



2000 Convention Center Concourse
College Park, GA 30337
(770) 997-3566 phone
(770) 994-8559 fax

CREDIT CARD AUTHORIZATION LETTER

I hereby authorize the Georgia International Convention Center to charge my credit card to pay the Facility Rental and Special Facility charges for _____ (Meeting Name) during their visit from _____ (Arrival) to _____ (Departure).

Special Facilities charges may include, but are not limited to, the following: Equipment Rental, Food and Beverage, Telephone, Electrical/Utility Services, Audio Visual Services, Business Center Charges, and Security Services.

I understand that the Georgia International Convention Center will charge my credit card for the above authorized charges.

Credit Card Information: Fill out appropriate lines:

American Express

Expiration Date

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MasterCard/Visa

Expiration Date

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Cardholder's Name- As it appears on the credit card (Please Print)

Cardholder's Signature

Date

Cardholder's Billing Address (company, street address, city, state, zip)

If you have any questions, please contact Jane Cox, Accounting Department (770) 907- 3067.

ELECTRICAL SERVICE ORDER FORM

BOOTH SIGN NAME _____ EVENT NAME _____
 FIRM NAME _____ EVENT DATE _____ BOOTH # _____
 ADDRESS _____ CONTACT PERSON _____
 CITY _____ STATE _____ ZIP _____ TELEPHONE# _____ FAX # _____

ORDER FORM AND PAYMENT IN U.S. DOLLARS MUST BE RECEIVED 14 DAYS PRIOR TO EVENT DATE TO QUALIFY FOR ADVANCE RATES. NO EXCEPTIONS PLEASE!
Make Remittance Payable to: GEORGIA INT'L CONVENTION CENTER, 2000 Convention Center Concourse, College Park, GA 30337

IMPORTANT INFORMATION: CREDIT WILL NOT BE GIVEN FOR ELECTRICAL SERVICE INSTALLED AND NOT USED.
STANDARD ELECTRICAL OUTLET: Wattage's available per one (1) three prong outlet. Rates quoted on 120 volt service.
 A separate outlet must be ordered for each location in booth where equipment is to be located.

QUANTITY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	AMOUNT
	1- 500 Watts – 5 Amps	\$60.00	\$70.00	
	501 - 1000 Watts – 10 Amps	\$70.00	\$80.00	
	1001 - 1500 Watts – 15 Amps	\$80.00	\$90.00	
	1501 - 2000 Watts – 20 Amps	\$90.00	\$100.00	

FLOOD LIGHTS, SPOT LIGHTS AND EXTENSION CORDS: Service Connection for lights ONLY, no other use authorized.

QUANTITY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	AMOUNT
	60 Watt Spot Lamp, Clip On w/flex stem	\$50.00	\$60.00	
	150 Watt Spot Lamp, Clip On	\$50.00	\$60.00	
	500 Watt Flood Lamp, Stanchion	\$60.00	\$70.00	
	Single Extension Cords - Power Not Included	\$20.00	\$20.00	
	Multi Plug Power Strip - Power Not Included	\$20.00	\$20.00	
	Quad Box - Power Not Included	\$20.00	\$20.00	
	Cube Tap	\$10.00	\$10.00	

SERVICE AND SPECIAL ELECTRIC: SEE SPECIAL ELECTRIC CONVERSION CHART ON REVERSE SIDE. Labor charge is required for all service equipment connections (1 hour minimum). **OUTSIDE POWER ADD 50%**

AVAILABLE VOLTAGES	AMPS	WATTAGE	QUANTITY	AMOUNT
120 Volt - Single Phase				
208 Volt - Single Phase				
208 Volt - Three Phase				
277/480 Volt - Three Phase				

LABOR: Labor will be charged in ½ hour increments, if needed. Minimum charge - ½ hour.

QTY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	AMOUNT
	Monday - Friday, 8:00 A.M. – 5:00 P.M.	\$50.00 per hour	\$50.00 per hour	
	Monday - Friday, 5:00 P.M. – 8:00 A.M., Saturday, Sunday and Holidays	\$75.00 per hour	\$75.00 per hour	

SIGNATURE: _____ DATE: _____ ORDER TOTAL \$: _____

PAYMENT MAY BE MADE BY CHECK OR CREDIT CARD CHECK ENCLOSED _____ CREDIT CARD _____

AMEX _____ VISA/MC _____ CREDIT CARD NUMBER _____ EXPIRATION DATE _____

NAME ON CARD _____ SIGNATURE _____

GENERAL INFORMATION

1. A separate outlet must be ordered for each piece of equipment to be connected.
2. All 120 volt service to booths consist of one three wire grounded plug located at the back of the booth.
3. All exhibitors cords must be of the three wire grounded type.
4. Wall outlets and post outlets are not a part of booth space.
5. All material and equipment used by house electrician remains the property of Georgia International Convention Center.
6. Georgia International Convention Center electricians are authorized to cut floor coverings to permit installation of service in the event that carpet is laid prior to electrical services.
7. Special power request other than 120 volt or 208 volt/20 amp service will be based on time plus material.
8. All electrical connections requiring additional electrical personnel will be on an hourly rate with the exhibitor as the payer.
9. Prices are based on current wage scale and are subject to change in the event of wage changes or materials prior to show.
10. The charge for outlets will be made on the basis of maximum wattage.
11. No claims will be accepted or adjustments made unless filed by the exhibitors prior to close of the show.
12. Credit will not be given for electrical service installed and not used.
13. Rates quoted for electrical connections cover only the bringing of service to the booth in the most convenient manner and rates do not include connecting equipment or special wiring.
14. Order form and payment in U.S. dollars must be received a MINIMUM OF FOURTEEN (14) DAYS prior to scheduled show opening date to qualify for advance rates.
15. Floor order for service must be paid at the time of ordering or before service is installed.
16. Request for special service or voltage must be received by Convention Center 30 days prior to scheduled exhibitors move in.
17. All equipment regardless of source of power must comply with all federal, state and local safety codes.

SAFETY REGULATIONS

1. Connections may be refused if they constitute a fire or safety hazard.
2. Any faults with display and equipment must be corrected promptly by qualified electricians or the power will be disconnected.
3. All equipment must be tagged with complete information as to current, voltage, phase, cycle, horsepower, etc.
4. Each motor of ½ HP or over must be equipped with a fusible disconnect switch located on or adjacent to the motor.
5. All exhibitors cords must be of the three wire grounded type.
6. All electrical connections must be disconnected from the machinery or equipment either by disconnect switch being off or cords unplugged at the end of each days exhibit.
7. No one exhibitor may use electrical power from another booth.
8. Under no circumstances shall anyone other than house electricians make a power source connection.

SPECIAL REQUIREMENTS

ORDERS WITH PAYMENT POSTMARKED 14 DAYS PRIOR TO SHOW OPENING DATE: DEDUCT 10%.
POWER REQUIREMENTS ABOVE 400 AMPS, SPECIAL VOLTAGE and TRANSFORMERS ARE AVAILABLE
 PRICES UPON REQUEST

- OVERHEAD SERVICE: Add 50% to Service Requirement charge when ordering.
 OUTSIDE SERVICE: Add 50% to Service Requirement charge when ordering.
 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 each day or expect to be billed for 24 - hour service.

SPECIAL ELECTRIC CONVERSION CHART

AMPS	1-PHASE 120-Volts	1-PHASE 208-Volts	3-PHASE 208-Volts	1-PHASE 480-Volts	3-PHASE 480-Volts	AMPS	1-PHASE 120-Volts	1-PHASE 208-Volts	3-PHASE 208-Volts	1-PHASE 480-Volts	3-PHASE 480-Volts
0-5	500w \$70.00	1,000 w \$80.00	1,800 w \$100.00	2,400 w \$105.00	4,200 w \$150.00	91-100	Priced Upon Request	20,800 w \$650.00	36,000 w \$1,000.00	48,000 w \$1,300.00	83,000 w \$2,000.00
6-10	1000w \$80.00	2,100 w \$100.00	3,600 w \$150.00	4,800 w \$175.00	8,300 w \$280.00	101-125	Priced Upon Request	-	-	-	-
11-15	1,500w \$90.00	3,100 w \$120.00	5,400 w \$180.00	7,200 w \$225.00	12,500 w \$360.00	126-150	Priced Upon Request	31,200 w \$1,000.00	54,000 w \$1,500.00	72,000 w \$2,000.00	124,600w \$3,000.00
16-20	2,000w \$100.00	4,200 w \$150.00	7,200 w \$225.00	9,600 w \$300.00	16,600 w \$450.00	151-175	Priced Upon Request	36,400 w \$1,150.00	63,000 w \$1,750.00	84,000 w \$2,300.00	145,300w \$3,500.00
21-25	Priced Upon Request	5,200 w \$180.00	9,000 w \$275.00	12,000 w \$360.00	20,800 w \$550.00	176-200	Priced Upon Request	41,600 w \$1,300.00	72,000 w \$2,000.00	96,000 w \$2,600.00	166,100w \$4,000.00
26-30	Priced Upon Request	6,200 w \$210.00	10,800 w \$325.00	14,400 w \$420.00	24,900 w \$650.00	201-225	Priced Upon Request	-	81,000 w \$2,250.00	-	186,800w \$4,500.00
31-35	Priced Upon Request	7,300 w \$250.00	12,600 w \$375.00	16,800 w \$500.00	29,100 w \$750.00	226-250	Priced Upon Request	-	90,000 w \$2,500.00	-	207,600w \$5,000.00
36-40	Priced Upon Request	8,300 w \$300.00	14,400 w \$450.00	19,200 w \$600.00	33,200 w \$900.00	251-275	Priced Upon Request	-	99,000 w \$2,750.00	-	228,400w \$5,500.00
41-50	Priced Upon Request	10,400 w \$350.00	18,000 w \$550.00	24,000 w \$700.00	41,500 w \$1,050.00	276-300	Priced Upon Request	-	108,000 w \$3,000.00	-	249,100w \$6,000.00
51-60	Priced Upon Request	12,500 w \$400.00	21,600 w \$600.00	28,800 w \$800.00	49,800 w \$1,200.00	301-325	Priced Upon Request	-	116,900 w \$3,250.00	-	269,900w \$6,500.00
61-70	Priced Upon Request	14,600 w \$450.00	25,200 w \$700.00	33,600 W \$900.00	58,100 w \$1,400.00	326-350	Priced Upon Request	-	125,900 w \$3,500.00	-	290,600w \$7,000.00
71-80	Priced Upon Request	16,600 w \$500.00	28,800 w \$800.00	38,400 w \$1,000.00	66,400 w \$1,600.00	351-375	Priced Upon Request	-	134,900 w \$3,750.00	-	311,400w \$7,500.00
81-90	Priced Upon Request	18,700 w \$550.00	32,400 w \$900.00	43,200 w \$1,100.00	74,700 w \$1,800.00	376-400	Priced Upon Request	-	143,900 w \$4,000.00	-	332,200w \$8,000.00



TELECOMMUNICATIONS TERMS AND CONDITIONS

1. **Lease of Equipment.** GICC agrees to lease and provide to Customer, and Customer agrees to lease and obtain from GICC, the Equipment and Service described herein or on attached supplement(s), for the total rental payment set forth herein or on such attached supplement, PAYMENT FOR WHICH AMOUNT MUST ACCOMPANY SERVICE ORDERS.
2. **Term.** The Equipment and Services will be provided during the dates of the relevant event set forth on the reverse side hereof, subject to the other provisions of this Agreement.
3. **Local Exchange Telephone Services.** Local exchange telephone services will be provided by the local telephone company's exchangeservices and facilities.
4. **Long Distance.** Long distance charges will be billed to the GICC by a long distance carrier and subsequently applied to Customer's credit card or advance deposit.
5. **Requests for Service; Payment.**
 - (a) Order form and payment in U.S. dollars must be received an MINIMUM OF FOURTEEN (14) DAYS prior to scheduled show opening date to qualify for advance rates.
 - (b) Personal checks will be accepted with Advance Rate requests only.
 - (c) There will be a \$25.00 service charge on all returned checks.
6. **Equipment Management.** Customer will be responsible for returning all telephone sets or other Equipment and related materials to the GICC Building Services Department by 7:00p.m. the final day of the event. Subject to the limitations set forth elsewhere herein, all charged deposits will be refunded and deposits paid by mail following the close of the event.
7. **Customer's Duties.**
 - a) Customer will use the Equipment in a careful and proper manner and in accordance with manuals or instructions provided by GICC or the manufacturer or supplier. Customer shall not make any alterations, attachments, or additions to the Equipment without GICC's written consent. Only GICC employees or approved personnel are authorized to modify system wiring.
 - b) Customer shall be liable for any loss or damage to the Equipment arising from Customer's negligence, intentional act, unauthorized maintenance, or other cause within the reasonable control of Customer, its representatives, employees, agents or invitees. In the event of any loss or damage to the Equipment for which Customer is liable, Customer shall reimburse GICC for the reasonable cost of repair or replacement (or, at GICC's option, GICC may apply all or a portion of Customer's deposit as such reimbursement).

- c) The Equipment shall remain the sole and exclusive property of GICC or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the Equipment which shall at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty.
- 8. **Events of Customer Default.** Customer shall be in default hereunder if Customer fails to pay when due any rental payment or service charge or any other indebtedness to GICC, or Customer fails to return the Equipment to GICC when required to do so hereunder, or fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder.
- 9. **Remedies of GICC.** At any time after a default by Customer, GICC may terminate this Agreement, by notice to Customer, and repossess the Equipment, whereupon Customer's right to use the Equipment shall cease but Customer shall remain liable for all unpaid charges, and GICC may apply and retain all or such portion of Customer's deposit as may be necessary to compensate GICC for any unpaid charges or damages and expenses incurred on account of such default; or GICC may exercise any other rights accruing to a lessor under any applicable law upon a default by a lessee.
- 10. **Limitation of Liability.**
 - a) GICC's obligations under this Agreement are subject to, and GICC shall not be liable for, delays, failure to perform, or damage or destruction or malfunction of the Equipment or Services, or any consequence of any of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than GICC, its representatives, agents or employees, or any other cause beyond GICC's reasonable control.
 - b) In all situations involving performance or non-performance of Equipment or related programs or Services furnished under this Agreement, the Customer's sole and exclusive remedy and GICC's sole and exclusive liability will be (i) the adjustment or repair of the Equipment or replacement of its parts by GICC or, at GICC's option, replacement of the Equipment, or correction of programming errors, or (ii) if, after reasonable working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the excess (if any) of (1) the total amount theretofore paid by Customer to GICC for Equipment and Services under this Agreement, over (2) the reasonable value of Customer's use of the Equipment and Services.
 - c) Claims will not be considered unless filed in writing with GICC by Customer prior to the close of the show identified on the reverse side hereof.
 - d) IN NO EVENT SHALL GICC BE LIABLE TO THE CUSTOMER OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF GICC OR BREACH OF ANY OF THE PROVISIONS OF THIS AGREEMENT REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF GICC HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH

DAMAGES, OR FOR ANY DAMAGES CAUSED BY THE CUSTOMER'S FAILURE TO PERFORM THE CUSTOMER'S RESPONSIBILITIES. SUCH EXCLUDED DAMAGES INCLUDE, BUT ARE NOT LIMITED TO, LOSS OF PROFITS, LOSS OF USE OR INTERRUPTION OF BUSINESS, OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSS.

- e) (e) Customer acknowledges and agrees that neither the owner of the Building nor the prime licensee or other party responsible for the show in which Customer is participating is responsible for the provision of the Equipment or the Services, and that neither such party shall be liable to Customer for any failure to defect in such Equipment and Services.
11. **Indemnification.** Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless GICC and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs and expenses, including reasonable attorney's fees, in contract, in tort or otherwise, which result from or arise out of the negligent or wrongful use of the Equipment or the Services by the Customer or its representatives, agents, employees, or invitees.
 12. **Assignment.** GICC shall have the right to assign its interest under the Agreement to any other party subsequently providing Equipment and Services to the Building.
 13. **Entire Agreement; Amendment.** This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supersedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed by both parties.
 14. **Alternate Service.** Telephone service may be acquired through Bellsouth, although line installation must be contracted through GICC.
 15. **Governing Law.** This Agreement shall be construed under the laws of the state in which the Building is located



2000 Convention Center Concourse, College Park, GA 30337-0508
 Phone (770) 997-3566 Toll Free (888) 331-GICC Fax (770) 994-8559

REQUEST FOR TELECOMMUNICATIONS SERVICES

FIRM NAME			EVENT NAME		
ADDRESS			EVENT DATE		
CITY	STATE	ZIP	CONTACT PERSON		
BOOTH #	MTG RM NAME		TELEPHONE #	FAX #	

ORDER FORM AND PAYMENT IN U.S. DOLLARS MUST BE RECEIVED 14 DAYS
 PRIOR TO EVENT DATE TO QUALIFY FOR ADVANCE RATES. NO EXCEPTIONS PLEASE!

Make Remittance Payable to: GA. INTERNATIONAL CONVENTION CENTER, 2000 Convention Center Concourse, College Park, GA 30337-0508

STANDARD SERVICES

QUANTITY	DESCRIPTION	DATES OF SERVICE	TIMES OF SERVICE	ADVANCE RATE	FLOOR RATE	AMOUNT
	# of Standard Analog Lines - DIAL			\$200.00	\$225.00	
	# of Telephone Sets			No Charge*	No Charge*	
	# of Speaker Phones (per day)			\$50.00	\$50.00	
	# Voice Mail Feature (per mailbox)			\$50.00	\$70.00	
	# of Rollover Feature (per line)			\$50.00	\$70.00	

Telecommunication Total \$ _____

CUSTOMER WILL BE BILLED \$50.00 per TELEPHONE SET NOT RETURNED BY END OF SCHEDULED MOVE OUT.

TELECOMMUNICATION SERVICE ACCESS: LOCAL CALLS LONG DISTANCE INTERNATIONAL

AN ACCEPTABLE CREDIT CARD IS REQUIRED BY THE CONVENTION CENTER FOR ANY SERVICE OTHER THAN STANDARD LOCAL SERVICE

TECHNOLOGY AND CABLE SERVICE

QUANTITY	DESCRIPTION	DATES OF SERVICE	TIMES OF SERVICE	ADVANCE RATE	FLOOR RATE	AMOUNT
	High Speed 10/100/1000 Base TX			\$800.00	\$900.00	
	Each Additional IP Address			\$175.00	\$200.00	
	Block Pricing Upon Request			Call Convention Center	NOT AVAILABLE	
	Cable TV - First Connection			\$200.00	\$225.00	
	Cable TV - Ea. Additional Connect			\$50.00	\$60.00	
	WI-FI Access Per User/Per Day			\$50.00	\$60.00	

Technology & Cable Total \$ _____

ORDER TOTAL \$ _____

IMPORTANT INFORMATION

- FLOOR SERVICE IS SUBJECT TO AVAILABILITY OF LINES
- NO CREDIT WILL BE GIVEN FOR EQUIPMENT OR SERVICE CANCELLED AFTER INSTALLATION
- ALL CUSTOMER EQUIPMENT MUST BE COMPATIBLE WITH OUR INFRASTRUCTURE
- GICC WILL NOT BE RESPONSIBLE FOR THE OPERATION AND CONFIGURATION OF CUSTOMER COMPUTER AND/OR TELECOMMUNICATION EQUIPMENT

PAYMENT MAY BE MADE BY CHECK OR CREDIT CARD.

AMX	VISA/MC	CREDIT CARD NUMBER
EXPIRATION DATE	NAME ON CARD	
SIGNATURE		

CONVENTION CENTER USE ONLY

Description	Phone #	Location	Set #	Installed By	Date