

# ELECTRICAL SERVICE ORDER

**AMERICASMART REAL ESTATE, LLC**

240 Peachtree Street, N.W, Suite 2200

Atlanta, Georgia 30303 (Email: [hclark@imcenters.com](mailto:hclark@imcenters.com))

Phone (404) 220-2244 • Fax (404) 220-2253

LOCATION: BLDG 1 • BLDG 2 • BLDG 3 • FLOOR: \_\_\_\_\_

- FULL PAYMENT IN U.S. DOLLARS **MUST** ACCOMPANY ORDER TO RECEIVE ADVANCE RATE. (NO EXCEPTIONS)
  - FULL PAYMENT **MUST** BE RENDERED PRIOR TO OPENING OF EVENT.
  - PAYMENT IS NON-REFUNDABLE ONCE SERVICE HAS BEEN INSTALLED.
  - **REVIEW NEXT PAGE FOR TERMS AND CONDITIONS.**
- <EFFECTIVE YR2022>

FULL NAME OF EVENT _____	EVENT DATES _____	BOOTH NO. _____
EXHIBITOR NAME _____	PHONE _____	FAX _____
ADDRESS _____	CITY, STATE ZIP _____	EMAIL ADDRESS _____

## 120-VOLT ELECTRICAL SERVICE SUPPLIED BY SINGLE OUTLET EXTENSION CORD

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

QUANTITY	DESCRIPTION: 120 VOLT SERVICE ONLY (LABOR INCLUDED)	ADVANCE RATE	FLOOR RATE	AMOUNT
_____	0-500 WATTS.....	\$110.00	\$125.00	\$ _____
_____	501-1000 WATTS.....	\$120.00	\$135.00	\$ _____
_____	1001-1500 WATTS.....	\$130.00	\$145.00	\$ _____
_____	1501-2000 WATTS.....	\$140.00	\$155.00	\$ _____
_____	SINGLE OUTLET EXTENSION CORD, POWER NOT INCLUDED.....	\$70.00	\$70.00	\$ _____
_____	MULTI – POWER STRIP, POWER NOT INCLUDED.....	\$75.00	\$75.00	\$ _____

## 208-VOLT ELECTRICAL SERVICE: SERVICE OVER 100 AMPS PRICED UPON REQUEST

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

QUANTITY	DESCRIPTION	VOLTAGE	PHASE	NEUTRAL REQUIRED	ADVANCE RATE		FLOOR RATE		AMOUNT
					1 PHASE	3 PHASE	1 PHASE	3 PHASE	
_____	20 AMP.....	_____	_____	_____	\$200.00	\$320.00	\$230.00	\$345.00	\$ _____
_____	30 AMP.....	_____	_____	_____	\$280.00	\$445.00	\$305.00	\$500.00	\$ _____
_____	40 AMP.....	_____	_____	_____	\$355.00	\$585.00	\$395.00	\$655.00	\$ _____
_____	60 AMP.....	_____	_____	_____	\$510.00	\$850.00	\$570.00	\$960.00	\$ _____
_____	100 AMP.....	_____	_____	_____	\$820.00	\$1390.00	\$925.00	\$1575.00	\$ _____

## FLOODLIGHTS: SERVICE CONNECTION FOR LIGHTS ONLY, NO OTHER USE AUTHORIZED

QUANTITY	DESCRIPTION: PLEASE INDICATE PLACEMENT	ADVANCE RATE	FLOOR RATE	AMOUNT
_____	PAR-38 LIGHT (EQUIVALENT TO A 90-WATT BULB) Each light can be individually directed	\$110.00	\$125.00	\$ _____

**PLEASE LIST BOOTH ITEM(S) THAT NEED ELECTRICITY:** \_\_\_\_\_

## LABOR: LABOR FOR ELECTRICAL WORK ON EQUIPMENT INCLUDING INSTALLING CORDS UNDER CARPET, REPAIRS, TRACING MALFUNCTIONS, ETC. WILL BE CHARGED IN 1/2 HOUR INCREMENTS (MINIMUM CHARGE – 1/2 HOUR)

QUANTITY	DESCRIPTION: MUST SUBMIT DESCRIPTION OF LABOR WITH ORDER	RATE	AMOUNT
_____ HRS.	MONDAY – FRIDAY, 8:00 AM – 4:00 PM (except holidays)	\$60.00 PER HR.	\$ _____
_____ HRS.	MONDAY – FRIDAY, 4:00 PM – 8:00 AM AND SATURDAY (except holidays)	\$70.00 PER HR.	\$ _____
_____ HRS.	SUNDAY AND HOLIDAYS	\$80.00 PER HR.	\$ _____

**TOTAL CHARGES: \$ \_\_\_\_\_**

**Payment Information:** Payment by check or money order payable to **AmericasMart Real Estate, LLC** (“AmericasMart”). 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 will not be accepted.

Check: \_\_\_\_\_ Money Order \_\_\_\_\_ Credit Card: VISA \_\_\_\_\_ MasterCard \_\_\_\_\_ **(AMEX/DISCOVER NOT ACCEPTED)**

Corporate Card: \_\_\_\_\_ Yes \_\_\_\_\_ No

Cardholder Name (PRINT): \_\_\_\_\_ Title: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_ 3-Digit Code \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Amount to Charge: \$ \_\_\_\_\_ (write in the exact amount to charge)

*I, the cardholder, authorize the amount specified above to be charged to my credit card for payment of electrical services by AmericasMart. I agree that the above information is correct. I understand that this amount is non-refundable and non-transferable in the event of a cancellation.*

**Cardholder’s Signature (Required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TERMS AND CONDITIONS**

1. Advance 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. 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 AmericasMart for this service order shall remain AmericasMart's property and shall be removed ONLY by agents or employees of AmericasMart 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 connecting equipment of special wiring. Requests for special services, including but not limited to, placing cords 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 space and are not to be used by Exhibitors.
8. All equipment regardless of source of power must comply with federal, state and local laws, ordinances and safety codes.
9. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits prohibited.
10. Prices based upon current wage rates and are subject to change without notice.
11. Under no circumstances shall anyone other than AmericasMart agents or employees make electrical/lighting connections. Booths using any electrical or lighting services without payment received by AmericasMart will incur an additional \$10.00 penalty fee.
12. Special equipment requiring engineers or technicians for assembly, servicing, preparatory work and operation may be executed without AmericasMart agents or employees, however, all service connections and overload protections to such equipment must be made by AmericasMart agents or employees only.
13. All equipment must be properly tagged and wired with complete information, including but not limited to, type of current, voltage, phase, cycle, horsepower, etc.
14. Electrical Power for lights and displays will be turned on one hour prior to show opening time and off at show closing time daily.
15. Unless otherwise directed, AmericasMart agents or employees are authorized to cut floor coverings to permit installation of service.
16. 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.
17. Requests for special voltage and/or other "Special Requirements" (see front page) must be received by AmericasMart at least thirty (30) prior to scheduled exhibitor arrival and move-in.

**Questions regarding service should be directed to:**

Attention: Trade Show & Event Operations  
240 Peachtree Street, N.W., Suite 2200  
Atlanta, Georgia 30303

**PHONE: (404)220-2244 FAX: (404)220-2253**

18. Exhibitor shall indemnify 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
19. Exhibitor agrees that 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 AmericasMart and its owners, agents, and employees, and waives all claims of Exhibitor, against 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, 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 AmericasMart in collecting such amounts, including without limitation, AmericasMart's administrative costs (not to exceed five percent (5%) of the amount collected, and AmericasMart's Actual attorneys' fees.**

<b>STANDARD ELECTRICAL SERVICE AVAILABLE</b> 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	<b>SHOW GENERAL LOCATION OF OUTLETS IN BOOTH INDICATE BOOTH DIMENSIONS AND AISLE NUMBER</b>  <table border="0"> <tr> <td>L</td> <td>REAR</td> <td>R</td> <td>A</td> <td>AISLE# _____</td> <td>A</td> </tr> <tr> <td>E</td> <td></td> <td>I</td> <td>I</td> <td></td> <td>I</td> </tr> <tr> <td>F</td> <td></td> <td>G</td> <td>S</td> <td></td> <td>S</td> </tr> <tr> <td>T</td> <td>STANDARD BOOTH</td> <td>H</td> <td>L</td> <td>ISLAND BOOTH</td> <td>L</td> </tr> <tr> <td></td> <td>AISLE# _____</td> <td>T</td> <td>E</td> <td></td> <td>E</td> </tr> <tr> <td></td> <td></td> <td></td> <td># _____</td> <td># _____</td> <td># _____</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>AISLE# _____</td> <td></td> </tr> </table>	L	REAR	R	A	AISLE# _____	A	E		I	I		I	F		G	S		S	T	STANDARD BOOTH	H	L	ISLAND BOOTH	L		AISLE# _____	T	E		E				# _____	# _____	# _____					AISLE# _____		For ____, Inc. Use, Only Initiated: _____ Completed By: _____ Checked By: _____ Computer Input: _____ Comments: _____ _____ _____ _____
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