

SPECIAL REQUIREMENTS

POWER REQUIREMENTS ABOVE 400-AMPS, SPECIAL VOLTAGE AND TRANSFORMERS ARE AVAILABLE – PRICES UPON REQUEST

IMPORTANT CONDITIONS AND REGULATIONS

1. This Electrical Services Order Form must be used to order all Electrical Services. **TO QUALIFY FOR DISCOUNTED RATES – Orders must be submitted at least twenty-one (21) calendar days prior to the scheduled show opening date. Onsite orders are subject to a minimum one hour labor charge**
2. Notification of cancellations **must be received in writing** a minimum of **fourteen (14) calendar days** prior to the scheduled show opening date. Credit will not be given for electrical service installed but not used.
3. Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers **MUST** be included before services are provided.
Orders without payment will NOT be processed and service will be withheld until payment is received.
4. Any complaint or claim must be brought to the Service Desk prior to the close of the Event. The Exhibitor shall maintain such insurance as necessary to protect against loss or damage to any equipment or other property. The Exhibitor agrees to bear the risk of inadequacy or failure of any insurance or any insurer insuring the Exhibitor or the Event Licensee or their respective equipment or other property.
5. All equipment and other property furnished by the Georgia World Congress Center Authority under this Electrical Services Order Form shall remain the property of the Authority and may be removed only by house technicians following conclusion of the Event.
6. Unless otherwise authorized in writing by the Georgia World Congress Center Authority, only Georgia World Congress Center electricians are authorized to cut floor coverings to permit installation of services.
7. All equipment to be connected by Georgia World Congress Center must comply with NEC, federal, state, and local codes, and the directives of the Georgia World Congress Center Authority's Engineering Department.
8. Prices are based upon rates at the time of the order and are subject to change without notice.
9. Moreover, engineers and technicians employed by or under contract with the Exhibitors or Event Licensees must obtain advance written authorization from the Georgia World Congress Center Authority prior to assembling, diagnosing, wiring or servicing any electrical equipment.
10. Exhibitors and Event Licensees are required to ensure that outlets, columns and permanent building outlets are not obstructed at any time.
11. **All electrical cords and appurtenances must be supplied by the Georgia World Congress Center Engineering Department.**
12. Rates quoted cover routing of service to the rear of the booth in the most convenient manner. Special routing, connection of equipment and all other work will be charged on a time and material basis in addition to service rate.
13. All equipment shall be properly tagged and wired by the Exhibitor with complete information as to type of current, voltage, phase, cycle, horsepower, and such other information as the Georgia World Congress Center Engineering Department reasonably may require.
14. Electrical power for lights and displays may be turned on daily approximately one hour prior to Event opening time and off at approximately Event closing time. Twenty-four (24) hour power may be requested for services that require continuing electrical service after-hours (e.g., refrigerators, programmable machinery, etc.). Provided, however, the Exhibitor and the Event Licensee both acknowledge that electrical power is generated and delivered by a public utility and, that being the case, the Georgia World Congress Center Authority cannot guarantee that electrical power will be available continuously or without interruption. The Exhibitor and the Event Licensee acknowledge and accept the risk that such electrical power interruptions may occur from time to time.
15. Not with standing any of the provision of this order form, in any event neither the Authority nor the Exhibitor shall be liable for any consequential damages, and the Authority's liability shall not exceed the fees paid to and received by the Authority in respect of this order form.
16. This Electrical Services Order Form, as executed and approved, shall constitute the entire agreement between the Authority and the Exhibitor, and no change in or modification of this Electrical Services Order Form shall be binding upon the Authority unless the change or modification is in writing, and is consented to and approved by the Authority.



Electrical Connectors

Georgia World Congress Center

285 Andrew Young International Blvd.
Atlanta, GA 30313

Engineering Dept.:Phone: (404) 223-4800 Fax: (404) 223-4813

A female connector will be provided on the electrical service from GWCC. A male plug will need to be provided by the exhibitor to match the corresponding connector for the desired power supply. If the plug is not pre-installed on the exhibitors equipment a plug will be provided with a labor charge.

120 Volt 1 Phase	NEMA connector provided by GWCC
5 AMPS	5-15R
10 AMPS	5-15R
15 AMPS	5-15R
20 AMPS	5-15R
208 Volt 1 Phase	NEMA connector provided by GWCC
20 AMPS	L14-20R
30 AMPS	L21-30R
40 AMPS	L21-30R
50 AMPS	HBL26516(Non NEMA)
60 AMPS	HBL26516(Non NEMA)
80 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
100 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
150 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
200 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
208 Volt 3 Phase	NEMA connector provided by GWCC
20 AMPS	L21-20R
30 AMPS	L21-30R
40 AMPS	L21-30R
50 AMPS	HBL26516(Non NEMA)
60 AMPS	HBL26516(Non NEMA)
80 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
100 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
150 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
200 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
300 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
400 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
480 Volt 3 Phase	NEMA connector provided by GWCC
20 AMPS	L22-20R
30 AMPS	L22-30R
40 AMPS	L22-30R
50 AMPS	Mini cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
60 AMPS	Mini cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
80 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
100 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
150 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
200 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
300 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
400 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)



Georgia World Congress Center Authority
ANCHORING GUIDELINES

The Georgia World Congress Center is in agreement to install our anchors in certain areas and in small numbers. The Exhibit Hall floors in Buildings A and B are designed for a compressive uniform live load of 350 lbs/sf while Building C is designed for a compressive uniform live load of 400 lbs/sf. Floor anchors are limited to a depth of 5" and have to maintain a clear distance from expansion and control joints a minimum of 18". These joints are located from the centerline of the columns on a 45' grid. In addition, in an effort to maintain the structural integrity of the floor slab, we have to limit the number of anchors installed in a given area preferably to a maximum of one anchor per three sq. ft. We will do our best to facilitate all of our customer needs, however; we also need to protect the integrity of our floor systems for future business.

While setting your equipment in your booth, please keep in mind distances from the proposed anchor location in relation to the expansion/control joints. Adjustments may need to be made to the location of the equipment in the booth to facilitate your anchoring needs.

The following link is for a standard anchor that we use: <https://www.itwredhead.com/products/screw-anchors/large-diameter-tapcon-ldt>

The cost for this service is \$250 per hole. This price includes the labor to install and remove of the anchor, the anchor itself and patching of the hole. Authorization to drill exhibit hall floors must be secured from the Georgia World Congress Center Director of Engineering or his designee. Please submit a detailed description of the equipment and/or machinery that will be anchored to the exhibit hall floor along with a completed and signed copy of this form to the address below.

(Exhibitor/Company Name Here)

Exhibitor assumes full responsibility for any damage or injury resulting from the drilling of holes in the floor of Exhibit Hall _____, and for the full cost of repair to the floor after drilling. All repairs to the floor will be performed by the GWCC Engineering department.

Exhibitor/Company Address: _____

Exhibitor/Company Main Contact: _____

Telephone Number: _____

Email Address: _____

Show Name: _____ Booth Number: _____

(Signature of Representative) (Date)

Please submit to:

Georgia World Congress Center
Facility Management Department
285 Andrew Young International Blvd NW
Atlanta, GA 30313-1591

Or email to engorders@gwcc.com subject line 'Show Name' Anchoring Request

Please contact the Georgia World Congress Center Facility Management Department at 404-223-4800 with any questions.

COMPRESSED AIR-WATER-DRAIN-NATURAL GAS SERVICE ORDER FORM



Georgia World Congress Center
285 Andrew Young International Blvd
Atlanta, GA 30313
Engineering Dept: 404-223-4800 Fax: 404-223-4813

ISA Annual Convention

Event dates: **April 19-22, 2020**

Standard Rates will be applied to all faxed
emailed engorders@gwcc.com or mailed orders

Discounted rates available 21 calendar days prior to the FIRST DAY OF SHOW OPENING when ordering online: www.gwcca.org

Booth No. _____ Company Name _____
Telephone No. (____) _____ Fax No. (____) _____ E-MAIL: _____
Address _____ City _____ State _____ Zip Code _____
Contact Name _____ Signature _____

Compressed Air (90-100 lbs. PSI)			
Service	Standard Rate	QTY	Total
1/4" = 13 CFM	\$330		
3/8" = 29 CFM	\$330		
1/2" = 54 CFM	\$594		
3/4" = 80 CFM	\$594		
Water (Average Pressure - 55 PSI)			
Service (Select Cold/Hot or Both)	Standard Rate	Qty	Total
	Cold Hot		
3/8" 8 GPM	\$132 \$204		
1/2" 20 GPM	\$198 \$306		
3/4" 26 GPM	\$264 \$409		
One-Time Water Fill and Drain			
Service	Standard Rate	Qty	Total
150 Gallon Unit	\$232		
Additional Units of 150 Gallon	\$166		

Natural Gas			
Service	Standard Rate	Qty	Total
1/2" 50,000 BTU	\$528		
Additional Units of 45,000 BTU	\$422		
3/4" 105,000 BTU	\$950		
1" 195,000 BTU	\$1,794		
SPECIAL SERVICES			
Item Name	Standard Rate	Qty	Total
Pressure Regulator	\$60		
PVC Piping			
Water Heater	\$409		

NOTES:
*GWCC does not guarantee minimum /maximum pressure.

*Please see pg. 2 for "Important Conditions & Regulations".

Sinks (includes cold/hot water and drain) when ordering double and triple bowl sinks, as supplies are limited		
Standard Rate (Each)	Qty	Total
\$672 single bowl		
\$992.00 double bowl		
\$1242.00 triple bowl		
Drainage		
Discountd Rate (Each)	Qty	Total
\$166		

LABOR (Labor is charged at a 1hr minimum per service)		
Sunday-Saturday (including holidays)		
Labor per hour	Qty	Total
\$75		

TOTAL for THIS ORDER =

POWER WILL BE PLACED IN THE REAR OF THE BOOTH, UNLESS OTHERWISE DESIGNATED.

SUBMIT DIAGRAM FORM INCLUDING BOOTH ORIENTATION

For Congress Center Use Only
Adjusted Total: _____
Paid in Advance: _____
Paid on Show Site: _____
Balance/Credit: _____

COMPRESSED AIR-WATER-DRAIN-NATURAL GAS SERVICE ORDER FORM

IMPORTANT CONDITIONS & REGULATIONS

1. **TO QUALIFY FOR DISCOUNTED RATES-Orders with payment must be received 21 calendar days prior to the FIRST OPEN SHOW DATE.**
2. Notification of cancellations **must be received in writing** a minimum of fourteen **(14) calendar days prior to scheduled show opening date.**
3. **PAYMENT IN FULL is due at time services are ordered**
4. **Credit will not be given for plumbing service installed and not used.**
5. Any complaint or claim must be brought to the Service Desk prior to the end of the event. The exhibitor shall maintain insurance as necessary to protect against loss or damage to Georgia World Congress Center license agreement.
6. All material and equipment furnished by Georgia World Congress Center for this service order shall remain the property of the Congress Center and shall be removed **ONLY** by house technicians at the close of show.
7. Unless otherwise directed, Georgia World Congress Center plumbers are authorized to cut floor coverings to permit installation of services.
8. All equipment to be connected by Georgia World Congress Center must comply with NEC, federal, state and local codes.
9. Prices are based upon current wage rates and are subject to change without notice.
10. **Under no circumstances shall anyone other than a "house plumber" make plumbing connections.** However, company engineers and technicians who are required to **assemble**, allowed to execute work subject to approval of Georgia World Congress Center Engineering Department.
11. Wall outlets, columns and permanent building outlets are **not** to be obstructed at any time.
12. Georgia World Congress Center recommends that exhibitors provide a filter-separator for all equipment requiring air connections. Congress Center will not be responsible for moisture or
13. If air, water, and natural gas pressure are critical, Georgia World Congress Center recommends that exhibitors arrange to have a pressure regulator valve installed. **No guarantee can be made of minimum and maximum pressure.**
14. All equipment using water must have the inlet and outlet properly tagged.
15. The service fee will be based on the combined rated capacity of connected equipment.

Questions regarding service should be directed to:

Georgia World Congress Center
Engineering Department
285 Andrew Young International Boulevard, NW
Atlanta, GA 30313-1591 USA
Telephone: 404-223-4800
Fax: 404-223-4813
email:engorders@gwcc.com

CABLE SERVICE ORDER FORM



Georgia World Congress Center

285 Andrew Young International Blvd.
Atlanta, GA 30313

Engineering Dept.: Phone: (404) 223-4800 Fax: (404) 223-4813

ISA Annual Convention

Event dates: **April 19-22, 2020**

Standard Rates will be applied to all orders recieved via
mail, fax or email engorders@gwcc.com

Discounted rates available 21 calendar days prior to the FIRST DAY OF SHOW OPENING when ordering online: www.gwcca.org

Booth No. _____	Company Name _____
Telephone No. (____) _____	Fax No. (____) _____
E-MAIL: _____	
Address _____	City _____ State _____ Zip Code _____
Contact Name _____	Signature _____

Basic Service Rates and Conditions

Basic cable television service with signal provided by **Comcast** is offered by the Georgia World Congress Center.
This service provides the latest news, weather, financial information and in-season sports spectaculars.

Electrical service must be ordered separately to power all television sets.

Cable Services

Service	Number of Services	Floor Rate	Amount	
Cable TV		\$330		
Closed Circuit Channels		\$480		

****Additional on-site labor charges may apply.**

LABOR

Sunday-Saturday (including holidays)

Qty. of Hours	Hourly Rate	Total Labor
	\$75	

TOTAL CHARGES: _____

**POWER WILL BE PLACED IN THE REAR OF
THE BOOTH, UNLESS OTHERWISE
DESIGNATED.**

**SUBMIT DIAGRAM FORM
INCLUDING BOOTH ORIENTATION**

NOTES:

*Please see pg.2 for "Important Conditions & Regulations".

*All TV sets must be CABLE READY or have multi-channel converters.

For Congress Center Use Only

Adjusted Total: \$ _____

Paid in Advance: \$ _____

Paid on Show Site: \$ _____

Balance/Credit: \$ _____

Payment Received by

CABLE SERVICE ORDER FORM

IMPORTANT CONDITIONS & REGULATIONS

1. **TO QUALIFY FOR DISCOUNTED RATES-Orders with payment must be received 21 calendar days prior to the FIRST OPEN SHOW DATE.**
2. Notification of cancellations **must be received in writing** a minimum of fourteen **(14) calendar days prior to**
3. **PAYMENT IN FULL** is due at time services are ordered.
4. **Credit will not be given for electrical service installed and not used.**
5. Any complaint or claim must be brought to the Service Desk prior to the end of the event. The exhibitor shall maintain insurance as necessary to protect against loss or damage to equipment and property in accordance with Georgia World Congress Center license agreement.
6. All material and equipment furnished by Georgia World Congress Center for this service order shall remain the property of the Congress Center and shall be removed **ONLY** by house technicians at the close of show.
7. Unless otherwise directed, Georgia World Congress Center electricians are authorized to cut floor coverings to permit installation of services.
8. All equipment to be connected by Georgia World Congress Center must comply with NEC, federal, state and local codes.
9. Prices are based upon current wage rates and are subject to change without notice.
10. **Under no circumstances shall anyone other than a "house electrician" make electrical connections.** However; company engineers and technicians who are required to **assemble, diagnose, wire and service** equipment may be allowed to execute work subject to approval of Georgia World Congress Center Engineering Department.
11. Wall outlets, columns and permanent building outlets are **not** to be obstructed at any time.
12. **All electrical cords and appurtenances must be supplied by the Georgia World Congress Center Engineering Department.**
13. Signal is provided by Comcast.
14. Electrical Services at the prevailing Rates must be ordered separately.

Questions regarding service should be directed to:

Georgia World Congress Center
Engineering Department
285 Andrew Young International Boulevard, NW
Atlanta, GA 30313-1591 USA
Telephone: 404.223.4800
Fax: 404.223.4813

PAYMENT AUTHORIZATION FORM



Georgia World Congress Center

285 Andrew Young International Blvd.
Atlanta, GA 30313
Engineering Department
Telephone: (404) 223-4800 Fax: (404) 223-4813

ISA Annual Convention

Event dates: April 19-22, 2020

Standard Rates will be applied to all faxed emailed

engorders@gwcc.com or mailed orders

Please complete the information requested below and return this form with your orders. You may choose to pay by check (payable to the Georgia World Congress Center), credit card, or bank wire transfer.

We require your credit card authorization to be on file before we process your order(s) for service. We reserve the right to use this authorization to charge your credit card account for any unpaid balance due or for any additional amounts incurred as a result of show site orders placed by your representative.

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page.

NOTE: A service charge may be added for processing U. S./International wire transfers by your banking institution

The following information must be included on the bank copy of the wire transfer confirmation:

✓ Name of Event You Are Attending

✓ Exhibiting Company Name

✓ Booth Number

✓ Banking Institution Information:

Bank Name: Wachovia Bank
Address: 191 Peachtree Street
Atlanta, GA 30303

Please call for the following information:

Routing # Account #
Account Type Swift Code

CREDIT CARD INFORMATION

Type of Card: ☐ AmEx ☐ M/C ☐ VISA ☐ Discover Card ☐ Diners Club

Credit Card #: Expiration Date: CVC:

Billing Address:

City, ST, Zip:

Name as it appears on card:

Authorized Signature:

EXHIBITING COMPANY INFORMATION

Please complete the following information:

COMPANY NAME: BOOTH #:

COMPANY ADDRESS: PHONE: () -

CITY/STATE/ZIP FAX: () -

CONTACT NAME: EMAIL:



Georgia World Congress Center

285 Andrew Young International Blvd.

Atlanta, GA. 30313

Engineering Department:

(404) 223-4800 Fax: (404) 223-4813

Submit orders online at www.gwcc.com

10 x 10 Booth Layout

Back of Booth: _____

Indicate Adjacent Booth or Aisle Number: _____

Indicate Adjacent Booth or Aisle Number: _____

Front of Booth: _____

Show Name: _____

Booth #: _____ Company _____

Contact Name: _____ Phone # _____