



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: _____

COMMUNICATIONS AND CABLE SERVICES ORDER FORM

See Terms and Conditions on the Reverse Side

EVENT INFORMATION				
Event Name		Event Date(s)		Booth Number
Company Name		Phone Number		Fax Number
Address		City	State	Zip Code
		Email		
Payment Method AmEx Visa MasterCard Check		Account Number		Exp Date CC V-Code
Name on Card		Authorized Signature		Date

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.

TELECOMMUNICATIONS

QTY	Dates of Service	14 Day Adv. Rate	Floor Rate	Total
	Standard Phone/Line with Cord & Speaker	\$ 350.00	\$ 350.00	
			Tax 6%	\$
			Subtotal	\$
	Long Distance Fees	Billed Separately	Billed Separately	
			Subtotal	\$

Calling Service – Select One: Local Calls & Toll Free Only () Long Distance* () International* ()

* Long distance and international calls shall be charged at prevailing rate.

TECHNOLOGY AND CABLE SERVICES

QTY	Notes	14 Day Adv. Rate	Floor Rate	Total
	10/100 8 Port Switch	\$ 105.00	\$ 105.00	
	Patch Cable	\$ 105.00	\$ 105.00	
			Tax 6%	\$
			Subtotal	\$
	Single Wired Internet-5mb(event rate)	\$100.00	\$100.00	
	Wireless Internet-5mb(event rate)	\$100.00	\$100.00	
	Single Wired Internet-20mb(event rate)	\$600.00	\$600.00	
	Wireless Internet-20mb(event rate)	\$600.00	\$600.00	
	Patch Cable/Device/Static IP Address	\$105.00	\$105.00	
	Public Single Wired Class C Static Connection	\$2,575.00	\$2,575.00	
	Additional Public Class CIP Addresses	\$185.00	\$185.00	
	Labor / IT Support/Network Design **	\$100.00	\$100.00	
** Estimate. Call for an exact quote.			Total	\$
Attach floor plan for installation instructions. No credit will be issued for equipment or service cancelled after installation.			Tax 6%	\$
Do not discard your copy of this order form. This serves as your receipt.			TOTAL	\$

**COBB GALLERIA CENTRE
COMMUNICATIONS AND CABLE SERVICES ORDER FORM
TERMS AND CONDITIONS**

1. Advance orders must be received a **minimum of (14) days** prior to the scheduled show opening date.
2. Payment in full must be rendered prior to delivery of service. **NO EXCEPTIONS.**
3. Credit will not be given for service installed and not used.
4. **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.**
5. 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.
6. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
7. Claims will not be considered unless filed by the exhibitor prior to close of show.
8. Prices for service are based upon current wage rates and are subject to change without notice.
9. 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.
10. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
11. Unless otherwise directed, Cobb Galleria Centre electricians are authorized to cut floor coverings to permit the installation of service.
12. 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.
13. **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.
14. **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