

# ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 02/21/2017

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**ELECTRICAL EXHIBITION SERVICES**  
 715 Hundley Way, Placentia, CA 92870  
 Phone: (714) 985-1480 Fax: (626) 628-0303  
 Anaheim@edlen.com

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Income Property Management Expo 2017</b>		
<b>FACILITY:</b>	<b>Pasadena Center</b>		
<b>DATES:</b>	<b>March 14, 2017</b>	<b>EVENT #</b>	<b>037009LA</b>

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM**

**ORDER INSTRUCTIONS**

**120 VOLT POWER DELIVERY**

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

**ISLAND BOOTHS**

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

**208/480VOLT SERVICES**

If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.

**24 HOUR SERVICES**

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

**LIGHTING**

Overhead lights are installed on time and material basis. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift charges will apply. Call for quote. Pole lights are installed at rear or side rail of inline booths. Time and material applies to all other locations.

**Form 120-08-2015**

**ELECTRICAL OUTLETS** Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
<b>120 VOLT</b>					
500 WATTS (5 AMPS)	_____	_____	90.00	135.00	_____
1000 WATTS (10 AMPS)	_____	_____	159.00	239.00	_____
1500 WATTS (15 AMPS)	_____	_____	187.00	281.00	_____
2000 WATTS (20 AMPS)	_____	_____	216.00	324.00	_____
<b>MISC. REQUIREMENTS</b>					
_____	_____	_____			_____
_____	_____	_____			_____
_____	_____	_____			_____

**LIGHTS** (Cost of Arm & Pole lights include power and 1 hour labor to install and remove)

1000 WATT OVERHEAD LIGHT	_____	247.00	372.00	_____
8' POLE LIGHT WITH 1 FIXTURE	_____	115.00	174.00	_____
8' POLE LIGHT WITH 2 FIXTURES	_____	153.00	230.00	_____

**MATERIAL RENTAL** (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD	_____	26.00	_____
POWER STRIP	_____	26.00	_____

**ELECTRICAL LABOR**

ST (Mon-Fri, 8am-4:30pm, excluding holidays)	_____	88.00	_____
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)		176.00	

**PLACE TOTAL HERE**

PRINT NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**TERMS & CONDITIONS:** I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

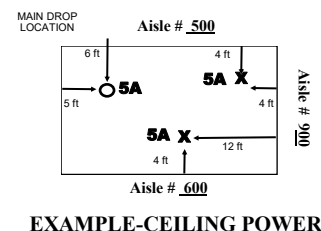
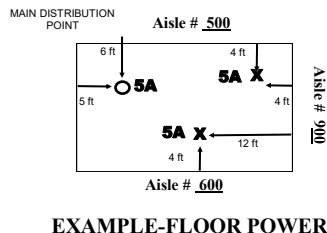
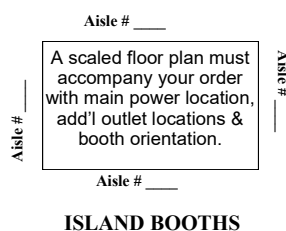
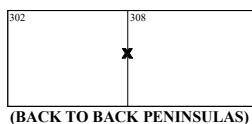
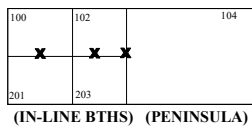
**The "Method of Payment" form must be completed and returned with this order form.**

# TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. 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 Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

## COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

# METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 02/21/2017



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<b>FACILITY:</b>	<b>Pasadena Center</b>		
<b>DATES:</b>	<b>March 14, 2017</b>	<b>EVENT # 037009LA</b>	

## EXHIBITOR INFORMATION

<b>COMPANY NAME:</b>		<b>PHONE:</b>	
<b>ADDRESS:</b>		<b>FAX:</b>	
<b>CITY:</b>	<b>ST:</b>	<b>ZIP:</b>	
<b>COUNTRY:</b>		<b>CELL:</b>	
<b>EMAIL:</b>			

## METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

**COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

**BANK WIRE TRANSFER INFORMATION \***

Bank transfer to Bank of America  
Wire Transfer:  
 ABA#: 026009593 Acct: 33855214  
International Wire Transfer:  
 Swift Code: BOFAUS3N Acct: 33855214

\* \$25 processing fee MUST be included with transfer.

**CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

**ACH ELECTRONIC PAYMENT TRANSFER**

Bank of America ABA# 125000024 Acct: 33855214  
 6900 Westcliff Drive, Las Vegas, NV 89145  
 Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

**VISA**    **MASTER CARD**    **AMX**    **DISCOVER**

## CHECK AND CREDIT CARD INFORMATION

<b>CHECK #</b>											
<b>CREDIT CARD NUMBER:</b>										<b>EXP DATE:</b>	
<b>CARD HOLDER SIGN:</b>						<b>PRINT NAME:</b>					
<b>EMAIL ADDRESS:</b>										<b>THIRD PARTY: YES or NO</b>	
<b>CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE</b>											
<b>ADDRESS:</b>						<b>CITY:</b>			<b>ST:</b>		<b>ZIP:</b>

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

<b>PLEASE SIGN</b>		
	AUTHORIZED SIGNATURE	
	PRINT NAME	DATE

## SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
<b>TOTAL DUE</b>	

# ELECTRICAL LABOR FORM

(Complete & return with the electrical order form if applicable)



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## ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

### ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- |  |  |
|--|--|
| 1. Electrical distribution under carpet      | 5. Wiring of overhead signs                                  |
| 2. Connection of all 208V or higher services | 6. Installation of lighting requiring tools for installation |
| 3. Hardwiring of any electrical apparatus    | 7. Installation of lighting hung from the ceiling            |
| 4. Overhead power distribution               | 8. Assembly and installation of lighting hung from truss     |

### ELECTRICAL DISTRIBUTION UNDER CARPET - PLEASE COMPLETE

Island booths MUST complete the information below. Inline and peninsula booths only need to complete this information if they require power at any other location than the rear of their booth space. Complete the next page of this form for all other electrical installation needs.

- Island Booths should provide the following information on their floor plan or Electrical Layout Form:
  - Provide exact outlet locations with dimensions and must be to scale. The power required at each location should be noted.
  - Floor plan must reflect booth orientation. Please note surrounding booth or aisle numbers.
  - Identify a main power location. **Power is dropped from the ceiling and then distributed** from that point.
- Inline or Peninsula booths should provide the same information with the exception of main power location. Your main power location will be located at the rear of your booth space.
- Date you will begin building your booth \_\_\_\_\_ Estimated time \_\_\_\_\_
- Are you renting your carpet through the decorator Yes \_\_\_\_\_ No \_\_\_\_\_ Bringing own \_\_\_\_\_
- Show Site Contact with authority to make additions or changes to your order:  
Contact Name \_\_\_\_\_  
Contact Company \_\_\_\_\_  
Contact Cell # \_\_\_\_\_
- By providing this information, it allows Edlen the opportunity to expedite your move-in by having your power distribution complete prior to your scheduled move-in time. Please note that Edlen will make every attempt to complete the work prior to your arrival. Material and labor charges will apply. There is a minimum 1 hour installation cost and a 1/2 hour dismantle cost.
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on the method of payment form.

**SCHEDULE ALL OTHER ELECTRICAL LABOR ON NEXT PAGE**

**ELECTRICAL LABOR FORM**

(Complete & return with the electrical order form if applicable)



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**SCHEDULE ALL OTHER ELECTRICAL LABOR BELOW EXCEPT DISTRIBUTION UNDER CARPET**

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

**Example**

Day	Monday	Date	1/5	# Men	4	Time	8:00 AM	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30 PM	Work required	Wire electric sign

Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____

**SHOW SITE SUPERVISOR**

Contact Name:	_____	Company:	_____
Cell Number:	_____	Email address:	_____

**ELECTRICAL LABOR/LIFT RATES & RULES**

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come, first-served basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm the booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

**LABOR RATES**

Straight time .....	88.00 per hour
Monday-Friday 8:00 AM - 4:30 PM, excluding holidays	
Overtime .....	176.00 per hour
Monday-Friday 4:30PM - 8:00 AM, all day Saturday, Sunday & Holidays	

**PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM**

Credit card information must be on file before any of the requested labor is performed

**ELECTRICAL LAYOUT FORM**

**Advance Payment Deadline Date: 02/21/2017**



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**Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.**

Indicate booth type: Island  Peninsula  Inline  Provide aisle or adjacent booth #'s for orientation

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

**X** = Main Distribution Point    **◆** = 5amp/500watt    **▲** = 10amp/1000watt    **★** = 15amp/1500watt    **●** = 20amp/2000 watt

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

\_\_\_\_\_ Square = \_\_\_\_\_ Ft      Total Square Footage = \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_


Adjacent Booth or Aisle # \_\_\_\_\_