



COBB GALLERIA CENTRE

Two Galleria Parkway, Atlanta, GA 30339 Telephone (770) 989-5051
MAKE CHECKS PAYABLE AND MAIL TO ABOVE
 Fax forms to (770) 989-5222 OR e-mail to services@cobbgalleria.com

CGC Office Use Only
Recvd: _____
Check # _____
By: _____

COMPRESSED AIR, GAS, WATER, & DRAIN SERVICES ORDER FORM

See Terms and Conditions on the Reverse Side

Event Name		Event Date(s)		Booth #	
Company Name		Phone #		Fax #	
Address		City		State	Zip Code
		Email			
Payment Method AmEX Visa MasterCard Check		Acct. #		Exp Date	CC V-Code
Name on Card		Authorized Signature			Date
**Are you cooking any item? ()Yes ()No If so, what?			**Are you using any item with a heating element? ()Yes ()No If so, what?		

** See Note #1 under Terms & Conditions

SERVICES REQUESTED

In order to receive the ADVANCE rate, the order form and PAYMENT (U.S. Dollars) must be received at least 14 DAYS prior to event/show day.
 FULL PAYMENT MUST BE RENDERED PRIOR TO DELIVERY OF SERVICE. PRICES DO NOT INCLUDE SALES TAX. This order form serves as your receipt.

COMPRESSED AIR

QTY	Service	14 Day Advance Rate	Floor Rate	Total
	Compressed Air: 50 CFM, 90-100 PSI	\$210.00	\$252.00	\$
	Labor	\$100.00	\$100.00	\$100.00
Note: If pressure is critical, exhibitor should arrange to have pressure regulator valve installed			Sub Total	\$

NATURAL GAS

QTY	Service	14 Day Advance Rate	Floor Rate	Total
	Single Gas Connection for 1/2" line	\$200.00	\$240.00	\$
	Lines above 3/4" in size	\$300.00	\$360.00	\$
	Labor	\$100.00	\$100.00	\$100.00
			Sub Total	\$

WATER & DRAIN

QTY	Service	14 Day Advance Rate	Floor Rate	Total
	Water Connection: 55 PSI Minimum – Cold	\$170.00	\$204.00	\$
	Water Connection: 55 PSI Minimum – Hot and Cold	\$265.00	\$318.00	\$
	Drain connection for 3/4" line	\$110.00	\$132.00	\$
	One Time Water Fill & Drain – Up to 200 gallons	\$105.00	\$126.00	\$
	Additional 100 gallons	\$55.00	\$66.00	\$
	Labor	\$100.00	\$100.00	\$100.00
			Sub Total	\$

OTHER

QTY	Service	14 Day Advance Rate	Floor Rate	Total
	Sink Rental – Hot and Cold	\$475.00	\$570.00	\$
	Labor – Standard hours	\$100.00	\$100.00	\$100.00

Attach floor plan for installation instructions. No credit issued for equipment or service cancelled after installation

Sub Total	\$
Total	
Tax 6%	
TOTAL	

Do not discard your copy of this order form. This serves as your receipt.

COBB GALLERIA CENTRE
COMPRESSED AIR, GAS, WATER, & DRAIN SERVICES ORDER FORM
TERMS AND CONDITIONS

1. The Cobb County Fire Marshal must approve all requests for cooking or heating any item or use of any heating element (power or gas) in the facility. The Fire Marshal must have the request 21 days prior to move-in date. Please attach the manufacturer's specifications to this form after completion and return as instructed below and the CGC staff will submit to the Fire Marshal for approval. **THERE ARE NO EXCEPTIONS TO THIS CONDITION. FAILURE TO PROPERLY REQUEST AND PROVIDE NECESSARY DOCUMENTATION FOR THE FIRE MARSHAL WILL RESULT IN DENIAL OF SERVICES REQUESTED.**
2. Advance orders must be received a **minimum of fourteen (14) days** prior to the scheduled show opening date.
3. Payment in full must be rendered prior to delivery of service. **NO EXCEPTIONS.**
4. Credit will not be given for service installed and not used.
5. **All material and equipment furnished by the Cobb Galleria Centre for the service order shall remain the property of the Centre and shall be removed only by the Centre staff at the close of the show.**
6. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
7. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
8. Claims will not be considered unless filed by the exhibitor prior to close of show.
9. Prices for service are based upon current wage rates and are subject to change without notice.
10. Special equipment requiring the facility engineers or technicians for assembly, servicing, preparatory work and operations may be executed without a "house electrician". However, a "house electrician" must make all service connections and overload protection to such equipment only.
11. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
12. Unless otherwise directed, Cobb Galleria Centre electricians are authorized to cut floor coverings to permit the installation of service.
13. All exhibitor's cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
14. **24-Hour Service:** Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of the day or 24-hour service will be charged.
15. **Do not discard your copy of this form. This serves as your receipt.**

Questions regarding services should be directed to:

Cobb Galleria Centre
CGC Operations Administration Assistant – (770) 989-5016