

Atlanta Public Schools (APS) Back to School Bash

July 30, 2016 Exhibitor Form

Organization: _____

Mailing Address: _____

Contact Person: _____

E-mail: _____

Date: _____

Phone: _____ Mobile: _____

Product or service that will be at the exhibit: _____

Please indicate with a check mark your level of support:

_____ Yes, we would like to secure a booth at the APS Back-to-School Bash for a nominal and tax deductible fee of **\$75**. Our organization will provide materials for the event including a tablecloth. APS will provide a table and two chairs for this event. An additional fee of \$160-\$200 if electrical service is needed payable to the Georgia World Congress Center.

_____ Yes, we will provide a children's activity at our booth. Our activity will be:

_____ Yes, we would like to donate raffle prizes for the event. Please deliver items to Stephanie Hudson by July 15, 2016 at APS Center for Learning and Leadership, Communications/Public Engagement Office, located at 130 Trinity Avenue SW, Atlanta, GA 30303.

We will donate the following items as prizes:

Exhibitor set up date is Friday, July 29 between 3pm and 6pm or before 8am on July 30 at the Georgia World Congress Center (GWCC), Building A, Exhibit Hall A3, 285 Andrew Young International Blvd., NW, Atlanta, Georgia 30313-1591 (Building A is closest to the Omni Hotel). For large set ups, you may drop off items at the Building A Loading Dock (Loading dock directions - <http://www.gwcc.com/directions/directions/LoadingA.aspx>)

Limited parking is available in the GWCC Red Deck parking lot. GWCC parking on July 30th is \$12 in advance with the link (cannot work in Chrome) <https://aaaparking.t2hosted.com/pnw2/selectValue.aspx>. \$25 at the gate on event day.

Payment method:

- By Check:** Please make checks payable to **Atlanta Partners for Education**. Indicate "APS Bash" in the memo section.
- By Invoice:** Please send an invoice to facilitate payment.

Please return this form and payment by June 27, 2016 to:

Stephanie Hudson, APS 2016 Back-to-School Bash
Office of Communications/Public Engagement
Atlanta Public Schools
130 Trinity Avenue, SW
Atlanta, GA 30303

Stephanie.Hudson@atlanta.k12.ga.us Phone 404-802-2849

APS will promote the Bash using our social media channels.
Please share yours: Twitter _____ Facebook _____ Instagram _____

SPECIAL SERVICES ORDER FORM



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

APS BACK-TO-SCHOOL

7/29-23-16

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

ELECTRICAL			
(Subject to certain location and power restrictions)	Rate	Qty	Total
20 amp, 120 volt, 1 phase disconnect	\$83		
30 amp, 208 volt, 3 phase disconnect	\$254		
60 amp, 208 volt, 3 phase disconnect	\$441		
100 amp, 208 volt, 3 phase disconnect	\$728		
200 amp, 208 volt, 3 phase disconnect	\$1,411		
400 amp, 208 volt, 3 phase disconnect	\$2,012		

SPECIAL SERVICES				
Item Name	Description	Rate	Qty	Total
Stanchion	2 flood lights attached to a pole with weighted base	\$114 ea		
Stem Lights	Light attached to flexible neck c-clamp	\$72 ea		
Par 64	1000 watt can light installed in the ceiling	\$316 ea		
Single Extension Cord	25-50 ft single receptacle extension cord	\$21 ea		
Quad Extension	4 Outlet receptacle box	\$26 ea		
Multi-outlet	Receptacle adapter	\$10 ea		
Distribution Panel	100A-200A Panel	\$250 ea		
Transformers	Call for Quote			

Note:

Unique or unusual electrical requirements will be quoted upon request.
 "Disconnect" service includes basic installation only. Additional work to make tie-ins and connection work to customer's equipment will be charged on a time and material basis. All exhibit booth work is performed based on "GWCC and Dome Electrical Service Order Form" rates.
 Copies available on request from Event Services and Engineering.
 *208v service or higher require a minimum of 1 hr of labor.
 *For special routing of services, order a minimum of 1 hr labor.
 *Please see pg. 2 for "Important Conditions & Regulations".

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

ELECTRICAL LABOR		
Sunday-Saturday (including holidays)		
Qty. of Hours	Hourly Rate	Total Labor
	\$75.00	

TOTAL for THIS ORDER=

Payments made via Wire Transfers: **Payments made via Check:**
 Name: Wells Fargo Bank
 360 Interstate North Parkway
 Suite 500
 Atlanta, GA 30339
 Routing Number: 121000248
 Acct # : 2000070123287
 Chips ID 0407
 Swift ID PNBPU533
 Type of Account: Checking

Payable to : GWCCA
 285 Andrew Young
 Int'l Blvd. NW
 Atlanta, GA 30313
 Please reference event name and booth number.

**Mailing or Faxing Order:
 SUBMIT DIAGRAM
 INCLUDING BOOTH
 ORIENTATION WITH
 ORDER**

Aisle/Booth

Aisle/Booth

Aisle/Booth

For Congress Center Use Only

Adjusted Total: \$ _____
 Paid in Advance: \$ _____
 Paid on Show Site: \$ _____
Balance/Credit: \$ _____

 (Payment Received by)

PAYMENT AUTHORIZATION FORM



Georgia World Congress Center Georgia Dome

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

APS BACK-TO-SCHOOL

7/29-30/16

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: Wells Fargo Bank
Address: 360 Interstate North Parkway
Suite 500
Atlanta, GA 30339

Routing Number: 121000248 Chips ID 0407
Acct # : 2000070123287 Swift ID PNBPU33
Type of Account: Checking

CREDIT CARD INFORMATION

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

Credit Card #:

Expiration Date:

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: _____

SPECIAL SERVICES ORDER FORM

SPECIAL REQUIREMENTS

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

IMPORTANT CONDITIONS AND REGULATIONS

1. Notification of cancellations **must be received in writing** a minimum of fourteen (14) calendar days prior to scheduled show opening date.
2. **PAYMENT IN FULL** is due at time services are ordered.
3. **Credit will not be given for electrical service installed and not used.**
4. 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.
5. 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.
6. Unless otherwise directed, 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.
8. Prices are based upon current wage rates and are subject to change without notice.
9. **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** allowed to execute work subject to approval of Georgia World Congress Center Engineering Department.
10. Wall outlets, columns and permanent building outlets are not are **not** to be 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 with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
14. Electrical power for lights and displays will be turned on daily 1-hour prior to show opening time and off at show closing time.

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**