



P.O. Box 9321  
 Fresno, CA 93791  
 Tel: (559) 495-3300  
 Fax: (559) 495-3305  
 www.expodecor.com

#566-16  
 Income Property Expo  
 October 13, 2016  
 San Mateo Event Center

# PAYMENT POLICY & BILLING AUTHORIZATION

**NOTE: THIS FORM & PAYMENT MUST ACCOMPANY ALL ORDERS PLACED WITH EXPO**

## PLEASE PRINT CLEARLY or TYPE THE PAYMENT TYPE INFORMATION

American Express     Discover     MasterCard     Visa

Credit Card #

Exp. Code:  /

Security Code:

Name on the card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Billing Address (of credit card): \_\_\_\_\_ Zip: \_\_\_\_\_

The Cardholder hereby authorized the following people to sign on the above account for any additional charges incurred at show site:

\_\_\_\_\_

### Please enter the *Totals* from the appropriate forms:

Furniture & Accessories Total: \$ _____	Display Labor Total: \$ <u>      N/A      </u>	
Carpet Total: \$ _____	Booth Cleaning Services Total: \$ <u>      N/A      </u>	<b>Grand Total Due:</b>
Electrical Total: \$ _____	Freight Handling Services Total: \$ _____	\$ _____
Water & Utility Service Total: \$ <u>      N/A      </u>	Sign Hanging Services Total: \$ <u>      N/A      </u>	

COMPANY/EXHIBITOR: \_\_\_\_\_ BOOTH #: TBD

ORDERED BY: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_ TEL: \_\_\_\_\_



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Company / Exhibitor Name:	Booth #:
<b>#566-16 - Income Property Expo</b> <b>October 13, 2016</b> <b>San Mateo Event Center</b>	

<b>ELECTRICAL OUTLETS</b> Approximately 120V A.C. 60 Cycle					<b>FOR "ADVANCE" PAYMENT PRICE TO APPLY</b> payment must be received with order by:  <div style="font-size: 24px; font-weight: bold; text-align: center;">09/16/2016</div>
<b>QTY.</b>		<b>QUANTITY @ 24 HRS. ADD 100%</b>	<b>ADVANCE PRICE</b>	<b>LATE ORDER</b>	
<b>120 VOLT</b>					
	0-500 WATTS (5 AMPS)		\$108.00	\$136.00	
	501-1000 WATTS (10 AMPS)		\$140.40	\$182.25	
	1001-1500 WATTS (15 AMPS)		\$172.80	\$224.10	
	1501-2000 WATTS (20 AMPS)		\$206.55	\$268.65	
<b>208 VOLT / SINGLE PHASE</b>					
	5 AMPS		\$132.00	\$172.00	
	10 AMPS		\$188.00	\$244.00	
	15 AMPS		\$214.00	\$278.00	
	20 AMPS		\$267.00	\$347.00	
	30 AMPS		\$308.00	\$400.00	
	60 AMPS		\$428.00	\$556.00	
For outlets that require 24 hour service, add 100% the standard rate. Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closes.					
<b>MATERIAL</b> <i>(POWER NOT INCLUDED)</i>					
	EXTENSION CORD		\$19.00	\$25.00	
	MULTI-OUTLET STRIP		\$12.00	\$16.00	
<b>For outlets that require 24 hour service, add 100% of standard rate:</b>					<b>LATE ORDER RATES</b> will apply for all orders <b>NOT</b> received & paid in FULL 2 weeks prior to show! <b>NO</b> <b>CREDITS WILL BE ISSUED</b> <b>AFTER CLOSE OF SHOW!</b>
<b>TOTAL ELECTRICAL COSTS:</b>					<b>AVOID DUPLICATION!</b> If you fax this form with credit card information, do not mail the original form or send another form of payment.
Connections requiring additional labor for installation & dismantle; equipment connections, cords run under carpet or to specific locations within the booth, repairs to exhibitor equipment, etc., will require additional labor and is charged on a time & materials basis. Outlets requiring <b>24-hour service</b> will be billed at double the above rates. All wiring & other electrical equipment must meet all applicable codes. Local codes allow no more than two connections per outlet box for lighting service and one connection for power outlets. No credits will be issued for any electrical service installed as ordered and not used. EXPO is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. Electrical service will be turned on during show installation & 30 minutes prior to show opening and off approximately 30 minutes after show close each day.					
CONTACT (PRINT):			SIGNATURE:		
ADDRESS:			CITY/STATE:		ZIP:
TEL:		FAX:		DATE:	
					<b>FOR OFFICE USE ONLY</b>  CONTRACT #:



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# CONTRACT & WORKSHEET

**THIS AGREEMENT MUST BE COMPLETED, SIGNED AND RETURNED TO EXPO ELECTRIC**

**#566-16**  
**Income Property Expo**  
**October 13, 2016**  
**San Mateo Event Center**

1. Order (with payment) must be received prior to the deadline date for "Advance Payment" rates. Orders received less than seven (7) business days prior to the scheduled event move-in day, will be charged at the regular rate. Payment must be paid in full by the show date. If the order is placed at the event, payment must be received in full at order time. Exhibitors are NOT BILLED for services provided. Services may be interrupted if payment in full is not received.
2. In event that the totals are calculated incorrectly, Expo Electric reserves the right to make the necessary corrections and charge the correct amount. Exhibitors will be notified, by fax, of any such corrections.
3. Outlet rates listed include bringing the services to the rear location of all-in-line peninsulas booths. Some peninsulas booths and most island booths require dedicated lines or special wiring. These services will require labor and materials for distribution. See #5 regarding these charges.
4. A separate outlet must be ordered for each location where electrical service is required (500 WATT minimum). Standard wall and other permanent building utility outlets are not part of the booth space and may not be used by exhibitors unless electrical service has been ordered through Expo Electric.
5. Labor rates are based on current wage scales and are subject to change. A minimum of (1) hour labor will apply for installation work. The removal of this work is charged at a 1/2 hour min. or 1/2 of the installation charge.
6. Expo Electric employees are authorized to cut floor coverings when necessary for installation of services unless otherwise directed.
7. All material and equipment furnished by Expo Electric is done on a RENTAL BASIS ONLY and remains the property of Expo Electric and shall be removed by Expo Electric employees.
8. All equipment, regardless of source of power, must comply with Federal, State and Local codes. Expo Electric reserves the right to inspect all electrical devices and connections to ensure compliance with all codes for which labor charges can be incurred. Expo Electric is required to refuse connections where the exhibitor wiring or equipment is not in accordance with electrical codes. ALL electrical equipment MUST be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. required for operation.
9. Credit will not be given for service(s) installed and not used.
10. Claims will not be considered or adjustments made unless filed in writing by Exhibitor, prior to the close of the event.
11. Exhibitor holds Expo Electric harmless for any and all losses of power beyond Expo Electric's control, including but not limited to losses due to utility company failure, permanent power distribution failure, power failure due to nature, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by the Exhibitor.
12. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Expo Electric's attorney fees or applicable agency fees.
13. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 business days after the date of invoice.
14. A 5% handling fee will be assessed for all refunds.
15. A Cancellation Fee of 25% will be charged for any cancellation five (5) or more business days prior to Exhibitor move-in. A Cancellation Fee of 50% will be charged for orders canceled less than five (5) business days from the event.

## APPLIANCE KEY

**THE FOLLOWING APPLIANCES VARY. THIS IS A GENERAL ESTIMATE OF POWER USAGE. PLEASE CHECK THE NOMENCLATURE TAG ON APPLIANCE OR SPEC SHEETS:**

Heat Lamp	500W
Microwave	1500W
Convention Oven	2000W
Desktop Computer	1000W
Monitor	100W
Laptop Computer	100W
Booth	
Display Lights	500W
20" TV/VCR Combo	500W
Blender	500W
Single Burner	1000W
Double Burner	2000W
Cash Register	500W
Coffee Pot-Regular	1000W
Large Brewer	2000W
Industrial Coffee Machine	208V-SP
Crockpot	1500W
Crockpot Cooker	1500W
Electric Oven	1500W
Food Processor	500W
Fryer - Double	2000W
Deli Case	2000W
Griddle	1500W
Juicer - Small	500W
Juicer - Large	1500W
Halogen Lamp	500W
Popcorn Maker	2000W
Stereo	500W

QTY.	APPLIANCES	WATTS	AMPS

**An Expo Electrician Will Perform An Audit On Show Site. If The Power Usage Exceeds Amount Ordered, You Will Be Charged Accordingly.**

SIGNATURE:

DATE: