



NATIONAL WESTERN CENTER AUTHORITY CLIENT & EXHIBITOR SERVICES ORDER FORM

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

ORDERS MUST BE RECEIVED 31 DAYS BEFORE THE FIRST CONTRACTED EVENT DATE TO RECEIVE ADVANCED RATES.

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

All orders should be submitted to
ces@nationalwesterncenter.com

| ELECTRICAL UTILITY BUNDLES | QUANTITY | NOTES |
|---|----------|-------|
| 1 ROPER (4 DAY) | | |
| 2 WRANGLER (4 DAY) | | |
| 3 RIDER (4 DAY) | | |
| 4 COWBOY (4 DAY) | | |
| INTERNET & TELEPHONE UTILITIES | QUANTITY | NOTES |
| WI-FI 10 MBPS/10 MBPS (1 DAY, CLIENT ONLY) | | |
| WI-FI 20 MBPS/20 MBPS (1 DAY, CLIENT ONLY) | | |
| WI-FI POS 10 MBPS/10 MBPS (1 DAY, CLIENT ONLY) | | |
| WI-FI PRODUCTION 25 MBPS/25 MBPS (1 DAY, CLIENT ONLY) | | |
| HARD-WIRED 100 MBPS/100 MBPS (1 DAY, CLIENT ONLY) | | |
| HARD-WIRED 500 MBPS/500 MBPS (1 DAY, CLIENT ONLY) | | |
| HARD-WIRED 1 GB/1 GB JACK SPECIFIC (1 DAY, CLIENT ONLY) | | |
| STANDARD PHONE (1 DAY) | | |
| FWRD PHONE (1 DAY) | | |
| ANALOG FAX/MODEM/CC (1 DAY) | | |
| POLYCOM SPEAKER PHONE (1 DAY) | | |
| POTS/ISND/T1 (1 DAY) | | |
| VOICE MAILBOX | | |
| LONG DISTANCE | | |
| CAT 5 CABLE | | |
| WATER UTILITIES* | QUANTITY | NOTES |
| WATER LINE W/METER (DURATION OF EVENT) | | |
| WATER DROP/CONNECTION | | |
| WATER DRAIN/DISCONNECT | | |
| WATER USE/FILL <200 GALLONS | | |
| WATER USE/FILL <400 GALLONS | | |
| WATER USE/FILL <600 GALLONS | | |
| ADDITIONAL <100 GALLONS | | |
| LABOR & 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) | | |



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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) CO SWITCH | | |
| 208V- 200 AMP (4 DAY) CO SWITCH | | |
| 208V- 400 AMP 4 DAY) CO SWITCH | | |
| 208V- 600 AMP (4 DAY) CO SWITCH | | |
| 208V- 1100 AMP (4 DAY) CO SWITCH | | |
| 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 CO SWITCH | | |
| 208V- 200 AMP -24 HR CO SWITCH | | |
| 208V- 400 AMP -24 HR CO SWITCH | | |
| 208V- 600 AMP -24 HR CO SWITCH | | |
| 208V- 1100 AMP -24 HR CO SWITCH | | |
| ADDITIONAL ELECTRICAL | QUANTITY | NOTES |
| SHORE POWER HOOKUP/DISCONNECT | | |
| 25' ELECTRICAL WHIP | | |
| 50'ELECTRICAL WHIP | | |
| ELECTRICAL PANEL W/PEN & BASE | | |
| CORD CAP ADAPTOR | | |
| 3' CABLE RAMP | | |
| 3-WAY PLUG | | |
| 6-OUTLET STRIP | | |
| 25' EXTENSION CORD | | |
| 50' EXTENSION CORD | | |
| 100' EXTENSION CORD | | |
| ROLL DUCT OR ELECTRICAL TAPE | | |
| ROLL GAFFERS TAPE | | |

*Exhibitors must provide fittings to connect ½” female quick-disconnect for air and ¾” male GHT thread for water.
Natural gas is ¾” male NPTM thread.

*Exhibitors are responsible for supplying required equipment regulators.

**The use of portable or car batteries for powered booth displays is not permitted.

**Electricity will be turned on one (1) hour before the show opening and off one (1) hour after the show closing on show days.

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. Booths should specify if they have carpet, as this may affect service installation.

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 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-served 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)

Telephone Services

- T**— Indicate telephone lines
- F**— Indicate data/fax lines

Water/Drain Services

- W**— Indicate water drop
- D**— Indicate drain location

Internet Utility Services

- H**— Indicate hard line drop

Please indicate overhead utilities and their associated heights.

Scale: 1 square = ____ feet Booth Size: ____

____ In-Line Booth ____ Island Booth ____ Carpeted Booth

Booth to back # ____

BACK

Booth to Left # ____

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Booth to Right # ____

FRONT