



Los Angeles Convention Center

# 2005 ELECTRICAL SERVICE ORDER

VALID FROM JANUARY 1 - DECEMBER 31, 2005

CUSTOMER SERVICES  
1201 SOUTH FIGUEROA STREET  
LOS ANGELES, CA 90015  
(213) 741-1151, Ext. 5470  
FAX: (213) 765-4444  
E-mail: customerservices@lacclink.com  
TDD: (213) 763-5080

NAME OF EVENT		EVENT DATES		BOOTH NUMBER(S)	
EXHIBITING FIRM			ON SITE SHOW CONTACT		
ADDRESS		CITY		STATE	
TELEPHONE		FAX		E-MAIL	
ORDER ON LINE AT <a href="http://www.lacclink.com">www.lacclink.com</a> click: Services Provided then click: Exhibitor Services		PAYMENT IN U.S. DOLLARS OR CREDIT CARD AUTHORIZATION MUST ACCOMPANY THIS ORDER FOR PROCESSING <input type="checkbox"/> American Express <input type="checkbox"/> Company Check <input type="checkbox"/> Certified Check <input type="checkbox"/> Diners Card <input type="checkbox"/> Master Card <input type="checkbox"/> VISA <b>MAKE CHECK PAYABLE TO: LOS ANGELES CONVENTION CENTER</b>			
CREDIT CARD NO.				EXP. DATE	
PLEASE PRINT NAME AS IT APPEARS ON CARD			AUTHORIZED SIGNATURE OF CARDHOLDER		DATE

**PLEASE SEE BACK OF FORM FOR INFORMATION AND CONDITIONS FOR SERVICES PROVIDED**

(1)	QTY.	120 VOLT POWER & LIGHTING OUTLETS	RATE	LACC CODE	AMOUNT
		Single Outlet up to 500 Watts .....	\$100	E01S	
		Single Outlet up to 1000 Watts .....	145	E02S	
		Single Outlet up to 1500 Watts .....	195	E03S	
		Single Outlet up to 2000 Watts .....	240	E04S	
Additional labor charge required to install outlets other than at rear of booth or standard placement. See B5 on back of form. Please submit plan showing outlet locations.					<b>SUBTOTAL (1)</b> \$

(2)	QTY.	FLOODLIGHTS & SPOTLIGHTS	RATE	LACC CODE	AMOUNT
		150 Watt (equivalent) – Floodlight or Spotlight .....	\$120	E05SF/SS	
		300 Watt (equivalent) – Floodlight or Spotlight .....	145	E06SF/SS	
		1000 Watt Par 64 Quartz Light (Halls ABGHJK only) installed on catwalk railing . .	260	E07S	
		1000 Watt Par 64 Quartz Light (Kentia Hall) installed on columns or unistrut. . . . .	305	E08S	
Additional labor maybe required for non-standard installations. See LACC Lighting Policy for additional details.					<b>SUBTOTAL (2)</b> \$

**(3) 120/208/480V POWER INCLUDES LABOR & MATERIAL SEE C REVERSE SIDE FOR INSTALLATION PROCEDURES**

1KVA = 1000 WATTS	120 VOLT			208 VOLT					480 VOLT			AMOUNT
AMOUNT KVA	QTY	RATE EACH	CODE	QTY 1-Phase	CODE	QTY 3-Phase	CODE	RATE EACH	QTY	RATE EACH	CODE	
1 KVA		\$285	E09		E33		E34	\$305		\$350	E10	
2 KVA		315	E11		E35		E36	340		400	E12	
3 KVA		350	E13		E37		E38	380		425	E14	
5 KVA		425	E15		E39		E40	495		510	E16	
7.5 KVA		For 120 volt services greater than 40-amps, call for assistance.			E41		E42	630		675	E18	
10 KVA				E43		E44	690		750	E20		
15 KVA				E45		E46	795		795	E22		
EA KVA OVER 15				E48		E49	36		36	E23		

SUBMIT SEPARATE BREAKDOWN INDICATING QUANTITY OF HOOKUPS, VOLTS, AMPERAGE AND PHASE **SUBTOTAL (3)** \$

ELECTRICAL LABOR RATES (1/2 HOUR INCREMENTS) Monday - Friday 8:00 am - 4:30 p.m. . . . . \$ 60/Hr. All other times, Sat., Sun., Holidays . . . . . \$120/Hr. Discount Not Applicable, See B-5 on back of form.	FOR 24 HOUR SERVICE ADD 50% EACH OUTLET . . . . SUBMIT DETAILED LIST OF SERVICES REQUIRING 24 HOUR SERVICE	<b>SUBTOTAL (4)</b> \$
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PLEASE SUBMIT FLOOR PLAN OF BOOTH, IF AVAILABLE, SHOWING EXACT LOCATION OF ELECTRICAL AND ALL OTHER SERVICES.	ADD ABOVE SUBTOTALS 1-4. . . . . (a) <b>SEE A1 ON BACK OF FORM TO APPLY 20% DISCOUNT . . . . (b)</b> SUBTRACT (b) from (a) for <b>TOTAL DUE</b>	\$
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SHOW GENERAL LOCATION OF CONNECTION. AISLE # <input type="checkbox"/> STANDARD <input type="checkbox"/> ISLAND <input type="checkbox"/> CORNER AISLE # _____ INDICATE TYPE OF BOOTH & AISLE NO.	<b>FOR OFFICE USE ONLY</b> Form of Payment _____ Amount \$ _____ Date: _____ Rec'd By: _____ ID # _____ Date Entered: _____ Initial _____	48-42 (06/04) ORIGINAL (CUSTOMER SERVICES) YELLOW (EXHIBITOR) <b>NO. E5</b>
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In submitting this order, the parties requesting service acknowledge that they have read and understand the Information and Conditions on the reverse side of this order form and agree to accept the terms therein.

## INFORMATION AND CONDITIONS

The Los Angeles Convention Center is the exclusive provider of electrical services within its facilities. This includes all exhibit halls, meeting rooms, exterior areas, and temporary structures. All requirements to install, connect, repair, alter, or distribute power for electrical and lighting are to be completed by LACC electrical services personnel. Material and equipment provided by LACC shall remain the property of LACC.

In providing the services requested in this order, neither the City of Los Angeles, nor its officers, employees, agents, contractors nor subcontractors shall be liable to (Customer) for special, incidental or consequential damages for loss, damage, or expense, directly or indirectly arising from the provision or non-provision of the services herein requested, for commercial loss of any kind (including loss of business or profits) whether or not the City of Los Angeles has been advised of the possibility of such damage or loss.

### A. SERVICE ORDER REQUEST AND PAYMENT

1. This service order form must be received **with full payment or credit card payment no less than twenty (20) days prior to first scheduled show day for the DISCOUNT** to be applied.
2. Failure to provide all the necessary information requested on this form, and on required supplemental forms, may result in a delay of service installation.
3. Credit cannot be given for service or equipment installed and not used.
4. Refund will not be considered unless filed in writing by the exhibitor **PRIOR** to the close of the exposition. Please allow thirty (30) days for processing.
5. LACC conducts an installation audit of power supplied to all exhibits. Exhibitors using power not ordered on service order form will be required to pay on site for power to continue service. Power may be disconnected pending receipt of full payment.
6. A \$35.00 service fee will be charged for returned checks.
7. Checks are not accepted at the Service Desk.

### B. REQUIREMENTS/SERVICE RESTRICTIONS

1. Only LACC electricians are allowed to make electrical installations and connections.
2. Unless otherwise instructed by the exhibitor, LACC personnel will cut floor coverings and walls to install service.
3. LACC is not responsible for voltage fluctuations or power failures.
4. All electrical equipment, components, fixtures, cabling, etc. must be listed by Underwriters Laboratory (UL), or approved by the City of LA's Testing Laboratory (Test Lab), and shall be labeled accordingly. All electrical work must be done in accordance with all local, state, and national electrical codes.
5. Electrical labor must be ordered when the service requested exceeds standard installation criteria or for requests to alter or repair exhibit equipment, or relocate service. Examples include: Installing more than 3 outlets to locations other than "standard rear of booth" placement, installing electric cords and cables throughout the booth, relocating service(s) installed, installing power from overhead catwalks, installing service that exceeds standard cable lengths/runs, and installing exhibitor lighting. See LACC Labor Request form for more details...
6. Neon signs, lights or other equipment containing high voltage potential and/or other approved sources of heat, must be contained within an approved enclosure and adequately protected from possible damage, and mounted in an area of the exhibit where personnel and attendees cannot come in contact with the sign/equipment. All cabling, ballasts, and other components must be approved for high voltage application. NO fabric or combustible material can be near the heat source.
7. All equipment must be properly grounded. Extension cords must be 14 gauge/3-wire grounding type or larger. All splices and connections must be made in an approved enclosure. No open splices are allowed..
8. All 120-volt electrical equipment and devices within 6 feet of a water/liquid source must be protected by a Ground Fault Circuit Interrupter (GFI).

### C. 120/208/480V HOOK-UP INSTALLATION PROCEDURE

1. All equipment must display complete information on current, voltage, phase, cycle, KVA, etc. If **no information** is available, electrical charges shall be computed at 70% of the main breaker or main fuse size of equipment. Circuit ampacity/KVA must be sized to allow for start-up current and long continuous loads.
2. Notify LACC Customer Service Desk when **equipment is in exhibit position**.
3. LACC electrician will audit power requirement and adjust requirements if necessary. Exhibitor shall return to service desk for payment of service due to changes or adjustment to original service request.
4. An installer will be dispatched based on receipt of order and proceed with hook-up.
5. **In the event the installer's time is not compatible with exhibitor's schedule:**
  - (a) Exhibitors may leave after audit and adjustments have been made. Installation will be completed as audited; however, equipment will not be energized unless exhibitor is present.
  - (b) **Electrical equipment power rotation will be done only when exhibitor is present.**

Calculation for KVA requirements:

$$\text{Single phase: } \frac{\text{Amps} \times \text{Volts}}{1000} = \text{KVA}$$

$$\text{Three phase: } \frac{\text{Amps} \times \text{Volts} \times 1.73}{1000} = \text{KVA}$$

**THE LOS ANGELES CONVENTION CENTER IS A NON-SMOKING FACILITY**