



COBB GALLERIA CENTRE

Southern Jewelry Travelers Association/Electrical Services Order Form

Two Galleria Parkway, Atlanta, GA 30339 Telephone (770) 989-5051

MAKE CHECKS PAYABLE & MAIL TO ABOVE

Fax forms to (770) 989-5222 OR e-mail to services@cobb Galleria.com

See Terms and Conditions on the Reverse Side

CGC Office Use Only

Recvd: _____

Check # _____

By: _____

Event Name SOUTHERN JEWELRY TRAVELERS ASSOCIATION		Event Date(s)		Booth #	
Company Name			Phone #		Fax #
Address		City		State	Zip Code
Email Address					
Payment Method AmEx Visa MasterCard Check		Acct. #		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. PRICES DO NOT INCLUDE SALES TAX. This order form serves as your receipt.

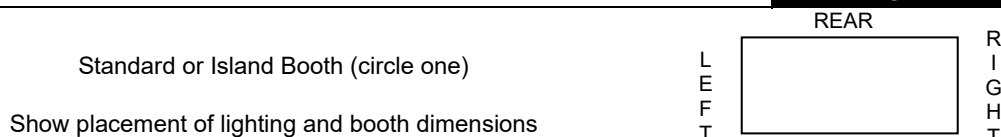
SHOWCASES				
QTY	Description	14 Day Advance	Floor Rates	Total
1	Showcase	\$40	\$48	
2	Showcases	\$50	\$60	
3	Showcases	\$60	\$72	
4	Showcases	\$70	\$84	
5	Showcases	\$80	\$96	
6	Showcases	\$90	\$108	
7	Showcases	\$100	\$120	
8	Showcases	\$110	\$132	
			Sub Total	\$

LIGHTBARS & LAMPS				
QTY	Description	14 Day Advance	Floor Rates	Total
	Premium Lighting Package provided by Eastern Lighting (choice of diamond white light or warm light if ordered within the 14 day advance window. Only 6500K avail. after 14 day adv.)	\$90 per bulb	\$110 per bulb	
	15watt LED 5000K (track included) ** (please add 6% tax)	\$65 per bulb	\$78 per bulb	
MINIMUM 2 BULBS PER TRACK REQUIRED				
	1000 Watt PAR-64 Stage Light **Advance order only**	\$225	\$270	
			Sub Total	\$

ADDITIONAL POWER (other than Showcases) & OTHER ELECTRICAL						
QTY	Watts	AMPS	Voltage	14 Day Advance	Floor Rate	Total
	1200	10	120	\$88	\$104	
	2400	20	120	\$119	\$141	
	Phone/Computer charging outlet **ONE OUTLET ONLY			\$50	\$50	
	Outlets: Power strip (6)			\$20	\$20	
	Outlets: Tri tap (3)			\$20	\$20	
	Extension Cord 15ft, 25ft, 50ft			\$28, \$32, \$50	\$28, \$32, \$50	
	* Labor-add'l electrical wk other than installation of above			\$110	\$110	

*A separate outlet must be ordered for each location where equipment is to be located.
 Attach floor plan for installation instructions.
 No credit issued for equipment or service cancelled after installation.
 Charged in 1/2 hour increments

Sub Total	\$
Total	\$
Tax (6%)	\$
TOTAL	\$



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

1. The Cobb County Fire Marshal must approve all requests for cooking or heating any item or use of any heating element (power or gas) in the facility. The Fire Marshal 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 Marshal for approval. **THERE ARE NO EXCEPTIONS TO THIS CONDITION. FAILURE TO PROPERLY REQUEST AND PROVIDE NECESSARY DOCUMENTATION FOR THE FIRE MARSHAL WILL RESULT IN DENIAL OF SERVICES REQUESTED.**
2. Advance orders must be received a **minimum of fourteen (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 one (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.
20. Show Management shall receive a 50% reduction on all electrical charges at the registration area.
21. Work required to tie-in and connect to customer’s equipment will be charged in a time and material basis. Call for a quote.
22. **Do not discard your copy of this form. This serves as your receipt.**

Questions regarding services should be directed to:

Cobb Galleria Centre
CGC Building Superintendent – (770) 989-5016



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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
		Email		
Payment Method AmEx Visa MasterCard Check		Account Number		Exp Date CC V-Code
Name on Card		Authorized Signature		Date

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TELECOMMUNICATIONS

QTY	Dates of Service	14 Day Adv. Rate	Floor Rate	Total
	VoIP Phone Service	\$ 300.00	\$ 350.00	
	VoIP Conference Phone	\$ 400.00	\$ 450.00	
			Tax 6%	\$
			Subtotal	\$
			Subtotal	\$

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

* Long distance and international calls shall be charged at prevailing rate.

TECHNOLOGY AND CABLE SERVICES

QTY	Notes	14 Day Adv. Rate	Floor Rate	Total
	24 port network switch	\$300.00	\$300.00	
	Ethernet Cable	\$ 105.00	\$ 105.00	
			Tax 6%	\$
			Subtotal	\$
	Single Wired Internet-5mbps(event rate)	\$90.00	\$125.00	
	Wireless Internet-5mbps(event rate)	\$90.00	\$125.00	
	Single Wired Internet-10mbps(event rate)	\$275.00	\$350.00	
	Wireless Internet-10mbps(event rate)	\$275.00	\$350.00	
	Single Wired Internet-20mbps(event rate)	\$575.00	\$700.00	
	Wireless Internet-20mbps(event rate)	\$575.00	\$700.00	
	Mini Class C Service	\$700.00	\$700.00	
	Patch Cable/Device/Static IP Address	\$105.00	\$105.00	
	Public Single Wired Class C Static Connection 5 Class CIP's	\$3,000.00	\$3,000.00	
	Additional Public Class C IP Addresses	\$215.00	\$215.00	
	Labor / IT Support** Per hour/one hour minimum	\$110.00	\$110.00	\$
** Estimate. Call for an exact quote.			Total	\$
Attach floor plan for installation instructions. No credit will be issued for equipment or service cancelled after installation.			Tax 6%	\$
Do not discard your copy of this order form. This serves as your receipt.			TOTAL	\$

**COBB GALLERIA CENTRE
COMMUNICATIONS AND CABLE SERVICES ORDER FORM
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