



# Electrical Request

Conventions Services Department  
 165 Courtland St. NE, Atlanta, GA 30303 Phone: 404-659-6500 Fax: 404-614-8210

DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 NAME: \_\_\_\_\_ FAX: \_\_\_\_\_  
 COMPANY: \_\_\_\_\_ MOBILE: \_\_\_\_\_  
 CONFERENCE NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 EVENT NAME: \_\_\_\_\_ EVENT DATE(S): \_\_\_\_\_  
 ROOM: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 VENUE CONTACT: \_\_\_\_\_ VENUE CONTACT #: \_\_\_\_\_  
 EVENT CONTACT: \_\_\_\_\_ EVENT CONTACT #: \_\_\_\_\_  
 INSTALL DATE: \_\_\_\_\_ UNINSTALL DATE: \_\_\_\_\_

ITEM	QTY	UNIT COST	TOTAL
120V CIRCUIT at 20 AMP	1	\$75.00	\$75.00
120V at 20 AMP CIRCUIT DEDICATED	0	\$85.00	\$0.00
208 / 230 at 20 AMP	0	\$150.00	\$0.00
100 AMP 3 PHASE	0	\$300.00	\$0.00
POWER DISTRIBUTION BOX	0	\$75.00	\$0.00
200 AMP 3 PHASE	0	\$400.00	\$0.00
LABOR TO RUN	0	\$75.00	\$0.00
BANNERS (each)	0	\$50.00	\$0.00
MAN LIFT	0	\$275.00	\$0.00

SPECIAL INSTRUCTIONS	SUB TOTAL	\$75.00
	SVC. CHARGE	\$16.50
	NEW SUB TOTAL	\$91.50
	TAX	\$7.32
	TOTAL	\$98.82

In order to confirm this order, our office must receive all paperwork no later than 72 hours before installation. If the order is received less than 72 hours before delivery, a 20% late fee will be assessed.

**PAYMENT INFORMATION**

COMPANY NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CHECK NUMBER: \_\_\_\_\_  VISA  AMEX  MC  DISC  DINERS  
 NAME ON CC: \_\_\_\_\_ CC #: \_\_\_\_\_  
 AUTH SIGNER: \_\_\_\_\_ EXP: \_\_\_\_\_

I hereby authorize you to charge this credit card for the total amount due shown.

INVOICE (CREDIT APPROVAL REQUIRED) \_\_\_\_\_ PO # / AUTHORIZED BUYER: \_\_\_\_\_  
 PAYMENT CONTACT INFORMATION

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 FAX: \_\_\_\_\_

**TERMS & CONDITIONS**

**PAYMENT**

In order to guarantee installation, payment and all paperwork must be received no later than seventy-two (72) hours prior to the installation date, or subject to a late order fee of up to 20%

Payment must be made by credit card or company check drawn on a US bank

**CONFIDENTIAL PRICES**

The price on this quote is for the quantity ordered. It may not apply if quantities are changed. After confirmation of your quote any schedule changes will be subject to additional costs.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I hereby agree to the accuracy and terms of this order. I am authorized to accept these terms and conditions for ENTER THE NAME OF THE COMPANY HERE