

Columbus, Georgia Convention & Trade Center

801 Front Avenue • P.O. Box 1340
 Columbus, Georgia 31902-1340
 (706) 327-4522 • Fax (706) 327-0162

ELECTRICAL SERVICE REQUEST FORM

General Instructions:

- A. All electrical service charges must be paid prior to the opening of the exhibit.
- B. 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 \$24.00. Each show day beyond three days will be prorated daily as an increment of the initial rate.
- C. If unable to determine electrical requirements, contact Trade Center electrician for assistance.

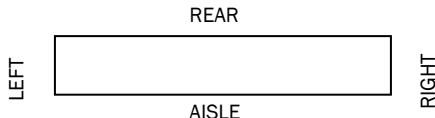
STANDARD ELECTRICAL SERVICE AVAILABLE ONLY:

- 120 Volt, A.C., sgl phase, 60 cycle
- 208 Volt, A.C., sgl phase, 60 cycle
- 208 Volt, A.C., 3 phase, 60 cycle (limited locations – contact Trade Center electrician for details and assistance)

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 power source, must comply with all federal, state and local safety codes.
3. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
4. Under no circumstances shall anyone other than Trade Center staff make electrical connections.
5. 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.
6. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, etc.
7. 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.
8. 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.
9. Unless otherwise directed, Trade Center electricians are authorized to cut floor covering to permit installation of service.
10. 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.
11. 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.**
12. Advance orders with payment must be received a minimum of three (3) days prior to exhibitor arrival for move-in.

Show general location of outlets in booth and indicate booth dimensions:



I. WATER SERVICE: (on exhibit floor)

- _____ 0-600 gallons.....\$25.00
 - _____ 601-1500 gallons.....\$32.00
 - _____ 1501-3000 gallons.....\$40.00
- (Please call if needs are in excess of 3000 gallons)

II. ELECTRICAL SERVICE CONNECTIONS:

SINGLE PHASE - Watts = Amps X Volts (Based on actual load – one triplex receptacle furnished.)

THREE PHASE - Watts = Volts X Amps X Power Factor X 1.73 ÷ 1000.

Example: A three-phase, 208 volt (AC) motor draws a current of 26 amps and has a power factor rating of 80%. Determine the watts:

$$W = E \times I \times PF \times 1.73 = \frac{208 \times 26 \times .80 \times 1.73}{1000} = \frac{7,485 \text{ Watts}}{1000}$$

24-HOUR SERVICE REQUIRED: () YES - If so, increase selected service connection fee below by 50%.

Quantity	Description	Advance Floor		Amount
		Order	Order	
_____	0-500 Watts.....	\$24.00	\$27.00	_____
_____	501-1000 Watts.....	\$30.00	\$33.00	_____
_____	1000-1500 Watts.....	\$39.00	\$42.00	_____
_____	1501-2000 Watts*.....	\$45.00	\$48.00	_____
_____	2001-2500 Watts*.....	\$54.00	\$57.00	_____
_____	2501-3000 Watts*.....	\$60.00	\$63.00	_____
_____	3001-3500 Watts*.....	\$69.00	\$72.00	_____
_____	3501-4000 Watts*.....	\$75.00	\$78.00	_____
_____	Each add'tl. 1000 Watts*.....	\$18.00	\$21.00	_____
_____	Each add'tl. Receptacle...\$	9.00	\$12.00	_____

III. DESCRIBE TYPE OF EQUIPMENT OR APPLIANCE TO BE USED TO INCLUDE AMPERAGE, VOLTAGE AND PHASE:

IV. METHOD OF PAYMENT:

Check, credit card or money order must accompany request or be rendered prior to show opening. No exceptions!

MAKE REMITTANCE PAYABLE AND MAIL TO:

COLUMBUS, GEORGIA CONVENTION & TRADE CENTER
 P.O. BOX 1340 • COLUMBUS, GEORGIA 31902-1340

OR CHARGE MY CREDIT CARD: (Please circle one below)

TYPE: VISA MASTERCARD AMERICAN EXPRESS

NAME ON CARD: _____

ACCOUNT NUMBER: _____

EXPIRATION DATE: _____ / _____ TOTAL: \$ _____

SIGNATURE: _____

EVENT NAME: _____ EVENT DATE: _____ BOOTH NO. _____

EXHIBITOR NAME: _____ TELEPHONE NO. () _____

ADDRESS: _____ CITY _____ STATE _____ ZIP _____

AUTHORIZED BY: _____ TITLE _____ DATE ____/____/____

PLEASE RETURN ORIGINAL FORM TO TRADE CENTER AND RETAIN COPY FOR YOUR RECORDS