

ELECTRICAL SERVICE ORDER FORM



Georgia World Congress Center

285 Andrew Young International Blvd.

Atlanta, GA 30313

Engineering Dept.: Phone: (404) 223-4800 Fax: (404) 223-4813

Submit orders online at www.gwcc.com

MARY KAY

DISCOUNT PRICING AVAILABLE UNTIL **DEC 19, 2011**
STANDARD RATES WILL APPLY AFTER THIS DATE

Booth No. _____ Company Name _____

Telephone No. (____) _____ Fax No. (____) _____ E-mail: _____

Address _____ City _____ State _____ Zip Code _____

Contact Name _____ Signature _____

ELECTRICAL						
120 Volt 1 Phase (single outlet)	Discounted Rate	Standard Rate	Qty	Overhead add 50%	24 Hour Service	Total
5 AMPS	\$116	\$157				
10 AMPS	\$154	\$208				
15 AMPS	\$176	\$238				
20 AMPS	\$204	\$275				
208 Volt 1 Phase (single outlet)	Discounted Rate	Standard Rate	Qty	Overhead add 50%	24 Hour Service	Total
20 AMPS	\$276	\$331				
30 AMPS	\$358	\$430				
40 AMPS	\$441	\$529				
50 AMPS	\$551	\$661				
60 AMPS	\$689	\$827				
80 AMPS	\$855	\$1,026				
100 AMPS	\$1,075	\$1,290				
150 AMPS	\$1,654	\$1,985				
200 AMPS	\$2,205	\$2,646				
208 Volt 3 Phase (No Receptacles; Direct tie-in)	Discounted Rate	Standard Rate	Qty	Overhead add 50%	24 Hour Service	Total
20 AMPS	\$468	\$562				
30 AMPS	\$634	\$761				
40 AMPS	\$799	\$959				
50 AMPS	\$909	\$1,091				
60 AMPS	\$1,103	\$1,324				
80 AMPS	\$1,489	\$1,787				
100 AMPS	\$1,820	\$2,184				
150 AMPS	\$2,867	\$3,440				
200 AMPS	\$3,528	\$4,234				
300 AMPS	\$5,063	\$6,076				
400 AMPS	\$6,201	\$7,441				
480 Volt 3 Phase (No Receptacle; Direct tie-in)	Discounted Rate	Standard Rate	Qty	Overhead add 50%	24 Hour Service	Total
20 AMPS	\$938	\$1,126				
30 AMPS	\$1,323	\$1,588				
40 AMPS	\$1,654	\$1,985				
50 AMPS	\$1,930	\$2,316				
60 AMPS	\$2,227	\$2,672				
80 AMPS	\$3,308	\$3,970				
100 AMPS	\$3,675	\$4,410				
150 AMPS	\$5,760	\$6,912				
200 AMPS	\$7,166	\$8,599				
300 AMPS	\$11,025	\$13,230				
400 AMPS	\$14,884	\$17,861				

SPECIAL SERVICES				
Item Name	Description	Rate	Qty	Total
Stanchion	2 flood lights attached to a pole with weighted base	\$114 ea		
Stem Lights	Light attached to flexible neck (c-clamp)	\$72 ea		
Par 64	1000 watt can light installed in the ceiling	\$316 ea		
Single Extension Cord	25-50 ft single receptacle extension cord	\$19 ea		
Quad Extension	4 Outlet receptacle box	\$24 ea		
Multi-outlet	Receptacle adapter	\$10 ea		
Distribution Panel	100A-200A Panel	\$250 ea		
Transformers	Call for Quote			

****Additional on-site labor charges may apply.**

ELECTRICAL LABOR		
Sunday-Saturday (including holidays)		
Qty. of Hours	Hourly Rate	Total Labor
	\$70.00	

NOTES:

* All 208v service or higher require a minimum of 1hr of labor.
*For special routing of services, order a minimum of 1 hr labor.
*Please see pg. 2 for "Important Conditions & Regulations".

TOTAL for THIS ORDER=

POWER WILL BE PLACED IN THE REAR OF THE BOOTH, UNLESS OTHERWISE DESIGNATED.

SUBMIT DIAGRAM INCLUDING BOOTH ORIENTATION

Aisle/Booth Aisle/Booth

For Congress Center Use Only

Adjusted Total: \$ _____

Paid in Advance: \$ _____

Paid on Show Site: \$ _____

Balance/Credit: \$ _____

_____ (Payment Received by)

PAYMENT AUTHORIZATION FORM



**Georgia World Congress Center
Georgia Dome**

285 Andrew Young International Blvd.
Atlanta, GA 30313
Engineering Department
Telephone: (404) 223-4800 Fax: (404) 223-4813

MARY KAY INC LEADERSHIP

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Please complete the information requested below and return this form with your orders. You may choose to pay by check (made credit card, payable to Georgia World Congress Center) or bank wire transfer. We require your credit card authorization to be on file before we process your order(s) for service. We reserve the right to use this authorization to charge your credit card account for any unpaid balance due or for any additional amounts incurred as a result of show site orders placed by your representative.

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page.

NOTE: A service charge may be added for processing U. S./International wire transfers by your banking institution

The following information must be included on the bank copy of the wire transfer confirmation:

✓ Name of Event You Are Attending

✓ Exhibiting Company Name

✓ Booth Number

✓ **Banking Institution Information:**

Bank Name: Wachovia Bank
Address: 191 Peachtree Street
Atlanta, GA 30303

Please call for the following information:

Routing # Account #
Account Type Swift Code

CREDIT CARD INFORMATION

Type of Card: AmEx M/C VISA Discover Card Diners Club

Credit Card #:

Expiration Date:

Billing Address:

City, ST, Zip:

Name as it appears on card:

Authorized Signature:

EXHIBITING COMPANY INFORMATION

Please complete the following information:

COMPANY NAME: _____ BOOTH #: _____

COMPANY ADDRESS: _____ PHONE: () _____ - _____

CITY/STATE/ZIP: _____ FAX: () _____ - _____

CONTACT NAME: _____ EMAIL: _____

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 DISCOUNTED RATES-Orders with payment must be received 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 license agreement.
6. All material and equipment furnished by Georgia World Congress Center for this service order shall remain the property of the Congress Center and shall be removed **ONLY** by house technicians at the close of show.
7. Unless otherwise directed, Georgia World Congress Center electricians are authorized to cut floor coverings to permit installation of services.
8. All equipment to be connected by Georgia World Congress Center 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 Engineering Department.
11. Wall outlets, columns and permanent building outlets are **not** to be obstructed at any time.
12. **All electrical cords and appurtenances must be supplied by the Georgia World Congress Center 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. 24 hour power may be ordered for services that require continuous electrical service (ex. Refrigerators, Programmable Machinery, etc.).

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



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10 x 10 Booth Layout

Back of Booth: _____

Indicate Adjacent Booth or Aisle Number: _____

Indicate Adjacent Booth or Aisle Number: _____

Front of Booth: _____

Show Name: _____

Booth #: _____

Company: _____