

ELECTRICAL SERVICE ORDER

ATLANTA CONVENTION CENTER (Owned & Managed by: ANDMORE)
 240 Peachtree St. NW, Suite 2200
 Atlanta, GA 30303
 Hope Clark / Email: hclark@andmore.com / Phone (404) 220-2244

- FULL PAYMENT IN U.S. DOLLARS **MUST** ACCOMPANY ORDER (NO EXCEPTIONS).
- FULL PAYMENT **MUST** BE RENDERED PRIOR TO INSTALLATION.
- PAYMENT IS NON-REFUNDABLE ONCE SERVICE HAS BEEN INSTALLED.
- **REVIEW NEXT PAGE FOR FULL TERMS AND CONDITIONS.**
- <EFFECTIVE YR2025>

EVENT LOCATION: BLDG 1 • BLDG 2 • BLDG 3 • FLOOR: _____

FULL NAME OF EVENT _____ EVENT DATES _____ BOOTH NO. _____
 BOOTH OR COMPANY NAME _____ PHONE _____ EMAIL _____

Today's Date: _____ ** Email completed form to hclark@andmore.com **

120-VOLT ELECTRICAL SERVICE SUPPLIED BY SINGLE OUTLET POWER CORD

NOTE: A SEPARATE OUTLET MUST BE ORDERED FOR EACH LOCATION IN BOOTH WHERE EQUIPMENT IS TO BE LOCATED

QUANTITY	DESCRIPTION: Single Outlet Power Cord holds the amount of wattage selected (LABOR INCLUDED)	ADVANCE RATE	FLOOR RATE	AMOUNT
_____	500 WATTS.....	\$130.00	\$190.00	\$ _____
_____	1000 WATTS.....	\$150.00	\$220.00	\$ _____
_____	1500 WATTS.....	\$180.00	\$260.00	\$ _____
_____	2000 WATTS.....	\$220.00	\$310.00	\$ _____
_____	MULTI-OUTLET POWER STRIP, POWER NOT INCLUDED.....	\$85.00	\$85.00	\$ _____

208-VOLT ELECTRICAL SERVICE: SERVICE 200+ AMPS PRICED UPON REQUEST

NOTE: MANDATORY LABOR CHARGE NOT INCLUDED – PRICED BY FACILITY; TRANSFORMERS AVAILABLE – PRICED UPON REQUEST

QUANTITY	DESCRIPTION	PHASE	NEUTRAL REQUIRED	ADVANCE RATE		FLOOR RATE		AMOUNT
				1 PHASE	3 PHASE	1 PHASE	3 PHASE	
_____	20 AMP.....	_____	_____	\$420.00	\$560.00	\$630.00	\$835.00	\$ _____
_____	30 AMP.....	_____	_____	\$490.00	\$645.00	\$730.00	\$965.00	\$ _____
_____	60 AMP.....	_____	_____	\$685.00	\$910.00	\$1030.00	\$1360.00	\$ _____
_____	100 AMP.....	_____	_____	\$935.00	\$1520.00	\$1400.00	\$2280.00	\$ _____
UPON REQUEST	200 AMP.....	_____	_____	N/A	N/A	N/A	N/A	UPON REQUEST

SPOT LIGHTS: POWER FOR LIGHTS (ONLY) IS INCLUDED; NO OTHER USE AUTHORIZED

QUANTITY	DESCRIPTION: LIGHT(S) INSTALLED ON BOOTH STRUCTURE	ADVANCE RATE	FLOOR RATE	AMOUNT
_____	PAR-38 LIGHT (EQUIVALENT TO A 90-WATT BULB) Each light can be individually directed	\$125.00	\$185.00	\$ _____

PLEASE LIST BOOTH ITEM(S) THAT NEED ELECTRICITY:

** Items with heat-related elements require their own dedicated electrical connection**

LABOR: LABOR FOR ELECTRICAL WORK ON EQUIPMENT INCLUDING INSTALLING CORDS UNDER BOOTH FLOORING, REPAIRS, TRACING MALFUNCTIONS, ETC. WILL BE CHARGED IN 1 HOUR INCREMENTS (MINIMUM CHARGE – 1 HOUR)

QUANTITY	DESCRIPTION: MUST SUBMIT DESCRIPTION OF LABOR WITH ORDER	RATE	AMOUNT
_____ HRS.	MONDAY – FRIDAY, 8:00 AM – 4:00 PM (except holidays)	\$70.00 PER HR.	\$ _____
_____ HRS.	MONDAY – FRIDAY, 4:00 PM – 8:00 AM AND SATURDAY (except holidays)	\$80.00 PER HR.	\$ _____
_____ HRS.	SUNDAY AND HOLIDAYS	\$90.00 PER HR.	\$ _____

TOTAL AMOUNT: \$ _____

Payment Information: Credit card, check or money order payable to **AmericasMart Real Estate, LLC**. All checks must be drawn on U.S. banks. A service charge of \$20.00 will be assessed on all returned checks. Wire/ACH transfers for this service is not accepted.

SELECT PAYMENT METHOD: (Order must be paid in full before installation)

_____ **CREDIT CARD:** Please email hclark@andmore.com for payment link.
 (1.5% credit card processing fee ~ MAJOR CREDIT CARDS ACCEPTED/No Debit Cards)

_____ **CHECK OR MONEY ORDER:** (Payable to AmericasMart Real Estate LLC)
 (Please provide the event name, event date, and event number _____ on the check or money order)
 AmericasMart Real Estate LLC
 P.O.Box 411539
 Boston, MA 02241-1539

COMPLETE FORM ~ SEND TO [HCLARK@ANDMORE.COM](mailto:hclark@andmore.com) ~ MAKE PAYMENT

TERMS AND CONDITIONS

1. Advance Rate orders must be received a minimum of fourteen (14) days prior to the Commencement Date of the Event.
2. Notification of cancellation must be received in writing a minimum of fourteen (14) days prior to the Commencement Date of the Event.
3. For installation of service(s), **payment in full** must be rendered prior to the Commencement Date of the Event.
4. Credit will not be given for electrical service installed and not used.
5. All materials and equipment furnished by AndMore for this service order shall remain AndMore's property and shall be removed ONLY by agents or employees of AndMore at the close of the Event.
6. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connection equipment of special wiring. Requests for special services, including but not limited to, placing, or relocating service(s) will include a labor charge.
7. Walls, columns, ceilings, and permanent building utility outlets/track(s) are not part of booth/event space and are not to be used by Exhibitors.
8. Building electrical boxes (wall, floor, or column) must remain uncovered and accessible at all times.
9. Exhibitor fixtures are not permitted on or near any fire sprinklers or sprinkler supply pipes.
10. All equipment regardless of source of power must comply with federal, state and local laws, ordinances and safety codes.
11. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs, generators/jump starters of any kind in exhibits/booths is **strictly prohibited**. **** Items with heat-related elements require their own dedicated electrical connection****
12. Prices based upon current wage rates and are subject to change without notice.
13. Under no circumstances shall anyone other than AndMore agents or employees make electrical/lighting connections. Booths using any electrical or lighting services **without** payment received by AndMore will incur an additional \$10.00 penalty fee.
14. Special equipment requiring engineers or technicians for assembly, servicing, preparatory work and operation may be executed without AndMore agents or employees, however, all service connections and overload protections to such equipment must be made by AndMore agents or employees only.
15. All equipment must be properly tagged and wired with complete information, including but not limited to, type of current, voltage, phase, cycle, horsepower, etc.
16. Electrical Power for lights and displays will be turned on one hour prior to show opening time and off at show closing time daily.
17. Unless otherwise directed, AndMore agents or employees are authorized to cut floor coverings to permit installation of service.
18. 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.
19. Requests for special voltage and/or other "Special Requirements" (see front page) must be received by AndMore at least thirty (30) prior to scheduled exhibitor arrival and move-in.

Questions regarding service should be directed to:
 Trade Show & Event Operations
 Hope Clark (404) 220-2244

20. Exhibitor shall indemnify (AndMore)AmericasMart, its owners, agents, representatives and employees, and hold same harmless from and against all loss, claims, actions, damages, or liability for personal injuries and/or property damage arising from or out of the work performed in connection with this Agreement.
21. Exhibitor agrees that (AndMore)AmericasMart, its owners, agents, and employees, shall not at any time or to any extent whatsoever be liable, responsible, or accountable for, and Exhibitor hereby releases (AndMore)AmericasMart and its owners, agents, and employees, and waives all claims of Exhibitor, against (AndMore) AmericasMart and its owners, agents, and employees for any injury, damage, theft or mysterious disappearance to Exhibitor's property, equipment, merchandise or business, whether direct or indirect, caused by or arising out of the work performed in connection with this Agreement.

In the event Exhibitor fails to pay any amount hereunder as and when the same is due and payable, (AndMore)AmericasMart shall be entitled to, and Exhibitor agrees to pay, interest on such unpaid amount at the same rate of eighteen percent (18%) per annum, together with all costs incurred by (AndMore)AmericasMart in collecting such amounts, including without limitation, (AndMore)AmericasMart's administrative costs (not to exceed five percent (5%) of the amount collected, and (AndMore)AmericasMart's Actual attorneys' fees.

STANDARD ELECTRICAL SERVICE AVAILABLE 120 VOLT, A.C. , SINGLE PHASE .60 CYCLE 208 VOLT, A.C. , SINGLE PHASE .60 CYCLE 208 VOLT, A.C. , THREE PHASE .60 CYCLE SPECIAL VOLTAGE AVAILABLE ON REQUEST	GENERAL PLACEMENT OF OUTLET(S): BACK OF BOOTH IF DIFFERENT, INDICATE BELOW <table style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 5px;">L</td> <td style="padding: 5px;">REAR</td> <td style="padding: 5px;">R</td> <td style="padding: 5px;">A</td> <td style="padding: 5px;">AISLE# _____</td> <td style="padding: 5px;">A</td> </tr> <tr> <td style="padding: 5px;">E</td> <td style="padding: 5px;"></td> <td style="padding: 5px;">I</td> <td style="padding: 5px;">I</td> <td style="padding: 5px;"></td> <td style="padding: 5px;">I</td> </tr> <tr> <td style="padding: 5px;">F</td> <td style="padding: 5px; border: 1px solid black; text-align: center;">STANDARD BOOTH</td> <td style="padding: 5px;">G</td> <td style="padding: 5px;">S</td> <td style="padding: 5px; border: 1px solid black; text-align: center;">ISLAND BOOTH</td> <td style="padding: 5px;">S</td> </tr> <tr> <td style="padding: 5px;">T</td> <td style="padding: 5px;"></td> <td style="padding: 5px;">H</td> <td style="padding: 5px;">L</td> <td style="padding: 5px;"></td> <td style="padding: 5px;">L</td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;">AISLE# _____</td> <td style="padding: 5px;">T</td> <td style="padding: 5px;">E</td> <td style="padding: 5px;"># _____ AISLE# _____</td> <td style="padding: 5px;">E</td> </tr> </table> <p align="center">(DEFAULT LOCATION: BACK OF BOOTH)</p>	L	REAR	R	A	AISLE# _____	A	E		I	I		I	F	STANDARD BOOTH	G	S	ISLAND BOOTH	S	T		H	L		L		AISLE# _____	T	E	# _____ AISLE# _____	E	For AndMore's Use Only: Paid: _____ Installed: _____ Comments: _____ _____ _____ _____
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