



# PAYMENT AUTHORIZATION FORM



## Georgia World Congress Center

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

## ATLANTA BOAT SHOW

DISCOUNT PRICING AVAILABLE UNTIL 12/22/2011

STANDARD RATES WILL APPLY AFTER THIS DATE

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 | ✓ Banking Institution Information:                 |
| ✓ Exhibiting Company Name         | Bank Name: Wachovia Bank                           |
| ✓ Booth Number                    | Address: 191 Peachtree Street<br>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 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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Submit orders online at [www.gwcc.com](http://www.gwcc.com)

## 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: \_\_\_\_\_