

ELECTRICAL ORDER FORM

Advance Order Deadline Date:

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ELECTRICAL EXHIBITION SERVICES
 5931 4th Avenue South, Seattle, WA 98108
 Ph: (206) 781-2411 Fax: (206) 781-2270
 Seattle@edlen.com

COMPANY:		BTH #	
EVENT:			
FACILITY:	WSCC		
DATES:			

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.	
208/480V POWER DELIVERY AND CONNECTIONS	
The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1 hour for installation & 1/2 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.	
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	
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 1.5 times the outlet rate.	
DEDICATED OUTLETS	
For a dedicated outlet order a 20 amp outlet.	
MATERIAL DELIVERY	
Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.	
CANCELLATIONS	
Credits will not be made for services delivered and not used. See back of form for additional details.	
TERMS & CONDITIONS	
I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.	
Form 120/208-11-06-13-SE-WSCC	

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

	QTY Show Hours Only	QTY 24hrs/day 1.5 x rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)	_____	_____	95.00	142.50	_____
1000 WATTS (10 AMPS)	_____	_____	120.00	180.00	_____
1500 WATTS (15 AMPS)	_____	_____	140.00	210.00	_____
2000 WATTS (20 AMPS)	_____	_____	160.00	240.00	_____
208 VOLT SINGLE PHASE					
20 AMPS	_____	_____	220.00	330.00	_____
30 AMPS	_____	_____	270.00	405.00	_____
60 AMPS	_____	_____	450.00	675.00	_____
208 VOLT THREE PHASE					
20 AMPS	_____	_____	350.00	525.00	_____
30 AMPS	_____	_____	420.00	630.00	_____
60 AMPS	_____	_____	650.00	975.00	_____
100 AMPS	_____	_____	950.00	1425.00	_____
200 AMPS	_____	_____	1900.00	2850.00	_____

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

1000 WATT OVERHEAD QUARTZ PACKAGE*	_____	650.00	975.00	_____
*Package price includes one quartz light, material, installation, lift, one focus and dismantle				
ARM LIGHT (Only mounts to hard wall)	_____	95.00	142.50	_____

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

15' EXTENSION CORD	_____	21.00	_____
POWER STRIP	_____	21.00	_____

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, excluding holidays)	_____	88.00	_____
OT (Mon-Fri, 4:30pm-8am, all day Sat. & Sun.)	_____	132.00	_____
DT (All day on Holidays)	_____	176.00	_____

SUB TOTAL		
SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER:		9.5% SALES TAX
PLACE TOTAL HERE		
PRINT NAME:		
AUTHORIZED SIGNATURE:		
EMAIL:		PHONE #:

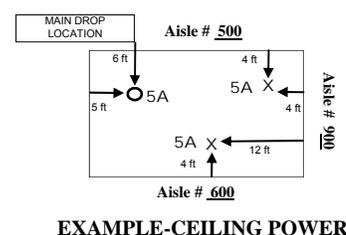
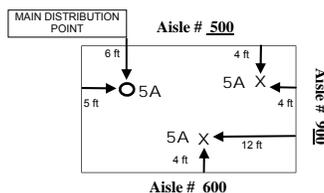
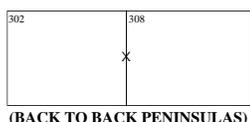
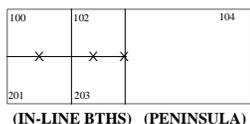
The "Method of Payment Form" must be completed and returned with this order form.

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 at the rear of in-line, peninsula booths and to a single location of an island booth. If no outlet location is indicated, Edlen will install to the most convenient location as determined by Edlen staff.
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 not 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.

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 WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**

ELECTRICAL LABOR FORM

Advance Order Deadline Date:



Washington State
Convention Center
at convention place

ELECTRICAL EXHIBITION SERVICES
5931 4th Avenue South, Seattle, WA 98108
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Seattle@edlen.com

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DATES:			

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.

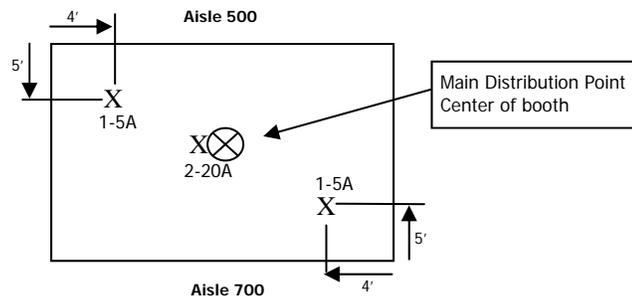
ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- | | |
|---|---|
| <ol style="list-style-type: none"> Electrical distribution under carpet and flooring Electrical distribution overhead and/or through booth structure Connection and hard-wiring of all 208V or higher services, electrical motors, dimmers, disconnects or sound and projection equipment | <ol style="list-style-type: none"> Wiring of overhead signs Hardwiring of any electrical apparatus Condor for installation of electrical signs and/or rotators |
|---|---|

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

- Floor Plan layout of your booth space:
 - Floor plans must include exact outlet locations with dimensions or be to scale.
 - Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers.
 - Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.

Example: 20x30 Island Booth



- Date you will begin building your booth _____ Estimated time _____
- Show Site Contact with authority to make additions or changes to your order
 Contact Name _____
 Contact Company _____
 Contact Cell # _____
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR

METHOD OF PAYMENT FORM

Advance Payment Deadline Date:



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EXHIBITOR INFORMATION			
COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
EMAIL:			

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 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. 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
ACH Direct Deposit
 ABA# 125000024 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.

VISA **MASTERCARD**
 AMX **DISCOVER**

CHECK AND CREDIT CARD INFORMATION

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

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

PLEASE SIGN

 AUTHORIZED SIGNATURE

 PRINT NAME

 DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
SUB TOTAL	
9.5% SALES TAX	
TOTAL DUE	

PLUMBING ORDER FORM

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ORDER INSTRUCTIONS
<p>LABOR REQUIREMENTS There is a minimum labor charge of 1 hour for delivery and 1 hour for removal of each air, water and drain outlet. Additional labor charges may be assessed for non-standard services.</p> <p>ADDITIONAL CONNECTIONS If you have more than one machine or multiple connections on a machine order an additional connection for each machine. <u>Air and drain services are not available on the 6th floor.</u></p> <p>OUTLET DISTRIBUTION Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on a time and material basis. Lift charges will apply for overhead drops or distribution.</p> <p>SERVICE CONNECTIONS All service connections are to be made by Edlen plumbers. Material charges may apply.</p> <p>AIR LINE RESPONSIBILITIES Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. If 24 hour air is needed please call for a quote.</p> <p>WATER PRESSURE Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.</p> <p>WASTE WATER If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.</p> <p>TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.</p> <p>Form 120/208-11-06-13-SE-WSCC</p>

UTILITY SERVICES	Advance	Regular	Total
COMPRESSED AIR: 90-100 LBS. Psi			
_____ Air Outlet at Rear of Booth	365.00	\$547.50	_____
_____ Additional Connections within the Same Booth	\$100.00	\$150.00	_____
_____ CFM requirements (There is a 5 CFM min. charge per outlet)	\$7.50/cfm	\$11.25/cfm	_____
Remember to order CFM with air services. Connection size see # 9 on back of form.			
WATER LINES (Edlen is not responsible for sediment or the color or taste of the water.)			
_____ Water Outlet at Rear of Booth	\$300.00	\$185.00	_____
_____ Additional Connections within the Same Booth	\$185.00	\$277.00	_____
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			
DRAIN LINES (Time and material charges will apply when pumps are required to drain services.)			
_____ Drain Outlet at Rear of Booth	\$300.00	\$450.00	_____
_____ Additional Connections within the Same Booth	\$180.00	\$270.00	_____
Number of connections required: _____ Size of connection required: _____			
FILL & DRAIN (Edlen is not responsible for sediment or the color of water. Labor is required.)			
_____ 1 – 50 Gallons	\$120.00	\$180.00	_____
_____ 51 – 200 Gallons	\$300.00	\$450.00	_____
_____ 201 – 500 Gallons	\$340.00	\$510.00	_____
_____ Each Additional 100 Gallons up to 1,000 Gallons	\$45.00	\$67.50	_____

LABOR/LIFT (Labor is required for delivery and removal of air, water & drain outlets)		
_____ ST (Monday-Friday 8:00 PM – 4:30 PM (Except Holidays))		\$88.00 _____
_____ OT (Mon - Fri 4:30 PM – 8:00 AM (All Day Saturday & Sunday))		\$132.00 _____
_____ DT (Holidays)		\$176.00 _____

When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets.

GAS & MISC. REQUIREMENTS (Call for a Quote)

Natural Gas Service Available in Some Locations — Call for Quote

SUB TOTAL	
SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: 9.5% SALES TAX	
TOTAL PAYMENT	

PRINT NAME:	
AUTHORIZED SIGNATURE:	
EMAIL:	PHONE #:

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

TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Additional footage charges apply when the exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements. Standard air lines terminate with a 3/8" snap-in quick release.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure (4oz.). Call for price quote when available.
15. Gas & Cylinders: When available 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made in full prior to close of the event.
24. 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.
25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM
For Further Information please visit our web site at www.edlen.com
Or call the number on the front of this form.