

# ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 10/10/17

E  M



**ELECTRICAL EXHIBITION SERVICES**  
 5931 4th Avenue South, Seattle, WA 98108  
 Ph: (206) 781-2411 Fax: (206) 299-4330  
 Seattle@edlen.com

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Seattle International Auto Show 2017</b>		
<b>FACILITY:</b>	<b>CenturyLink Field Event Center</b>		
<b>DATES:</b>	<b>November 9 –12, 2017</b>	<b>Event #</b>	<b>117014SE</b>

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM**

ORDER INSTRUCTIONS
<p><b>120 VOLT POWER DELIVERY</b>                  The cost of one 120-Volt outlet includes delivery to the rear-center of inline or peninsula booths. If you require an outlet distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation &amp; 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.</p>
<p><b>208/480V POWER DELIVERY AND CONNECTIONS</b>                  The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1 hour for installation &amp; 1/2 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.</p>
<p><b>ISLAND BOOTHS</b>                  Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. 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 and material basis. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations and booth orientation.</p>
<p><b>24 HOUR SERVICES</b>                  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.</p>
<p><b>DEDICATED OUTLETS</b>                  For a dedicated outlet order a 20 amp outlet.</p>
<p><b>MATERIAL DELIVERY</b>                  Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.</p>
<p><b>CANCELLATIONS</b>                  Credits will not be made for services delivered and not used. See back of form for additional details.</p>
<p><b>TERMS &amp; CONDITIONS</b>                  I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.</p>
<p>Form 120/208-061314SE/CLF</p>

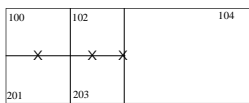
ELECTRICAL OUTLETS <small>Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event</small>					
	QTY Show Hours Only	QTY 24hrs/day Double Rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
<b>120 VOLT</b>					
500 WATTS (5 AMPS)	_____	_____	90.00	133.50	_____
1000 WATTS (10 AMPS)	_____	_____	123.00	184.50	_____
1500 WATTS (15 AMPS)	_____	_____	146.50	219.50	_____
2000 WATTS (20 AMPS)	_____	_____	167.50	251.50	_____
<b>208 VOLT SINGLE PHASE</b>					
20 AMPS	_____	_____	201.50	302.00	_____
30 AMPS	_____	_____	254.50	381.50	_____
60 AMPS	_____	_____	426.00	668.00	_____
100 AMPS	_____	_____	566.00	850.00	_____
<b>208 VOLT THREE PHASE</b>					
20 AMPS	_____	_____	307.50	456.00	_____
30 AMPS	_____	_____	387.00	551.00	_____
60 AMPS	_____	_____	562.00	848.00	_____
100 AMPS	_____	_____	744.00	1116.00	_____
200 AMPS	_____	_____	1155.00	1733.00	_____
LIGHTS <small>(Cost of arm and pole lights includes power and 1hr labor to install/remove)</small>					
Arm Light	_____	_____	87.00	127.00	_____
8' Pole Light with 1 fixture	_____	_____	58.00	85.00	_____
8' Pole Light with 2 fixtures	_____	_____	73.00	109.00	_____
1000 Watt Overhead Quartz Light Package*	_____	_____	650.00	850.00	_____
*Package price includes 1 quartz light, installation, lift, one focus, and dismantle					
MATERIAL RENTAL <small>(Exhibitor must pick up items at electrical service center on show site)</small>					
15' EXTENSION CORD	_____	_____		25.00	_____
POWER STRIP	_____	_____		21.00	_____
ELECTRICAL LABOR					
ST (Mon-Fri, 8am-4:30pm, excluding holidays)	_____	_____		100.00	_____
OT (Mon-Fri, 4:30pm-9pm, Sat-Sun. 6am-9pm)	_____	_____		150.00	_____
DT (9pm-6am, and All day on Holidays)	_____	_____		200.00	_____
<b>SUB TOTAL</b>			_____		
<b>SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES</b>					
<b>ORDER:</b>			Local sales tax rate is 10.1%		
<b>PLACE TOTAL HERE</b>			_____		
PRINT NAME: _____					
AUTHORIZED SIGNATURE: _____					
EMAIL: _____			PHONE #: _____		
<b>The "Method of Payment Form" must be completed and returned with this order form.</b>					

# TERMS & CONDITIONS

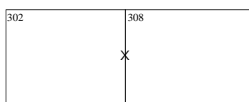
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services or location for lights or lighting) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and 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 order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of in-line and peninsula booths. A single drop location in an Island booth will incur a 1 hour minimum labor charge. If additional distribution is required, additional labor and materials charges will apply.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require 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. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. 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.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and 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.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. 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.
14. 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.
15. All Exhibitors' 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.
16. 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.
17. 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. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. 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.
20. 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.
21. 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.

## COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

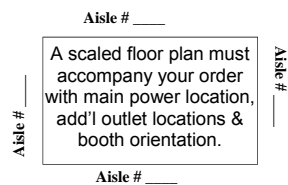
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



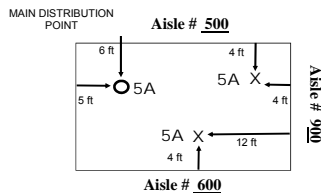
(IN-LINE BTHS) (PENINSULA)



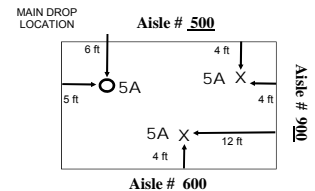
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**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.**

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<b>FACILITY:</b>	<b>CENTURYLINK FIELD EVENT CENTER</b>		
<b>DATES:</b>	<b>November 9 –12, 2017</b>	<b>Event #</b>	<b>117014SE</b>

## ELECTRICAL JURISDICTION

The work described below 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.

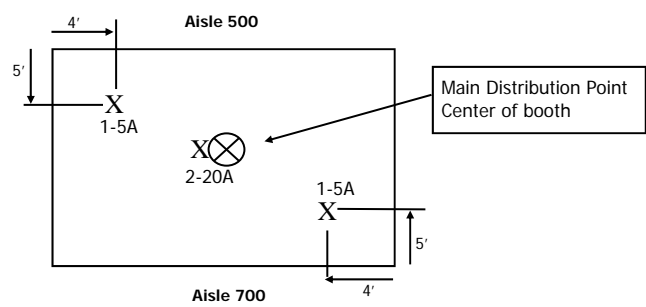
### ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

1. Electrical distribution under carpet and flooring	4. Wiring of overhead signs
2. Electrical distribution overhead and/or through booth structure	5. Hardwiring of any electrical apparatus
3. Connection and hard-wiring of all 208V or higher services, electrical motors, dimmers, disconnects or sound and projection equipment	6. Condor for installation of electrical signs and/or rotators

### POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

- Floor Plan layout of your booth space:
  - Floor plans must include exact outlet locations with dimensions or be to scale.
  - Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers.
  - Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.

Example: 20x30 Island Booth



- Date you will begin building your booth \_\_\_\_\_ Estimated time \_\_\_\_\_
- Show Site Contact with authority to make additions or changes to your order  
 Contact Name \_\_\_\_\_  
 Contact Company \_\_\_\_\_  
 Contact Cell # \_\_\_\_\_
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

**PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR**

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## ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

### LABOR RATES

Straight Time ..... 100.00 per hour  
 Monday-Friday 8:00am - 4:30pm, excluding holidays

Over Time ..... 150.00 per hour  
 Mon-Fri. 6:00am-8:00am, 4:30pm - 9:00pm, Sat. & Sun. 6:00am-9:00pm

Double Time ..... 200.00 per hour  
 All the time 9:00pm - 6:00am, and All day on holidays

### LIFT RATES

Lift ..... 100.00 per hour

Lift charges will apply to for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

## LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

**Example**

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign

Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	

## SHOW SITE SUPERVISOR

Contact Name: _____	Company: _____
Cell Number: _____	Email address: _____

### PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.

# METHOD OF PAYMENT FORM

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## EXHIBITOR INFORMATION

<b>COMPANY NAME:</b>		<b>PHONE:</b>	
<b>ADDRESS:</b>		<b>FAX:</b>	
<b>CITY:</b>	<b>ST:</b>	<b>ZIP:</b>	
<b>COUNTRY:</b>		<b>CELL:</b>	
<b>EMAIL:</b>			

## METHOD OF PAYMENT

**All transactions require a credit card on file with proper authorization.** In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover and Wire Transfers. Indicate form of payment below.

**COMPANY CHECK**  
 Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event # listed above on your remittance.

**BANK WIRE TRANSFER INFORMATION \***  
 Bank transfer to Bank of America  
Wire Transfer:  
 ABA#: 026009593 Acct: 33855214  
International Wire Transfer:  
 Swift Code: BOFAUS3N Acct: 33855214  
ACH Direct Deposit  
 ABA# 125000024 Acct: 33855214  
 \* \$25 processing fee **MUST** be included with transfer.

**CREDIT CARD**  
 For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

**VISA**                       **MASTERCARD**  
 **AMX**                         **DISCOVER**

## CHECK AND CREDIT CARD INFORMATION

<b>CHECK #</b>											
<b>CREDIT CARD NUMBER:</b>										<b>EXP DATE:</b>	
<b>CARD HOLDER SIGN:</b>						<b>PRINT NAME:</b>					
<b>EMAIL ADDRESS:</b>										<b>THIRD PARTY: YES or NO</b>	
<b>CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE</b>											
<b>ADDRESS:</b>				<b>CITY:</b>				<b>ST:</b>		<b>ZIP:</b>	

**By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.**

**PLEASE SIGN**

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

\_\_\_\_\_  
 PRINT NAME

\_\_\_\_\_  
 DATE

## SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
<b>SUB TOTAL</b>	
<b>10.1% SALES TAX</b>	
<b>TOTAL DUE</b>	

