



NATIONAL WESTERN CENTER AUTHORITY CLIENT & EXHIBITOR SERVICES ORDER FORM

EVENT NAME: _____
 EVENT DATES: _____
 BOOTH #: _____ BOOTH DIMENSIONS: _____
 COMPANY NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 PHONE: _____
 EMAIL: _____

ORDERS MUST BE RECEIVED 31 DAYS PRIOR TO 1ST EVENT CONTRACTED DATE TO RECEIVE ADVANCED RATES.

See **Services & Labor Rates** sheet for Advance, Standard, and On-site pricing.

All orders should be submitted to
ces@nationalwesterncenter.com

ELECTRICAL & INTERNET UTILITY BUNDLES	QUANTITY	NOTES
1 ROPER		
2 WRANGLER		
3 RIDER		
4 COWBOY		

INTERNET & TELEPHONE UTILITIES	QUANTITY	NOTES
WI-FI 10MBPS/10MBPS		
WI-FI 20MBPS/20MBPS		
WI-FI POS 10MBPS/10MBPS		
WI-FI PRODUCTION 25MBPS/25MBPS		
HARD-WIRED 100MBPS/100MBPS JACK SPECIFIC		
HARD-WIRED 500MBPS/500MBPS JACK SPECIFIC		
HARD-WIRED 1GB/1GB JACK SPECIFIC		
STANDARD PHONE		
FWRD PHONE		
ANALOG FAX/MODEM/CC		
POLYCOM SPEAKER PHONE		
POTS/ISND/T1		
VOICE MAILBOX		
LONG DISTANCE		
CAT 5 CABLE		

WATER UTILITIES	QUANTITY	NOTES
WATER LINE WITH METER		
WATER DROP/CONNECTION		
WATER DRAIN/DISCONNECT		
WATER USE/FILL <200 GALLONS		
WATER USE/FILL <400 GALLONS		
WATER USE/FILL <600 GALLONS		
ADDITIONAL 100 GALLONS		

Exhibitor must furnish necessary fittings to connect ½" female quick-disconnect for air and ¾" male GHT thread for water. Natural gas is ¾" male NPTM thread.

Exhibitor is responsible for required equipment regulators.



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ELECTRICAL UTILITIES	QUANTITY	NOTES
120V - 20 AMP SINGLE (4 DAY)		
120V- 20 AMP DUAL (4 DAY)		
120V- 20 AMP QUAD (4 DAY)		
120V - 20 AMP SINGLE -24 HR		
120V- 20 AMP DUAL -24 HR		
120V- 20 AMP QUAD -24 HR		
208V- 20 AMP (4 DAY)		
208V- 30 AMP (4 DAY)		
208V- 40 AMP (4 DAY)		
208V- 50 AMP (4 DAY)		
208V- 60 AMP (4 DAY)		
208V- 100 AMP (4 DAY)		
208V- 200 AMP (4 DAY)		
208V- 400 AMP 4 DAY)		
208V- 600 AMP (4 DAY)		
208V- 1100 AMP (4 DAY)		
208V- 20 AMP -24 HR		
208V- 30 AMP -24 HR		
208V- 40 AMP -24 HR		
208V- 50 AMP -24 HR		
208V- 60 AMP -24 HR		
208V- 100 AMP -24 HR		
208V- 200 AMP -24 HR		
208V- 400 AMP -24 HR		
208V- 600 AMP -24 HR		
208V- 1100 AMP -24 HR		
480V- 20 AMP (4 DAY)		
480V- 30 AMP (4 DAY)		
480V- 40 AMP (4 DAY)		
480V- 50 AMP (4 DAY)		
480V-60 AMP (4 DAY)		
480V-100 AMP (4 DAY)		
480V- 200 AMP (4 DAY)		
480V- 400 AMP (4 DAY)		
480V- 20 AMP -24 HR (4 DAY)		
480V- 30 AMP -24 HR (4 DAY)		
480V- 40 AMP -24 HR (4 DAY)		
480V- 50 AMP -24 HR (4 DAY)		
480V- 60 AMP -24 HR (4 DAY)		
480V- 100 AMP -24 HR (4 DAY)		
480V- 200 AMP -24 HR (4 DAY)		
480V- 400 AMP -24 HR (4 DAY)		

Use of portable or car batteries for powered booth display is not permitted.

Electricity will be turned on one (1) hour prior to show opening and off one (1) hour after show closing on show days.



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ADDITIONAL ELECTRICAL	QUANTITY	NOTES
SHORE POWER HOOKUP/DISCONNECT		
VENUE POWER HOOKUP/DISCONNECT		
25' ELECTRICAL WHIP		
50' ELECTRICAL WHIP		
ELECTRICAL PANEL W/PEN & BASE		
CORD CAP ADAPTOR		
CABLE RAMP		
3-WAY PLUG		
6-OUTLET STRIP		
25' EXTENSION CORD		
50' EXTENSION CORD		
100' EXTENSION CORD		
ROLL DUCT TAPE		
ROLL GAFFERS TAPE		

LABOR HOURS & AFTER-HOURS OPERATIONS	QUANTITY	NOTES
LABOR- AV		
LABOR- AV- AFTER-HOURS		
LABOR- CONVERSION		
LABOR- CONVERSION- AFTER-HOURS		
LABOR- ELECTRICAL		
LABOR- ELECTRICAL- AFTER-HOURS		
LABOR- IT		
LABOR- IT- AFTER-HOURS		
LABOR- MANAGER ON DUTY (MOD)		
LIGHTING- AFTER-HOURS WORKLIGHTS (PER HOUR)		
LIGHTING- AFTER-HOURS 50% (PER HOUR)		
LIGHTING- AFTER-HOURS 100% (PER HOUR)		
HVAC- LOAD-IN/LOAD-OUT (PER DAY)		
HVAC- AFTER-HOURS (PER HOUR)		
HVAC- ABOVE OR BELOW 72 DEGREES (PER HOUR)		

FLOOR PLAN

EVENT NAME:	EVENT DATES:
COMPANY NAME:	BOOTH #:

All 10' x 10' and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (such as islands and peninsulas) **must submit an accurate booth floor plan**, including the adjacent booth numbers, to ensure proper installation and avoid delays.

If a booth floor plan is not provided, services will be placed in the most convenient location. For booths with multiple service drop locations, exact placement for each individual drop must be indicated on the floor plan, including Electric, Telephone, Internet, Water, and Drain services. Special placement, testing, and/or changes after the initial order has been installed will require additional labor and material charges.

Multiple service orders without a booth floor plan will be serviced on a first-come, first-serve basis; additional labor charges apply.

Electrical Services

E— Indicate each amp/watt (will **not** be split or branched)

O— Indicate overhead drop (include height information)

Water/Drain Services

W— Indicate water drop

D— Indicate drain location

Internet Utility Services

H— Indicate hard line drop

Telephone Services

T— Indicate telephone lines

F— Indicate data/fax lines

Please indicate overhead utilities and their associated heights.

Scale: 1 square = ____ feet Booth Size: ____

____ In-Line Booth ____ Island Booth

Booth to back # ____

BACK

Booth to Left # ____

Booth to Right # ____

FRONT