



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 to ¾" male GHT thread for water.

*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 # ____

Booth to Right # ____

FRONT