



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 BUNDLES	QUANTITY	NOTES
1 ROPER (4 DAY)		
2 WRANGLER (4 DAY)		
3 RIDER (4 DAY)		
4 COWBOY (4 DAY)		
INTERNET & TELEPHONE	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)		
HARD-WIRED 500 MBPS/500 MBPS (1 DAY)		
HARD-WIRED 1 GB/1 GB JACK SPECIFIC (1 DAY)		
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*	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)		



**NATIONAL WESTERN CENTER AUTHORITY
CLIENT & EXHIBITOR SERVICES ORDER FORM**

ELECTRICAL**	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 a ¾" male GHT thread for water.

*Exhibitors are responsible for supplying the 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 and do not require a floor plan unless other service locations are required. Larger booth exhibitors (such as islands and peninsulas) **must submit an accurate floor plan** to ensure proper installation and avoid delays. Booths should specify if they have carpet, as this may affect installation.

If a booth floor plan is not provided, services will be placed in the most convenient location.

Electrical Services

E— Electrical drop

O— Overhead electrical drop

Water/Drain Services

W— Water drop

D— Drain location

Telephone Service

T— Telephone line

Internet Service

H— Hard-wired line

Use the legend above and place a letter to locate each service location on the plan.

Scale: 1 square = ____ feet Booth Size: ____

____ In-Line Booth ____ Island Booth ____ Carpeted Booth

Booth to back # ____

BACK

Booth to Left # ____

Booth to Right # ____

FRONT