

OMNI HOTEL AT CNN CENTER

Phone: 404-659-0000
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Return form to: Convention Services

"Please Return By
January 9th 2009"

Shaun Goodman
Omni Hotel @ CNN Center
100 CNN Center
Atlanta, GA 30303

ELECTRICAL AND ENGINEERING SERVICES REQUEST FORM

Event Name: _____ Exhibitor: _____
Set Up Date & Time: _____ Move Out Date & Time: _____
Location: _____ Booth # _____
Ordered By: _____ Phone # _____
On Site Contact: _____ Phone # _____
Omni CS Manager: Shaun Goodman Phone # _____

EXHIBIT BOOTH ELECTRICAL				
Exhibit Booth Set Up	QUANTITY NEEDED	ADVANCE ORDER	FLOOR ORDER	SUBTOTAL
120 Volt Single Phase Service		\$ 190.00	\$ 270.00	
Set up includes extension cord & labor				
IMPORTANT: All electrical services other than the Exhibit Booth set up will require labor. A minimum of 1 hour must be ordered to allow inspection of equipment connected into our system. Labor exceeding the minimum, will be charged at the appropriate rate, as shown in the labor section.				
LABOR FOR ELECTRICAL SET UPS				
	HOURS NEEDED		RATE	SUBTOTAL
Monday - Friday 8am to 4pm			\$ 78.00	
Monday - Friday 4pm to 8am			\$ 115.00	
Saturday, Sundays, & Holidays			\$ 155.00	
ELECTRICAL				
208 Volt Single Phase Service	QUANTITY NEEDED	ADVANCE ORDER	FLOOR ORDER	SUBTOTAL
20 Amps each		\$ 190.00	\$ 270.00	
30 Amps each		\$ 285.00	\$ 420.00	
208 Volt Three Phase Service	QUANTITY NEEDED	ADVANCE ORDER	FLOOR ORDER	SUBTOTAL
60 Amps each		\$ 675.00	\$ 1,010.00	
100 Amps each		\$ 810.00	\$ 1,214.00	
200 Amps each		\$ 1,110.00	\$ 1,615.00	
400 Amps each		\$ 2,266.00	\$ 3,296.00	

- | GENERAL INFORMATION |
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| <ol style="list-style-type: none"> 1. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service will be made by an Omni Hotel electrician. Omni Hotel will not be responsible for any damage or lost equipment, componet, computer hardware, or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by a person other than an Omni Hotel electrician. 2. All column and wall outlets are not a part of booth space. A separate outlet must be ordred at regular price for each piece of equipment to be connected. 3. Labor must be added for electrical request except for and an Exhibit Booth Set Up. 4. To receive Advance Order pricing, all orders prior to the set up date. 5. Diagrams for set up locations must pig tails and cables to designated power location. |

ADDITIONAL SERVICES				
5 or more power strips or extension cords will require labor charges				
RENTAL EQUIPMENT	QUANTITY NEEDED	ADVANCE ORDER	FLOOR ORDER	SUBTOTAL
Power Strips		\$ 36.00	\$ 52.00	
25' Extension Cord		\$ 42.00	\$ 57.00	
50' Extension Cord		\$ 78.00	\$ 109.00	
MISC.	QUANTITY NEEDED	ADVANCE ORDER	FLOOR ORDER	SUBTOTAL
Hang Banners		\$ 105.00	\$ 206.00	
Fire Marshal on site (min. 4 hours)		\$ 200.00	N/A	
(Fire Marshal Per Hour Over Min.)		\$ 50.00	N/A	
Fire Alarm Disable (min. 4 hours)		\$ 350.00	N/A	
Fire Alarm Per Hour Over Min.)		\$ 50.00	N/A	
Subtotal				\$ -
Tax				\$ -
Grand Total Enclosed				\$ -

- | ELECTRICAL REGULATIONS |
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| <ol style="list-style-type: none"> 1. All equipment connected by Omni Hotels must comply with NEC, Federal, State, and local codes. 2. All cords, plugs, and power strips must be UL Listed. 3. All equipment shall be tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. |

PAYMENT INFORMATION	
_____ CHECK ENCLOSED IN THE AMOUNT OF: \$ _____ (Payable to: Omni Hotel @ CNN Center)	
_____ CHARGE MY CREDIT CARD IN THE AMOUNT OF \$ _____ MC _____ VISA _____ AMX _____ OTHER _____	
CARD # _____ EXP. DATE: ____/____/____	
NAME AS IT APPEARS ON THE CARD: _____	
AUTHORIZED SIGNATURE: _____	

COPY OF FRONT & BACK OF CARD REQUIRED

Note: Rates are subject to change. Updated January 4, 2008.