

# Booth Cleaning/Electrical/Lighting Order Form

## Atlanta International Gift & Home Furnishings Market - July 2010

- Deadline for advance orders and payment is June 18, 2010. \*Floor rate will be charged after this date.
- If this form is being faxed, PLEASE BRING YOUR FAX CONFIRMATION TO SHOW SITE.
- **Please carefully review terms and conditions.**
- Payment MUST accompany order to be processed.

Exhibitor Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Building: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### ELECTRICAL SERVICE CONNECTIONS - 20 AMP / 1800 WATTS

QUANTITY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL
_____	SINGLE CONNECTION(S)* <i>*120-Volt service supplied by single outlet extension cord.</i>	\$60.00	\$80.00	\$ _____
_____	POWER STRIP* <i>*Power strip includes 6 outlets and must accompany a single connection.</i>	\$15.00	\$20.00	\$ _____

### BOOTH LIGHTING - INCLUDES CURRENT CONSUMED

(BUILDING LIGHT TRACKS ARE FOR AMERICASMART USE ONLY)

QUANTITY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	TOTAL
_____	3- BULB LIGHT UNIT* <i>*Each bulb is 90-watts and can be individually directed</i>	\$85.00	\$100.00	\$ _____
_____	SINGLE LIGHT* <i>*This is a single 90-watt spotlight.</i>	\$50.00	\$65.00	\$ _____

**ELECTRICAL/LIGHTING SERVICES SUBTOTAL**      \$ \_\_\_\_\_

### BOOTH CLEANING

All rates based on gross booth area; 100 square foot minimum

Carpet Cleaning	Advance Rate	Floor Rate	Booth Size	Days	Total
Vacuuming (Once)	\$ .25 per sq ft.	\$ .30 Per sq ft.	X _____	X _____ =	\$ _____
Vacuuming (Daily)	\$ .20 per sq ft.	\$ .25 Per sq ft.	X _____	X _____ =	\$ _____
Shampooing	\$ .30 per sq ft.	\$ .35 per sq ft.	X _____	X _____ =	\$ _____

#### **Display Cleaning & Dusting**

Rates are per 100 square feet

Exhibit Cleaning (Once)	\$40.00 per booth	\$45.00 per booth	X _____	X _____ =	\$ _____
Exhibit Cleaning (Daily)	\$35.00 per booth	\$40.00 per booth	X _____	X _____ =	\$ _____

#### **Porter Service**

Rates are per 100 square feet

(Service includes two-hour intervals of emptying wastebaskets)

Porter Service (Daily)	1-5 Booths	\$55.00 per booth	X _____ (# of booths)	X _____ =	\$ _____
	6-10 Booths	\$65.00 per booth	X _____ (# of booths)	X _____ =	\$ _____

**CLEANING SERVICES SUBTOTAL**      \$ \_\_\_\_\_

**TOTAL - ALL SERVICES**

\$ \_\_\_\_\_

QUESTIONS? Contact Hope Clark at 404.220.2244

## IMPORTANT TERMS AND CONDITIONS

1. Payment in full must be rendered before services are installed. No exceptions.
2. Credit will not be given for electrical service(s) installed and not used.
3. Order with payment must be received under deadline policies to guarantee advanced rates. Orders faxed or mailed without payment will not guarantee advance rates; payments must accompany order.
4. In the event that the totals are calculated incorrectly on the front of this form, AMC, INC. reserves the right to make necessary corrections. Exhibitors will be notified by fax of any corrections made and agrees to pay said corrected amount(s).
5. All materials and equipment furnished by AmericasMart through this service order shall remain AMC's property and shall be removed ONLY by AMC, Inc. at the close of the show.
6. Rates quoted for all connections cover only bringing of service to the booth in a convenient manner and does not include connecting equipment or special wiring.
7. Walls, columns and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
8. All equipment of Exhibitor or furnished by Exhibitors, regardless of source of power, must fully comply with federal, state and local safety codes.
9. Use of such items, including without limitation, open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs is strictly prohibited.
10. Claims will not be considered unless filed by Exhibitor prior to close of the Show.
11. Prices are subject to change without notice from show to show.
12. Under no circumstances shall anyone other than AmericasMart or AmericasMart designated electricians make electrical connections.
13. Special equipment requiring Exhibitor engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician"; however, all service connections and overload protection to such equipment must be made by "house electrician" only.
14. All equipment must be properly tagged and wired with complete information as to type of current. Voltage, phase, cycle, horsepower, etc.
15. All Exhibitor cords must be of the 3-wire grounded type. All exposed non-current carrying metal parts fixed equipment, which are liable to be energized, shall be grounded.
16. Request for special voltage must be received by AmericasMart at least 30 days prior to scheduled exhibitor arrival and move-in date.
17. In the event the services are interrupted, terminated or fluctuated for any reason whatsoever, AmericasMart shall not be liable to Exhibitor for any losses, damages or injuries to Exhibitor or its property, including without limitation, those losses, damages and injuries with respect to the interruption of profits of Exhibitor, loss of business, loss due to business interruption or loss of income and all claims, losses, causes of action for any such damages, losses or injuries are hereby expressly waived by Exhibitor.
18. In the event Exhibitor fails to pay any amount hereunder as and when the same is due and payable, AMC shall be entitled to, and Exhibitor agrees to pay, interest on such unpaid amount at the same rate of eighteen percent (18%) per annum, together with all costs incurred by AMC in collecting such amounts, including without limitation, AMC's administrative costs (not to exceed five percent (5%) of the amount collected, and AMC's Actual attorneys' fees.

## COMMONLY ASKED QUESTIONS

- Question: **How do I know how much power I need?**  
Answer: Calculate the power for your lighting needs by totaling the wattage of your lights. If you require higher wattages than the normal 1,800 watts or you have heavy/special wiring needs, please call for quote, 404-220-2256.
- Question: **Where will my power be located?**  
Answer: Power sources are placed at the back of the booth. Should you require power placement other than the back of the booth, designate desired location on booth layout below. Labor charges will apply.
- Question: **When will my power be installed?**  
Answer: Power is installed 1-2 days prior to exhibitor move in.
- Question: **What should I do if I need additional services once I reach show site?**  
Answer: Each floor is designated with an electrician and service desk representative, usually located near the show office. These individuals are placed at the locations for order questions and/or additional orders. Floor rates apply.
- Question: **If I order lights do I need to order additional power for those lights?**  
Answer: No, all lighting equipment (rented from AMERICASMART) includes current consumed.
- Question: **Can I bring my own lights, power strip(s) or extension cords?**  
Answer: Yes. However, they should comply with Federal, State and Local codes. See #16.

