



COBB GALLERIA CENTRE
 TWO GALLERIA PARKWAY, ATLANTA, GA 30339 TELEPHONE: (770) 989-5051

*Revised February
2021*

COMMUNICATIONS AND CABLE SERVICES ORDER FORM

Fax forms to (770) 989-5222 OR E-mail to services@cobb Galleria.com

EVENT NAME		EVENTS DATE(S)		BOOTH #	
COMPANY NAME		PHONE #		FAX #	
ADDRESS		CITY		STATE	
				ZIP CODE	
EMAIL ADDRESS					
PAYMENT METHOD		ACCOUNT #		EXP DATE	
AmEx Visa/MC Discover					
NAME ON CARD		AUTHORIZED SIGNATURE			DATE

SERVICES REQUESTED

In order to receive the ADVANCE rate, the order form and PAYMENT (US Dollars) must be received at least 14 DAYS prior to event/show.
 FULL PAYMENT MUST BE RENDERED PRIOR TO DELIVERY OF SERVICE. Some prices include sales tax (noted below). This Order Form serves as your receipt.

QTY	Description	Service Dates / Notes	Rate	Total
TELECOMMUNICATIONS				
	VoIP Phone Service (6% sales tax included)		\$ 371.00	
	VoIP Conference Phone (6% sales tax included)		\$ 477.00	
SUBTOTAL				

TECHNOLOGY AND CABLE SERVICES

	24 Port Network Switch (6% sales tax included)		\$ 318.00	
	Ethernet Cable (6% sales tax included)		\$ 111.30	
SUBTOTAL				
	Single Wired Internet (event rate) 5 mbps		\$ 125.00	
	Single Wired Internet (event rate) 10 mbps		\$ 350.00	
	Single Wired Internet (event rate) 20 mbps		\$ 700.00	
	Wireless Internet (event rate) 5 mbps		\$ 125.00	
	Wireless Internet (event rate) 10 mbps		\$ 350.00	
	Wireless Internet (event rate) 20 mbps		\$ 700.00	
	Mini Class C Service		\$ 700.00	
	Patch Cable/Device/Static IP Address		\$ 105.00	
	Public Single Wired Class C Static Connection	Includes 5 Class C IP Addresses	\$ 3,000.00	
	Additional Public Class C IP Addresses		\$ 215.00	
	Labor / IT Support	Per Hour	\$ 110.00	
	Estimate - please call for exact quote	(One Hour Minimum)		
SUBTOTAL				

<i>Attach floor plan for installation instructions. No credit issued for equipment or service cancelled after installation.</i>			TOTAL	
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NOTES

Terms and Conditions

1. The Cobb County Fire Marshal must approve all requests for cooking/heating any item or use of any heating element (power or gas) in the facility. Please visit the Cobb Galleria Centre website at cobbgalleria.com for Guidelines and Utility Services Authorization Form. Please complete the form and fax to 770-989-5222 or email to services@cobbgalleria.com 15 DAYS prior to show date. **THERE ARE NO EXECPTIONS TO THIS CONDITION. FAILURE TO PROPERLY REQUEST AND PROVIDE DOCUMENTATION FOR THE FIRE MARSHAL WILL RESULT IN DENIAL OF SERVICES REQUESTED.**
2. **14 days** prior to the scheduled show opening date is the deadline for receiving a discount for Utility Services orders online.
3. Food & Beverage orders are due 3 business days prior to the first date of the show. Please contact Catering Sales at 770-989-5058 for all requests for Food & Beverage **within 3 business days** of event.
4. The labor fees assessed are based on average installation time of requested services; however, additional labor fees will be charged at the time of installation if more time is needed.
5. Payment in full must be rendered prior to delivery of Utility Services or Food & Beverage items, and refunds may be granted if requested more than 5 days prior to the event start date. Refunds will not be given for Utility Services installed and not used or Food & Beverage items purchased and not consumed. Please submit a request for refund to services@cobbgalleria.com. No claim arising from issues during the show will be considered unless submitted in writing prior to the close of the show.
6. All material and equipment furnished by the Cobb Galleria Centre shall remain the property of the Centre and shall only be removed by the Centre staff.
7. 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.
8. Walls, columns, and permanent building utility outlets are not part of booth space and are unavailable for exhibitor's use.
9. All equipment must comply with federal, state, and local codes; and the use of open sockets, latex or lamp cored wire, duplex or triplex attachment plugs in exhibits is prohibited.
10. Prices for service are subject to change without notice.
11. Under no circumstance should anyone other than a "house electrician" install any Utility Services including special equipment.
12. All exhibitor's equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.; cords must be 3 wire grounded; and exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
13. Electrical power for lights and display will be turned on one (1) hour prior to show opening time and turned off at show closing time daily.
14. Unless otherwise directed, Cobb Galleria Centre electricians are authorized to cut floor coverings to permit the installation of service.
15. A \$25 service charge will be applied to all Food & Beverages charges less than \$100 and a 23% service charge and applicable tax will be added to order total.
16. The venue's Public Network is not a secure network and is open to the public. Wireless connectivity is subject to interference and manipulation beyond the venue's control. Wireless connectivity is provided on an "as is" and "as available" basis and venue does not warrant that this service will be uninterrupted, error free, or free of viruses or other harmful components. Users should be aware that there are security, privacy, and confidentiality risks inherent in public networks, and venue does not make any assurances or warranties relating to such risks. By using venue's public network, user assumes all risks.