



# LAMBEAU FIELD ATRIUM ELECTRICAL SERVICE ORDER FORM

In order for us to properly service all exhibitors, this electrical service order form must be completed and returned to the Green Bay Packers Special Events Office at least seven (7) days prior to set up date. Payment MUST BE COMPLETED with this order form. Orders received without payment CANNOT be processed until payment is received. **If payment is not received prior to set up date, the request will be subject to a \$25.00 same day set up fee** in addition to the electrical service charge. Payments may be made by check or credit card payable to Lambeau Field Atrium. Please print legibly.

Please complete the following (print/write clearly):

Show Name \_\_\_\_\_ Show Dates \_\_\_\_\_

Exhibitor Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Method of Payment:** Check (attached) : \_\_\_\_\_

Email a link to pay online with a credit card: (Visa/MasterCard/American Express)  
Payment link will be arriving in your email from Clover.

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**STANDARD SERVICE** is 20amp / Single Phase power. This is the same type of power that is typically in most homes. Each power line has 2-3 prong outlets. The cost is \$45.00 per day for each standard power access. Includes one extension cord.

Number of lines required \_\_\_\_\_ x \$45.00 x Number of Days of Show \_\_\_\_\_ = \$ \_\_\_\_\_

**\*\* How many amps will be used for each piece of your electrical equipment** \_\_\_\_\_

**\*\* Please describe what you are needed electrical service for:** \_\_\_\_\_

**SPECIAL ELECTRICAL SERVICE** is 120/208 volt / Single or Three Phase power. This type of power is needed for larger pieces of equipment. The cost for Special Electrical Service is \$95.00 per day per line. Additional charges may apply based on GBP Electrician – this will be known at time of connection.

Number of lines required \_\_\_\_\_ x \$95.00 x Number of Days of Show \_\_\_\_\_ = \$ \_\_\_\_\_

**BE ADVISED THAT ALL EXHIBIT EQUIPMENT AND MATERIALS MUST BE REMOVED FROM THE LAMBEAU FIELD ATRIUM ON TEARDOWN DAY AT THE SPECIFIED TIME. MATERIALS LEFT BEHIND WILL BE DISCARDED.**

OFFICE USE ONLY!!  
Amount Received

\$ \_\_\_\_\_

By: \_\_\_\_\_

Email or Mail Order Forms & Payment to:  
**Green Bay Packers**  
**Attn: Events Department**  
**1265 Lombardi Avenue**  
**Green Bay, WI 54304**  
**Email: SteinhardtJ@packers.com**

**ELECTRICAL SERVICE IS  
NON-REFUNDABLE FOR  
NON-USERS OR NO-SHOWS**

\*Outside Contractor for other  
Special requests day of.  
\*Equipment hook ups are not done.  
We only provide power.

# Terms and Conditions

## ELECTRICAL ORDER REQUEST AND PAYMENT

1. Orders not received prior to set up day are subject to a \$25 same day set up fee.
2. Payment in full must be made prior to set up day. Please DO NOT send cash in the mail.
3. Credit will not be given for electrical service or equipment installed and not used.

## ELECTRICAL ORDER REQUIREMENTS AND RESTRICTIONS

4. Electrical power supplied to an exhibitor shall not be shared with any other exhibitor.
5. Under no circumstances shall anyone other than authorized Lambeau Field personnel make electrical connections.
6. All service connections and overload protection to such equipment must be made only by the Lambeau Field personnel electrician.
7. Requests for special voltage and/or other "Special Connections" must be received by Lambeau Field fifteen (15) days prior to scheduled exhibitor arrival and move-in.
8. All material and equipment furnished by Lambeau Field for this electrical order shall remain in Lambeau Field and shall be removed ONLY by Lambeau Field personnel at the close of the show.
9. Rates quoted for connections cover only the delivery of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. Rates for special services such as placing cords or relocating service(s) will include a labor charge.
10. Obstructions blocking utility floor boxes are subject to relocation as necessary.
18. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
19. All equipment, regardless of source of power, must comply with all federal, state, and local safety codes.
20. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
21. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
22. Only Gaffers Tape may be used on our floors.
23. **The above listed conditions and regulations are not all inclusive. Additional rules may apply.**