



2008 ELECTRICAL SERVICE ORDER

VALID FROM JANUARY 1 - DECEMBER 31, 2008

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

NAME OF EVENT		EVENT DATES		BOOTH NUMBER(S)	
EXHIBITING FIRM/COMPANY			ON SITE SHOW CONTACT (PLEASE PRINT)		
ADDRESS		CITY	STATE		ZIP
TELEPHONE		FAX		E-MAIL	

ORDER ONLINE AT www.lacclink.com <small>click: Services Provided</small> <small>then</small> <small>click: Exhibitor Services</small>	PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM NO. CCA MUST ACCOMPANY THIS ORDER. PAYMENT IN U.S. DOLLARS. <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> COMPANY CHECK <input type="checkbox"/> CERTIFIED CHECK <input type="checkbox"/> DINERS CLUB <input type="checkbox"/> MASTER CARD <input type="checkbox"/> VISA <p style="text-align: center; color: red; font-weight: bold;">MAKE CHECK PAYABLE TO: LOS ANGELES CONVENTION CENTER</p>
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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	\$105	E01S		
		Single Outlet up to 1000 Watts	155	E02S		
		Single Outlet up to 1500 Watts	205	E03S		
		Single Outlet up to 2000 Watts	245	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 and booth orientation.					SUBTOTAL (1)	\$

(2)	QTY	FLOODLIGHTS & SPOTLIGHTS	RATE	LACC CODE	AMOUNT	
		150 Watt (equivalent) Floodlight	\$135	E05SF/SS		
		1000 Watt Par 64 Quartz Light (Halls ABGHJK Only) installed on catwalk railing . . .	270	E07S		
		1000 Watt Par 64 Quartz Light (Kentia Hall) installed on columns or unistrut	320	E08S		
Additional labor may be required for non-standard installations. See LACC Lighting Policy for additional details.					SUBTOTAL (2)	\$

(3) 208/480 VOLT POWER CONNECTIONS (INCLUDES LABOR & MATERIAL) SEE C REVERSE SIDE FOR INSTALLATION PROCEDURES										
		208 VOLT, 1Ø		208 VOLT, 3Ø			480 VOLT, 3Ø (NO NEUTRAL)			AMOUNT
AMPERAGE	QTY	RATE EACH	CODE	QTY	RATE EACH	CODE	QTY	RATE EACH	CODE	
10 AMP		\$340	EP21010		\$495	EP23010		\$750	EP43010	
20 AMP		\$495	EP21020		\$630	EP23020		\$850	EP43020	
30 AMP		\$630	EP21030		\$690	EP23030		\$1,050	EP43030	
60 AMP		\$795	EP21060		\$995	EP23060		\$1,995	EP43060	
100 AMP		\$995	EP21100		\$1,500	EP23100		\$3,200	EP43100	
200 AMP		\$1,750	EP21200		\$2,750	EP23200		\$5,975	EP43200	

For amps above 200, please call LACC Exhibitor Services. 480V service is a 3-wire system with equipment ground (no neutral).
Submit floor plan indicating volts, amps, and phase of each piece of equipment to be hooked up. Also indicate desired location of main power drop, location of all equipment to be connected, and booth orientation.

SUBTOTAL (3)

\$

24 HOUR SERVICE50% OF SERVICE CHARGE
Indicate specifically which services require 24 hour service and add additional 50% for each service.
All 24 hour service must be identified on the floor plan.

SUBTOTAL (4)

\$

SERVICE LOCATION - For 10x10 in-line booths and peninsula booths, use the space below to indicate placement of service. Island booths must submit a floor plan that includes proper orientation and measurements in feet and inches.	ADD ABOVE SUBTOTALS 1 - 4 (a) SEE AT ON BACK OF FORM TO APPLY 20% DISCOUNT SUBTRACT (b) from (a) for TOTAL AMOUNT DUE (h) \$
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Front of booth <div style="border: 1px solid black; width: 50px; height: 50px; margin: 10px auto;"></div> Show location of service Rear of booth	<p style="text-align: center; font-weight: bold; color: red;">FOR OFFICE USE ONLY</p> Form of Payment _____ Amount \$ _____ Date: _____ Received By: _____ ID # _____ Date Entered: _____ Initial _____	ORIGINAL (EXHIBITOR SERVICES) YELLOW (EXHIBITOR)	NO. E8
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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 (LACC) is the exclusive provider of electrical services within its facilities. This includes all exhibit halls, meeting rooms, public areas, exterior areas, and parking lots/garages. 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 Exhibitor 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. A reconnection fee of \$40.00 will be required.
6. A \$35.00 service fee will be charged for returned checks.
7. Checks are not accepted for on site orders or at the Exhibitor Services Desk.

B. SERVICE REQUIREMENTS AND 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. Exhibitors are encouraged to supply their own surge protection equipment.
4. All electrical equipment, components, fixtures, cabling, etc., must be listed by Underwriters Laboratory (UL), or approved by the City of Los Angeles' 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 including: amperage, 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 Exhibitor Services Desk when **equipment is in exhibit position.**
3. LACC electrician will audit power requirements and adjust requirements if necessary. Exhibitor shall return to services 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.**

THE LOS ANGELES CONVENTION CENTER IS A NON-SMOKING FACILITY



PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

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ACCOUNT NUMBER		<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>																					EXP. DATE		/					
Card Holder's Billing Address - IF DIFFERENT FROM ABOVE										CITY		STATE		ZIP																
PRINT CARD HOLDER'S NAME						CARD HOLDERS' SIGNATURE				DATE																				

Please complete the information requested and return this form with your service orders. You may choose to pay by credit card, or check; however, **we require your credit card authorization to be on file with LACC.** Full payment or credit card authorization must be received 20 days prior to the first show day to qualify for the discount on pre-show orders. Payment or credit card authorization received after cut-off date will be charged at the on-site order rate. **LACC will use this authorization to charge your credit card for any additional charges incurred as a result of on-site orders placed by your representative(s).**

TOTAL FROM EACH ORDER FORM

ELECTRICAL	\$	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
ELECTRICAL LABOR (Move-in & Move-out)	\$	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
(Electrical Labor invoices will be calculated according to actual hours worked.)		<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
TELECOMMUNICATIONS	\$	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
TELECOMMUNICATIONS LABOR	\$	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
TOLL AND LONG DISTANCE CHARGES	\$	(Billed at the close of the event)
PLUMBING	\$	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
PLUMBING LABOR	\$	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
BUILDING PERMIT FEE	\$	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
OTHER (specify) _____	\$	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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OTHER (specify) _____	\$	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

TOTAL AMOUNT DUE

Los Angeles Convention Center Federal Tax ID #95-6000-735

Make check payable to the **LOS ANGELES CONVENTION CENTER** or indicate the amount to be charged to the credit card on pre-show orders.

1. No. _____ Date _____ Amount \$
 Checks must be drawn on U.S. Bank and in U.S. currency.
- OR
2. Charge credit card for pre-show orders in the amount of \$

FOR OFFICE USE ONLY

ORIGINAL (Exhibitor Services)
 YELLOW (Exhibitor)

Date received _____ Discount Cut-off Date _____



Los Angeles Convention Center

2008 ELECTRICAL LABOR REQUEST

VALID FROM JANUARY 1 - DECEMBER 31, 2008

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<small>click: Services Provided then click: Exhibitor Services</small>	<input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> COMPANY CHECK <input type="checkbox"/> CERTIFIED CHECK <input type="checkbox"/> DINERS CLUB <input type="checkbox"/> MASTER CARD <input type="checkbox"/> VISA				
MAKE CHECK PAYABLE TO: LOS ANGELES CONVENTION CENTER					

- Please submit labor request form with credit card authorization no less than twenty (20) days prior to the first scheduled move-in day. Labor ordered after this time will be scheduled based on availability and on a first come, first serve basis.
- Electrical labor must be ordered when the type of service requested exceeds standard installation criteria, when a request is made to alter or repair exhibit equipment or when lighting is installed. Examples in which additional labor is required include: installing more than three (3) outlets to specific locations on the floor other than "standard rear of booth" placement; installing electrical cords and cables throughout the booth; relocating service(s) once installed; installing, wiring, adjusting, and removing Exhibitor/Contractor owned light fixtures and related equipment; installing power from overhead (catwalks, etc.), and installing services that exceed standard cable lengths/runs.
- Once floor power has been installed, Exhibitors may mount and plug-in their own standard (non-theatrical) lights providing the installation can be completed by one (1) person in fifteen (15) minutes. Installations exceeding fifteen (15) minutes must be done by LACC Electrical staff. For theatrical style lighting, see LACC Lighting Policy.
- Requests for modifications to the schedule (including cancellations) must be received no less than 48 hours prior to the beginning of the respective work shift. Modifications and/or cancellations made without prior notification will be subject to corresponding labor charges and staff availability.
- Please fill-in the required information below. Be sure to include schedule for move-in and move-out (if required). Labor is ordered in half-hour increments. Total charges will be calculated according to actual hours worked.

SCHEDULE			# OF HRS.	QUANTITY			RATE	\$ TOTALS
DATE(S)	START	END		ELECT.	JLG	SCISSOR		
	AM / PM	AM / PM					HR	
	AM / PM	AM / PM					HR	
	AM / PM	AM / PM					HR	
	AM / PM	AM / PM					HR	
	AM / PM	AM / PM					HR	
	AM / PM	AM / PM					HR	

Labor and Material are not subject to discount.

TOTAL AMOUNT DUE = \$ _____

All projects involving electrical labor must be completed between the hours of 7:30 a.m. and 11:00 p.m. **No electrical work will be performed after 11:00 p.m. or prior to 7:30 a.m. without prior authorization.**

Electrical Labor and Equipment Rates:

Electrician:	Mon. - Fri. 8:00 A.M. to 4:30 P.M.	\$ 65.00/hour	All other times, Sat., Sun., Holidays: \$130.00/hour
Scissor lift with Operator:	Mon. - Fri. 8:00 A.M. to 4:30 P.M.	\$170.00/hour	All other times: \$225.00/hour
JLG lift with Operator:	Mon. - Fri. 8:00 A.M. to 4:30 P.M.	\$220.00/hour	All other times: \$275.00/hour

NO. ELR8



Los Angeles Convention Center

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CREDIT CARD CHARGE AUTHORIZATION

AMERICAN EXPRESS
 DINERS CLUB
 MASTER CARD
 VISA

ACCOUNT NUMBER:

Card Holder's Billing Address - IF DIFFERENT FROM ABOVE: _____ CITY: _____ STATE: _____ ZIP: _____

EXP. DATE: _____ / _____ MO. / YEAR

PRINT CARD HOLDER'S NAME: _____ CARD HOLDERS' SIGNATURE: _____ DATE: _____
 X

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Date received _____ Discount Cut-off Date _____

ORIGINAL (Exhibitor Services)
YELLOW (Exhibitor)