

# CABLE 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

Discounted rates available 21 calendar days prior to the **FIRST DAY OF SHOW OPENING** when ordering online: [www.gwcc.com](http://www.gwcc.com)

GlassBuild America 2017

Standard Rates will be applied to all faxed,  
emailed or mailed orders

|                            |                      |                            |
|----------------------------|----------------------|----------------------------|
| Booth No. _____            | Company Name _____   |                            |
| Telephone No. (____) _____ | Fax No. (____) _____ | <b>E-MAIL:</b> _____       |
| Address _____              | City _____           | State _____ Zip Code _____ |
| Contact Name _____         | Signature _____      |                            |

**Basic Service Rates and Conditions**

Basic cable television service with signal provided by **Comcast** is offered by the Georgia World Congress Center. This service provides the latest news, weather, financial information and in-season sports spectacles.

**Electrical service must be ordered separately to power all television sets.**

| Cable Services                           |                    |            |        |  |
|--|--------------------|------------|--------|--|
| Service                                  | Number of Services | Floor Rate | Amount |  |
| Cable TV                                 |                    | \$330      |        |  |
| Closed Circuit Channels                  |                    | \$480      |        |  |
| Closed Circuit Channels with TV and Cart |                    | \$720      |        |  |

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

| LABOR                                |             |             |
|--------------------------------------|-------------|-------------|
| Sunday-Saturday (including holidays) |             |             |
| Qty. of Hours                        | Hourly Rate | Total Labor |
|                                      | \$75        |             |
| <b>TOTAL CHARGES:</b>                |             |             |

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

SUBMIT DIAGRAM FORM INCLUDING BOOTH ORIENTATION

**NOTES:**

\*Please see pg.2 for "Important Conditions & Regulations".  
\*All TV sets must be CABLE READY or have multi-channel converters.

| For Congress Center Use Only |   |
|------------------------------|---|
|                              | Adjusted Total: \$ _____<br>Paid in Advance: \$ _____<br>Paid on Show Site: \$ _____<br><b>Balance/Credit:</b> \$ _____<br>_____<br>Payment Received by |

# CABLE SERVICE ORDER FORM

## **IMPORTANT CONDITIONS & 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**
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. Signal is provided by Comcast.
14. Electrical Services at the prevailing Rates must be ordered separately.

### **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

# 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  
**EMAIL: engorders@gwcc.com**

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Please complete the information requested below and return this form with your orders. You may choose to pay by check (payable to the Georgia World Congress Center), credit card, 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:** Wells Fargo Bank  
**Address:** 360 Interstate North Parkway  
Suite 500  
Atlanta, GA 30339

Please view the routing and account numbers at the bottom of the service order form (Page 1).

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

COMPANY ADDRESS: \_\_\_\_\_ ( ) \_\_\_\_\_-

CITY/STATE/ZIP \_\_\_\_\_ ( ) \_\_\_\_\_-

CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_



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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: \_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |
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Indicate Adjacent Booth or Aisle Number: \_\_\_\_\_

Front of Booth: \_\_\_\_\_

Show Name: \_\_\_\_\_

Booth #: \_\_\_\_\_ Company \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone # \_\_\_\_\_