grounded type. All expose non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
13. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment for special wiring.
14. **ADVANCE ORDERS MUST BE RECEIVED A MINIMUM OF TEN (14) DAYS PRIOR TO EXHIBITOR ARRIVAL FOR MOVE IN.**

WATER SERVICES

Hookup for each piece of equipment \$35.00 each. Please specify if drain is needed. (Hookup is 1/2" line) Number of hookups required: _____ x \$35.00 = **Total Water Cost \$** _____
 Drains needed on _____ of above hookups.

AIR SERVICES

Each air hose run to booth terminates in 1/4", 3/8", or 1/2" quick-connector to booth only - exhibitor responsible for pressure regulation and final connection. If assistance is required with final connection, a labor charge may be applied. Desired connection: () 1/4" () 3/8" () 1/2"
 Number of hoses: _____

NOTES REGARDING WATER, ELECTRICAL AND AIR:

STANDARD ELECTRICAL SERVICE AVAILABLE - PLEASE CHECK VOLTAGE REQUIRED

() 120 Volt, A.C. single phase, 60 cycle () 208 Volt, A.C. single phase, 60 cycle () 208 Volt, A.C. 3 phase, 60 cycle () 480 Volt, A.C., 3 phase, 60 cycle

ELECTRICAL SERVICE CONNECTIONS (Voltage x Amps = Watts)

<u>CHECK ONE</u>	<u>DESCRIPTION</u>	<u>TOTAL AMPS</u>	<u>COST IF REQUESTED</u>			<u>COST</u>
			<u>PAID IN ADVANCE</u>	<u>COST IF PAID ON FLOOR</u>	<u>AFTER DEADLINE</u>	
_____	0 - 500 Watts	_____	\$25.00	\$40.00	\$120.00	_____
_____	501 - 1000 Watts	_____	\$30.00	\$50.00	\$150.00	_____
_____	1001 - 1500 Watts	_____	\$35.00	\$60.00	\$180.00	_____
_____	1501 - 2000 Watts	_____	\$40.00	\$70.00	\$210.00	_____
_____	2001 - 2500 Watts	_____	\$45.00	\$80.00	\$240.00	_____
_____	2501 - 3000 Watts	_____	\$50.00	\$90.00	\$270.00	_____
_____	3001 - 3500 Watts	_____	\$55.00	\$100.00	\$300.00	_____
_____	3501 - 4000 Watts	_____	\$60.00	\$110.00	\$330.00	_____
_____	Each additional 1000 Watts	_____	\$25.00	\$40.00	\$120.00	_____

24-hour service required: () Yes () No
 Add 50% to service connection charge.

TOTAL ELECTRICAL SERVICE: _____

LABOR FOR ELECTRICAL/AIR WORK ON EQUIPMENT INCLUDING REPAIRS, TRACING MALFUNCTIONS (Labor time will be charged in one-half hour increments. Minimum charge - 1/2 hour.) \$30.00 per hour

SHOW NAME: _____ COMPANY NAME: _____ BOOTH NO: _____
 BILLING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
 TELEPHONE NUMBER: _____ FAX NO: _____ E-MAIL: _____
 AUTHORIZED BY (LEGIBLE): _____ TITLE: _____
 SIGNATURE: _____ DATE: _____ 20_____

METHOD OF PAYMENT:

() PERSONAL CREDIT CARD () COMPANY CREDIT CARD () CHEQUE () CASH CREDIT CARD INFO: CARD TYPE: _____
 CARD NUMBER: _____ EXPIRATION DATE: _____ AMOUNT AUTHORIZED TO BE CHARGED: \$ _____
 CARDHOLDER (PRINT): _____ SIGNATURE: _____

ENTER TOTALS HERE

WATER TOTAL: \$ _____ + ELECTRICAL TOTAL: \$ _____ = **GRAND TOTAL: \$** _____