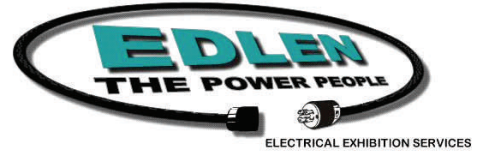


# ELECTRICAL LABOR ORDER FORM



**IMPORTANT!!**

**THE REVERSE SIDE OF THIS  
FORM MUST BE COMPLETED AND  
RETURNED WITH ELECTRICAL  
ORDER FORM**

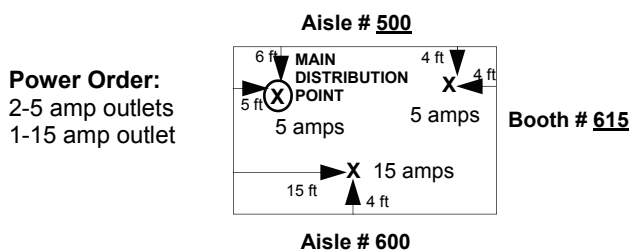
**Step 1** Please read the list of work below. If you require any of this work to be performed in your booth space, it must be performed by Edlen Electricians. This work falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

WORK REQUIRED	IMPORTANT RULES AND INFORMATION
<ol style="list-style-type: none"> <li>1. Electrical distribution under carpet and flooring.</li> <li>2. Electrical distribution overhead and/or through booth structure.</li> <li>3. Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment.</li> <li>4. Lighting used as spot or flood lights.</li> <li>5. All special lighting and static lighting for displaying or product.</li> <li>6. Installation of all lighting hung from truss or beams (overhead lighting) and distribution of power cables throughout the truss.</li> <li>7. Coaxial (network) cable runs within booth or overhead. (cable must be supplied by exhibitor)</li> <li>8. Wiring of overhead signs.</li> </ol>	<ol style="list-style-type: none"> <li>1. Please be advised that whenever possible, Edlen requests an authorized supervisor to accompany our electrician to the labor desk when they have completed their work in your booth, in order to sign out the electrician.</li> <li>2. The minimum labor charge will equal one (1) hour per man for installation and one-half (1/2) hour per man or one half the installation time for dismantle. Please refer to the Electrical Order Form for labor rates and terms.</li> <li>3. When an electrician goes to a booth for requested labor "With Supervision" and no supervision is available, there will be a minimum charge of one (1) hour labor per man requested.</li> <li>4. If lift equipment is required to hang special lighting, signs, etc., the exhibitor will be charged an hourly rate for the lift and its operator.</li> <li>5. Time must be allowed for the electrician to gather necessary equipment, have their work checked by the exhibitor and return tools and equipment to the supply office prior to being signed out.</li> </ol>

**Step 2** If any of the work listed above is required, the following information **MUST** be provided in order to avoid delay of electrical installation:

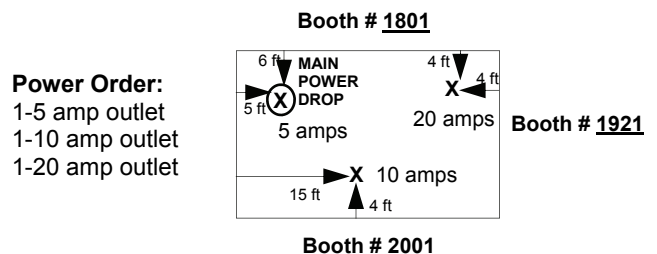
A scaled floor plan with exact outlet locations, including dimensions, booth orientation reflecting surrounding booth or aisle numbers & main power drop location for island booths. You can download blank floor plan grids from our website at [www.edlen.com](http://www.edlen.com). Power comes from the floor at the Santa Clara, San Jose and Moscone Convention Centers. Power comes from the walls at most hotel convention facilities.

You must order a separate outlet for each outlet location on your floor plan. *Example:*



**Power Order:**  
2-5 amp outlets  
1-15 amp outlet

EXAMPLE-FLOOR POWER



**Power Order:**  
1-5 amp outlet  
1-10 amp outlet  
1-20 amp outlet

EXAMPLE-CEILING POWER

**REVERSE SIDE MUST BE COMPLETED**

**ELECTRICAL LABOR ORDER FORM**

Mail or Fax Order to:



1 West Pratt Street, Baltimore, MD 21201  
 Phone (410) 649-7321 Fax (410) 649-7327  
 Baltimore@edlen.com www.edlen.com

Company:		Booth#
Contact:		
Phone:	Fax:	
Event:	<b>Electric Power Conference and Exhibition</b>	
Facility	<b>BALTIMORE CONVENTION CENTER</b>	
Dates	<b>May 15-17, 2012</b>	Event #: <b>052089BA</b>

**BE SURE TO COMPLETE COMPANY INFORMATION ABOVE**

**Step 3** If none of the work listed on the reverse of this form is required in your booth, please sign below and return with the Electrical Order Form.

I have read the "Work Required" list on the front of this form. My booth does not require electrical labor.

\_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 4** Complete the credit card information below. No labor is performed without this information. The credit card information is a guarantee for services rendered. It may be exchanged for cash, a company check or a different credit card in settling final charges before the close of the show.

Credit Card Information: [ ] Master Card [ ] Visa [ ] American Express [ ] Diners Club [ ] Discover

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**Step 5** Exhibitors requiring distribution under carpet or flooring should complete the "Authorized to Proceed-Without Supervision" below. **This allows Edlen to distribute your electrical services on the floor prior to your arrival, expediting your carpet installation, freight move-in and booth installation.** If you or your representative prefer to be present during electrical distribution, complete step 6 below.

**AUTHORIZED TO PROCEED-WITHOUT SUPERVISION, per the attached floor plan.** Edlen will proceed on straight time whenever possible, however, Edlen must follow event installation schedules which may require overtime installation.

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**When would you like your floor work completed by: Date: \_\_\_\_\_ Time: \_\_\_\_\_**

**Step 6** Authorized to Proceed With Supervision, **per the attached floor plan.** Edlen will proceed on straight time whenever possible. However, Edlen must follow event installation schedules. Please be advised that all supervised labor will be provided on a first-come, first-served basis. You must check in at the Edlen Service Desk at least one hour prior to the time you request below to confirm your labor call.

I or my representative wish to be present during electrical distribution.

Estimated Date: \_\_\_\_\_ Time: \_\_\_\_\_ # of electricians: \_\_\_\_\_ Please come to the Edlen Service Desk at least one hour prior to requested date and time to confirm labor call.

Name of Supervisor: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

I & D House: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Step 7** If you require any additional electrical work in your booth, please provide us with a production schedule or complete the section below. This will assist us in accommodating labor requirements. Example:

Day Monday Date 1/5 # of electricians 2 Time 8am Work requested Hang track lights

Day Monday Date 1/5 # of electricians 1 Time 2pm Work requested Hook up 208 volt service

Day Tuesday Date 1/6 # of electricians 4 Time 8am Work requested Hang and power up static lighting

Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____

**Please be advised that labor will not be automatically dispatched according to production schedule. A representative must come to Edlen's Service Desk at least one hour prior to each individual labor call to confirm that booth is ready for such labor.**

**PLUMBING SERVICES**

Questions or order online - visit [www.edlen.com](http://www.edlen.com)



**ELECTRICAL EXHIBITION SERVICES**  
 1 West Pratt Street, Baltimore, MD 21201  
 Ph: (410) 649-7321 Fax: (410) 649-7327  
 baltimore@edlen.com

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Electric Power Conference and Exhibition</b>		
<b>FACILITY:</b>	<b>The Baltimore Convention Center</b>		
<b>DATES:</b>	<b>May 15-17, 2012</b>	<b>EVENT#</b>	<b>052089BA</b>

**For discount price to apply payment must be received 14 days prior to show opening Deadline Date:**

<b>COMPRESSED AIR: 90-100 LBS. Psi - You must order labor and your CFM (cubic feet per minute) requirements in addition to compressed air services.</b>	<b>Advance Price</b>	<b>Regular Price</b>	<b>Total</b>
_____ # of Compressed Air Connections	\$225.00 ea.	\$315.00 ea.	_____
_____ CFM requirements. Multiply your total CFM requirements by the rate listed. There is a 5 CFM minimum charge. This charge is \$35.00 at advance price and \$45.00 at the regular rate.	\$7.00/cfm	\$9.00/cfm	_____
_____ Labor requirements. Straight time \$80/hr Overtime \$120/hr. See details below before ordering		Labor Total	_____

Note: If 24 hour air is needed please call for a quote. 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.

**WATER LINE:**

_____ # of Water Line Connections	\$300.00 ea.	\$435.00 ea.	_____
_____ Labor requirements. Straight time \$80/hr Overtime \$120/hr. See details below before ordering		Labor Total	_____
_____ Size of connection(s) required: _____			_____

Note: 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.

**DRAINS LINE:**

_____ # of Drain Line Connections	\$125.00 ea.	\$175.00 ea.	_____
_____ Labor requirements. Straight time \$80/hr Overtime \$120/hr. See details below before ordering		Labor Total	_____
_____ Size of connection(s) required: _____			_____

Note: Time and material charges will apply when pumps are required to drain services

**FILL & DRAINS**

_____ 0 – 200 Gallons	\$195.00	\$274.00	_____
_____ Each additional 200 Gallons	\$50.00	\$70.00	_____
_____ Labor requirements. Straight time \$80/hr Overtime \$120/hr. See details below before ordering		Labor Total	_____

Note: If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it. Edlen is not responsible for sediment or the color or taste of the water.

**MISCELLANEOUS REQUIREMENTS (Call for a quote)**


**LABOR INSTRUCTIONS:** There is a minimum charge of 1 hour for the installation and 1/2 hour for the removal of all air, water, drain and fill & drain services. Straight time is Monday-Friday from 8:00 am - 5:00 pm. Overtime is Monday-Friday 5:00 pm-8:00 am, all day Saturday, Sunday and Holidays. In deciding whether the work is done on straight time or overtime, please determine what day you are moving in & what day you are moving out.

<b>TOTAL PAYMENT:</b>									
COMPANY NAME:					PHONE:			FAX:	
ADDRESS:					CITY:			ST:	ZIP:
SIGNATURE:				PRINT NAME:				Country:	
EMAIL ADDRESS:							CC VERIFICATION		
NO:									
PAID BY: CK AMX VISA MC DISC DINER							EXP DATE:		
CARD HOLDER SIGN:					PRINT NAME:				
<b>CREDIT CARD BILLING ADDRESS (If different from address above)</b>									
ADDRESS:					CITY:			ST:	ZIP:
<b>FOR OFFICE USE ONLY</b>		Date Received		Payment Method		Amt Received		Received by:	

## IMPORTANT TERMS/CONDITIONS AND REGULATIONS

1. Order (with payment) must be received a minimum of 14 days prior to the scheduled event opening for advanced payment rates. Orders faxed or mailed without payment will not guarantee advance rates, payment must be received as well. Orders received less than 14 days prior to scheduled event opening will be charged at the regular rates.
2. In the event that the totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by 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 dropped to one location in the booth. Edlen will make every attempt to deliver this services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether its 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. *Qualified technicians employed by the exhibitor may make connections to their equipment. Connections made by Edlen plumbers will be provided on a time and material basis. (need to note type of connection for each service)*
6. There is a minimum labor charge to provide each of the services listed on the front of this form. Please read "Labor Instructions" box located on the front of the form. Labor charges are based upon current wage rates and are noted on the front of the form.
7. In some instances a pump is required to drain services out of an exhibitors booth. When this occurs, time & material charges will apply. Exhibitors are encourage to contact Edlen to discuss any potential additional costs.
8. Service outlet size is determined by the volume required. Airline size is dictated by the CFM requirements. Standard airlines terminate with a 1/2" female iron pipe valve.
9. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours please call for a quote.
10. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
11. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
12. 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.
13. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. (4oz.) Call for price quote when available.
14. All equipment using water must have inlet and outlet properly tagged.
15. All equipment must comply with state and local codes.
16. 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.
17. For gas cylinders or any other special requirements call Edlen for a quote at the number below. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
18. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
19. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
20. Credit will not be given for connections installed and not used.
21. Payment in full for all plumbing services provided must be made in full prior to close of the event.
22. 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.
24. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
25. 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](http://www.edlen.com)**