



The Columbus Georgia
Convention & Trade Center

ELECTRICAL SERVICE ORDER FORM

EXHIBITOR INFORMATION							Booth#:	
Event Name:				In Date:		Out Date:		
Company/Organization:				Contact:				
Address:			City:		State:		Zip:	
Email:			Fax:		Phone:			
120 Volts	Advance Rate	Floor Rate	Amount	208 Volts Single Phase	Advance Rate	Floor Rate	Amount	
0 - 500 Watts (5 Amps)	\$39.00	\$42.00		20 Amps	\$74.00	\$77.00		
501 - 1000 Watts (10 Amps)	\$46.00	\$49.00		30 Amps	\$120.00	\$123.00		
1001 - 2000 Watts (20 Amps)	\$56.00	\$59.00		60 Amps	\$442.00	\$445.00		
2001 - 3000 Watts (25 Amps)	\$63.00	\$66.00		100 Amps	\$810.00	\$813.00		
3001 - 4000 Watts (35 Amps)	\$74.00	\$77.00						
Each additional 1,000 Watts	46.00	49.00						
Each Add'l Receptacle	\$17.00	\$20.00						
Each Add'l 3-Wire Ground 25 ft. ext. cord	\$12.00	\$15.00						
208 Volts Three Phase	Advance Rate	Floor Rate	Amount	Labor Required	Rate	Total Time	Amount	
20 Amps	\$212.00	\$215.00		Electrician - 30 minute minimum	\$25.00 per ½ hr			
30 Amps	\$350.00	\$353.00		If 24-Hour Service Required, increase service fees by 50%				
60 Amps	\$856.00	\$859.00		Method of Payment				
100 Amps	\$1,500.00	\$1,503.00		Check, credit card or money order must accompany request or be rendered Prior to show opening. No exceptions!				
Water Service (on exhibit floor)	Advance Rate	Floor Rate	Amount	(A non-refundable 2.5% + \$1 convenience fee will apply to all credit/debit card transactions)				
0 - 600 gallons	\$58.00	\$63.00		Make Remittance Payable and Mail to:				
601 - 1500 gallons	\$86.00	\$91.00		Columbus Georgia Convention & Trade Center				
1501 - 3000 gallons	\$127.00	\$132.00		P.O. Box 1340 Columbus GA 31902-1340				
Call if > than 300 gallons				or charge my credit card:				
CONDITIONS AND REGULATIONS:				VISA MASTERCARD AMERICAN EXPRESS DISCOVER				
<ol style="list-style-type: none"> 1. All electrical service charges must be paid prior to the opening of the exhibit. Initial rate quoted is based on a maximum three-day show. Example: An advance order for 0-500 watts for 1-3 days would cost \$39.00. Each show day beyond three days will be prorated daily as an increment of the initial rate. 2. If unable to determine electrical requirements, <u>contact Trade Center electrician for assistance.</u> 3. 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. 4. All equipment, regardless of power source, must comply with all federal, state and local safety codes. 5. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited. 6. Under no circumstances shall anyone other than Trade Center staff make electrical connections. 7. Special equipment requiring the electrician or technicians for assembly, servicing, preparatory work and operation may be executed without Trade Center staff; however, all service connections and overload protection to such equipment must be made by Trade Center staff. 8. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, etc. 9. All material and equipment furnished by the Columbus, Georgia Convention and Trade Center for this service order shall remain the Trade Center's property and shall be removed by our staff at the show close. Exhibitors will be billed for all missing materials. 10. Electrical power for lights and displays will be turned on one hour prior to the show opening time and off at show closing time daily unless you have requested and paid for 24-hour service. 11. Unless otherwise directed, Trade Center electricians are authorized to cut floor covering to permit installation of service. 12. All exhibitor's cords must be of the 3-wire grounded type. All exposed noncurrent 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 does not include connecting equipment or special wiring. 14. Advance orders with payment must be received a minimum of three (3) days prior to exhibitor arrival for move-in. 15. Please note that a City-Government Mandate has been issued for all credit card portals therefore, 2.5%+\$1 Service Fee is applied to all card transactions. 				Name on Card:				
				Account Number:				
				Expiration Date:		CVC Code:		
				Total \$				
				Signature:				

