



GREATER FORT LAUDERDALE • BROWARD COUNTY
CONVENTION CENTER



ELECTRICAL EXHIBITION SERVICES

16110 NW 13th Ave / Miami, FL 33169-5712
Tel: 305-623-5335 Fax: 305-623-5337
www.edlen.com miami@edlen.com

COMPANY NAME:

BOOTH #:

PLEASE CHECK:

☐

NEW ORDER

☐

REVISED ORDER

INTERNET TELEPHONY CONFERENCE & EXPO

GREATER FT LAUDERDALE / BROWARD COUNTY CONVENTION CENTER

JANUARY 24 - 27, 2006

EVENT # 016053MI

ELECTRICAL OUTLETS Approximately 120/208V A.C. 60 Cycle-PRICES ARE FOR ENTIRE EVENT.

	QUANTITY (For Show Hours Only)	QUANTITY (For 24 hrs/day - Double Price)	14 DAY ADVANCE PAYMENT PRICE	REGULAR PRICE	COST
120 VOLTS					
0-500 WATTS (5 AMPS)	_____	_____	60.00	90.00	_____
501-1000 WATTS (10 AMPS)	_____	_____	82.00	123.00	_____
1001-2000 WATTS (20 AMPS)	_____	_____	105.00	157.50	_____
208 VOLTS SINGLE PHASE					
20 AMPS	_____	_____	238.70	358.05	_____
30 AMPS	_____	_____	284.90	427.35	_____
60 AMPS	_____	_____	423.50	635.25	_____
100 AMPS	_____	_____	608.30	912.45	_____
208 VOLTS THREE PHASE					
20 AMPS	_____	_____	317.90	477.40	_____
30 AMPS	_____	_____	379.50	569.25	_____
60 AMPS	_____	_____	564.30	846.45	_____
100 AMPS	_____	_____	810.70	1,216.05	_____
TRANSFORMER TO BOOST 208V to 230V - \$3.00 per AMP with a 20 AMP MINIMUM					

LIGHTING EQUIPMENT (Including Current Consumed) Provide Drawing Showing Light Location(s)

120 WATT QUARTZ FLOOD LIGHT ¹	_____	75.00	113.00	_____
120 WATT CHROME ARM LIGHT ²	_____	83.00	125.00	_____
1000 WATT OVERHEAD PAR LIGHT ³	_____	177.10	265.65	_____

1. Inline Booths Only / Light on 8 Foot Pole 2. Hardwall Booths Only
3. Additional Charge for Time and Material will apply when lift required to mount overhead

MATERIAL (Electricity Not Included) (120 Volt only)

EXTENSION CORD	_____	19.00	_____
MULTI OUTLET POWER STRIP	_____	19.00	_____

LABOR (Required for ALL island booths, 208V & higher connections and non-standard installations - see back)

ST-Monday-Friday (Except Holidays)	_____	66.00	_____
8:00 a.m. - 4:30 p.m.	_____		_____
OT-Monday-Friday (All Day Sat/Sun/Holidays)	_____	132.00	_____
4:30 p.m. - 8:00 a.m.	_____		_____

EDLEN RESERVES THE RIGHT TO CORRECT ORDERS FIGURED INCORRECTLY.

★ALL FOREIGN CHECKS MUST BE DRAWN ON U.S. BANKS ONLY★

MAKE CHECKS PAYABLE TO : EDLEN ELECTRICAL EXHIBITION SERVICES

SALES TAX DUE ON ALL ORDERS UNLESS FLORIDA DR-13 OR DR-14 TAX EXEMPTION CERTIFICATE ACCOMPANIES ORDER	Sub Total \$	_____
	Add FL 6% Sales Tax	_____
	TOTAL PAYMENTS \$	_____

FOR ADVANCE PAYMENT PRICE

We must receive your order, payment and a floor plan showing main power location and distribution points (see item #1 on reverse) by

JANUARY 10, 2006

ONLINE ORDERING

You can also order these services through our online order page at www.ftlauderdalecc.com
On the menu bar click **Services** and then **Order Forms**.

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS

ISLAND BOOTHS

There is a minimum labor charge of (1) one hour to deliver power to all island booths & 1/2 hour for removal. All additional distribution is done by Edlen electricians on a time & material basis.
A legible, scaled floor plan, with orientation, is required for all island booths. A suitable location must be shown for Edlen's distribution panel(s).

208V & HIGHER VOLTAGES

There is a minimum labor charge of (1) one 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.

DEDICATED OUTLETS

Dedicated outlets require a 20 amp outlet.

24 HOUR SERVICE

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing each show day. If you require power at any other time, order 24 hour power.

OFFICE USE ONLY

DATE RECEIVED	_____	_____
METHOD OF PMNT	_____	_____
AMOUNT RECEIVED	_____	_____
RECEIVED BY	_____	_____

PRINT YOUR E-MAIL ADDRESS

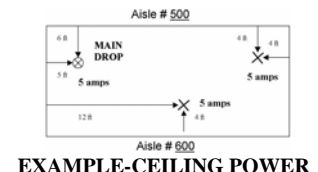
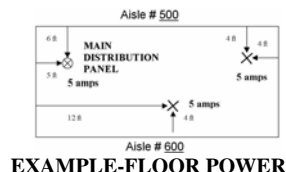
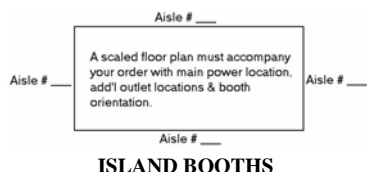
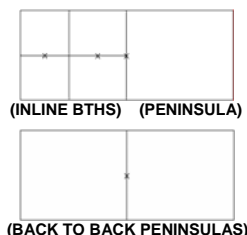
COMPANY NAME:		PHONE:		FAX:	
ADDRESS:		CITY:		STATE: ZIP: COUNTRY:	
CONTACT PERSON:		SIGNATURE:		DATE:	
PAID BY: CK VISA MC AMX DISC DINERS		CARD #	EXP. DATE:		
3 OR 4 DIGIT CC SECURITY CODE		CARDHOLDER SIGN:		PRINT NAME:	
PLEASE COMPLETE THIS SECTION (PRINT)					

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 or e-mail 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. Power must be ordered according to peak amperage ratings with a 5 amp or 500 watt minimum.
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. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
8. 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.
9. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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 the amounts less than \$50.00 unless specifically requested in writing.
16. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
17. Exhibitor holds Edlen, Greater Fort Lauderdale/Broward County Convention Center and SMG as its operator 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 Exhibitors.
18. 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.
19. 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.
20. By signing this form, exhibitor hereby agrees to all terms and conditions on this order form.

WHERE WILL MY OUTLET BE LOCATED?

Outlets will be 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 & material basis.



HOW MUCH POWER DO I NEED?

1. Calculate the power for your lighting needs by totaling the wattage of your lights.
2. For other equipment, read the rating from on the back or bottom of the unit (see example). The plate will tell you the amperage or wattage, voltage and phase requirements. Power must be ordered according to peak amperage ratings.
3. Separate locations require separate outlets.
500 watt minimum per location.

120V 1PH
60HZ
1000W

120 Volts Single Phase
= 60 Cycle
1000 Watts

208V
30A
3PH

208 Volts
= 30 Amps
Three Phase



ELECTRICAL/PLUMBING LABOR FORM

Mail or Fax Order to:

16110 NW 13th Ave / Miami, FL 33169-5712

Tel: 305-623-5335 Fax: 305-623-5337

www.edlen.com miami@edlen.com

IMPORTANT!!

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

Step 1 Read list of work below to determine your requirements for electrical labor. The following falls within the electrical scope of work in South Florida and cannot be performed by other unions, I&D houses or exhibitors. Please feel free to contact our office for clarification of scope of work.

WORK REQUIRED

1. Electrical distribution under carpet and flooring.
2. Electrical distribution overhead and/or through booth structure.
3. Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment.
4. Lighting used as spot or flood lights.
5. Wiring of overhead signs.
6. Assembly and hanging of all static lighting and truss.
7. All Island booths and non-standard installations.
8. Plumbing work, including air/water/gas lines and fill & drain.

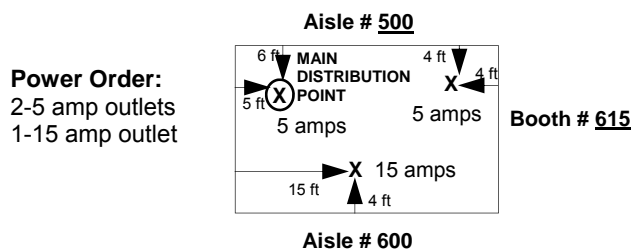
IMPORTANT RULES AND INFORMATION

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.
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.
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.
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(s).
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.

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 distribution panel location for island booths. Power comes from the floor at all South Florida facilities.

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



EXAMPLE-FLOOR POWER

REVERSE SIDE MUST BE COMPLETED

ELECTRICAL/PLUMBING LABOR ORDER FORM

16110 NW 13th Ave / Miami, FL 33169-5712
 Tel: 305-623-5335 Fax: 305-623-5337
 www.edlen.com miami@edlen.com

COMPANY NAME:		BOOTH #:
PHONE #:	FAX #:	
INTERNET TELEPHONY CONFERENCE & EXPO		
BROWARD COUNTY CONVENTION CENTER		016053MI

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 # _____ Security Code _____ 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.

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 Provide a production schedule (either complete section below, or attach your own) for the remaining electrical work required in your booth. This will assist us in accommodating labor requirements. *Example:*

Day <u>Monday</u>	Date <u>1/5</u>	# of electricians <u>2</u>	Time <u>8am</u>	Work requested <u>Hang track lights</u>
Day <u>Monday</u>	Date <u>1/5</u>	# of electricians <u>2</u>	Time <u>2pm</u>	Work requested <u>Forklift to hang light box</u>
Day <u>Tuesday</u>	Date <u>1/6</u>	# of electricians <u>4</u>	Time <u>8am</u>	Work requested <u>Hang and power up static lighting</u>

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.