

# ELECTRICAL ORDER FORM

MAIL OR FAX TO



Questions? Visit [www.edlen.com](http://www.edlen.com)

**ELECTRICAL EXHIBITION SERVICES**  
 1844 Imperial Ave., San Diego, CA 92102-3822  
 Ph: (619) 696-6625 Fax (619) 696-7762  
[sandiego@edlen.com](mailto:sandiego@edlen.com)

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>			
<b>FACILITY:</b>			
<b>DATES:</b>	<b>EVENT#</b>		

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

	QUANTITY (For Show Hours Only)	QUANTITY (For 24hrs/day Double price)	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
<b>120 VOLT</b>					
0 - 500 WATTS (5 AMPS)	_____	_____	82.00	123.00	_____
501 - 1000 WATTS (10 AMPS)	_____	_____	143.00	215.00	_____
1001 - 1500 WATTS (15 AMPS)	_____	_____	168.00	252.00	_____
1501 - 2000 WATTS (20 AMPS)	_____	_____	194.00	291.00	_____
<b>208 VOLT SINGLE PHASE</b>					
5 AMPS	_____	_____	170.00	255.00	_____
10 AMPS	_____	_____	254.00	381.00	_____
15 AMPS	_____	_____	291.00	437.00	_____
20 AMPS	_____	_____	364.00	546.00	_____
30 AMPS	_____	_____	434.00	651.00	_____
60 AMPS	_____	_____	570.00	855.00	_____
100 AMPS	_____	_____	750.00	1125.00	_____
<b>208 VOLT THREE PHASE</b>					
5 AMPS	_____	_____	255.00	383.00	_____
10 AMPS	_____	_____	337.00	506.00	_____
15 AMPS	_____	_____	388.00	582.00	_____
20 AMPS	_____	_____	485.00	729.00	_____
30 AMPS	_____	_____	580.00	870.00	_____
60 AMPS	_____	_____	759.00	1139.00	_____
100 AMPS	_____	_____	999.00	1499.00	_____

**TRANSFORMER TO BOOST 208V up to approx. 230V - \$3 per amp with 20 amp min.**

**LIGHTING EQUIPMENT** (Including current consumed) Include drawing showing light location.

100 WATT ARM LIGHT <sup>1</sup>	_____	_____	115.00	174.00	_____
120 WATT FLOOD LIGHT <sup>2</sup>	_____	_____	98.00	147.00	_____
120 WATT DBL POLE LIGHT <sup>2</sup>	_____	_____	152.00	228.00	_____
300 WATT FLOOD LIGHT <sup>2</sup>	_____	_____	120.00	180.00	_____
300 WATT QUARTZ LIGHT <sup>2</sup>	_____	_____	142.00	213.00	_____
1000 WATT QUARTZ LIGHT <sup>3</sup>	_____	_____	247.00	372.00	_____

1. Requires hard wall for installation. 2. Cost includes installation at rear or side rail of in-line booths. Other locations require labor & material. 3. Time & material will apply when lift is required to mount overhead. Please see #7 on back.

**MATERIAL** (Electricity not included)

15' EXTENSION CORD	_____	_____	21.00	_____	_____
MULTI OUTLET STRIP	_____	_____	21.00	_____	_____

**LABOR**

ST (Mon - Fri 8:00 - 4:30 pm, excluding Holidays)	_____	_____	82.00	_____	_____
OT (Mon - Fri 4:30 pm - 8:00 am, Sat, Sun & Holidays)	_____	_____	164.00	_____	_____

<b>PLACE YOUR TOTAL PAYMENT HERE</b>	
All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.	

**FOR ADVANCE PAYMENT PRICE** to apply we must receive your order, payment and floor plan showing main power location and distribution points (see item #1 on reverse) prior to this

**DEADLINE DATE:**

**Avoid Duplication !!**  
 If you fax this form with credit card info, do not mail the original form or send another form of payment.

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**ON LINE ORDERING**  
 This show may be available on line. Visit [www.edlen.com](http://www.edlen.com). Use the event # above as your password.

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**ISLAND BOOTHS**  
 There is a minimum labor charge of (1) hour to deliver power to all Island booths. All additional distribution is done by Edlen electricians on a time & material basis.

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**208V & HIGHER VOLTAGES**  
 There is a minimum labor charge of (1) hour for installation & 1/2 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form please call for a quote.

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**DEDICATED OUTLETS**  
 Dedicated outlets require a 20 amp outlet.

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**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.

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**SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS**

FOR OFFICE USE ONLY	
DATE RECEIVED	
PAYMENT METHOD	
AMOUNT RECEIVED	
RECEIPTED BY:	

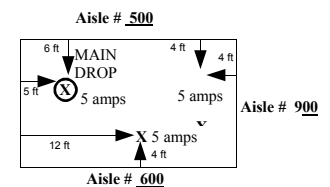
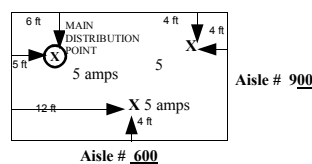
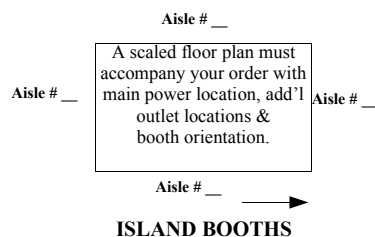
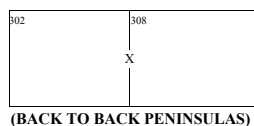
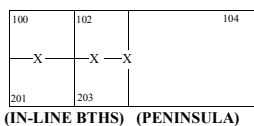
COMPANY NAME:		PHONE:		FAX:	
ADDRESS:		CITY:		ST:	ZIP:
SIGNATURE:			PRINT NAME:		Country:
EMAIL ADDRESS:				CC VERIFICATION NO:	
PAID BY: CK AMX VISA MC DISC DINER				EXP DATE:	
CARD HOLDER SIGN:			PRINT NAME:		
CREDIT CARD BILLING ADDRESS (If different from address above)					
ADDRESS:		CITY:		ST:	ZIP:

## VERY IMPORTANT TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to 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 that the totals are calculated incorrectly on the front of this form, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsula booths. All services provided to island booths require labor and material for distribution. If floor plan showing main power location is not submitted prior to Edlen move-in date, Edlen will bring the main power to a convenient location at Edlen's discretion. Please refer to item #6.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, distribution of electrical services or labor. Distribution from the power source to all other locations in a booth space *regardless of booth type* requires 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. 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.
7. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will be applied to hang the lights as requested. Please contact our office to determine if any additional charges will apply.
8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. Edlen is the exclusive provider of all material & 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.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
11. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
12. 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.
13. 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.
14. All Exhibitor's 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.
15. 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.
16. 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. Edlen will not refund overpayment, except sales tax, in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. 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.
19. 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.
20. 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.
21. By signing this 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 WEB SITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**

# ELECTRICAL LABOR ORDER FORM



**IMPORTANT!!**

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

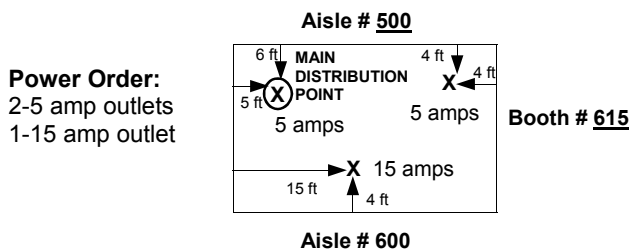
**Step 1** Please read the list of work below. If you require any of this work to be performed in your booth space, it must be performed by Edlen Electricians. This work falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel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

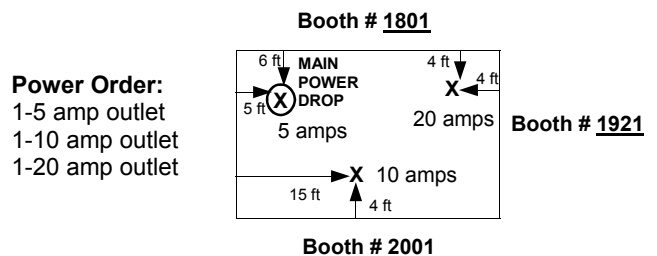
A scaled floor plan with exact outlet locations, including dimensions, booth orientation reflecting surrounding booth or aisle numbers & main power drop location for island booths. You can download blank floor plan grids from our website at [www.edlen.com](http://www.edlen.com). Power comes from the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



1844 Imperial Avenue, San Diego, CA 92102  
 Ph (619) 696-6625 Fax (619) 696-7762  
 sandiego@edlen.com www.edlen.com

Company:		Bth#
Contact:		
Phone:	Fax:	
Event:		
Facility		
Dates		Event #

**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: \_\_\_\_\_

Estimated date and time of booth installation: 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 _____

**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.**