

ELECTRICAL SERVICE ORDER FORM

SPECIAL REQUIREMENTS

POWER REQUIREMENTS ABOVE 400-AMPS, SPECIAL VOLTAGE and TRANSFORMERS ARE AVAILABLE - PRICES UPON REQUEST

IMPORTANT CONDITIONS AND REGULATIONS

1. **TO QUALIFY FOR 15% DISCOUNT-Submit orders with payment online 21 calendar days prior to the FIRST OPEN SHOW DATE.**
2. Notification of cancellations **must be received in writing** a minimum of fourteen (14) calendar days prior to scheduled show opening date.
3. **PAYMENT IN FULL** is due at time services are ordered.
4. **Credit will not be given for electrical service installed and not used.**
5. Any complaint or claim must be brought to the Service Desk prior to the end of the event. The exhibitor shall maintain insurance as necessary to protect against loss or damage to equipment and property in accordance with Georgia World Congress Center/Georgia Dome license agreement.
6. All material and equipment furnished by Georgia World Congress Center/Georgia Dome for this service order shall remain the property of the Congress Center and Dome and shall be removed **ONLY** by house technicians at the close of show.
7. Unless otherwise directed, Georgia World Congress Center/Georgia Dome electricians are authorized to cut floor coverings to permit installation of services.
8. All equipment to be connected by Georgia World Congress Center/Georgia Dome must comply with NEC, federal, state and local codes.
9. Prices are based upon current wage rates and are subject to change without notice.
10. **Under no circumstances shall anyone other than a "house electrician" make electrical connections.** However; company engineers and technicians who are required to **assemble, diagnose, wire and service** equipment may be allowed to execute work subject to approval of Georgia World Congress Center or Georgia Dome Engineering Department.
11. Wall outlets, columns and permanent building outlets are not are **not** to be obstructed at any time.
12. **All electrical cords and appurtenances must be supplied by the Georgia World Congress Center/Georgia Dome Engineering Department.**
13. Rates quoted cover routing of service to the rear of the booth in the most convenient manner. Special routing, connection of equipment and all other work will be charged on a time and material basis in addition to service rate.
14. All equipment shall be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
15. Electrical power for lights and displays will be turned on daily 1-hour prior to show opening time and off at show closing time.

Questions regarding service should be directed to:

Georgia World Congress Center
Engineering Department
285 Andrew Young International Boulevard, NW
Atlanta, GA 30313-1591 USA
Telephone: 404.223.4800
Fax: 404.223.4813

Georgia Dome
Engineering Department
One Georgia Dome Drive
Atlanta, GA 30313-1591 USA
Telephone: 404.223.8100
Fax: 404.223.8111