

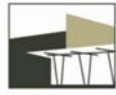
# ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 01/27/18

E  M



The Power People



LYNNWOOD CONVENTION CENTER

**ELECTRICAL EXHIBITION SERVICES**

5931 4th Avenue South, Seattle, WA 98108  
 Ph: (206) 781-2411 eFax: (206) 299-4330  
 seattle@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Fly Fishing Show 2018</b>		
<b>FACILITY:</b>	<b>LYNNWOOD CONVENTION CENTER</b>		
<b>DATES:</b>	<b>February 17 –18, 2018</b>	<b>Event #</b>	<b>028017SE</b>

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

**ORDER INSTRUCTIONS**

**120 VOLT POWER DELIVERY**

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.

**ISLAND BOOTHS**

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.

**208/480VOLT SERVICES**

If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.

**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.

**LIGHTING**

Arm lights can only be installed on a support structure. Pole lights are installed at rear or side rail of in-line booths. Time and material applies to all other locations. Call for pricing.

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

	QTY Show Hours Only	QTY 24hrs/day Double	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
<b>120 VOLT</b>					
500 WATTS (5 AMPS)	_____	_____	60.00	84.00	_____
1000 WATTS (10 AMPS)	_____	_____	103.00	147.00	_____
1500 WATTS (15 AMPS)	_____	_____	120.00	171.00	_____
2000 WATTS (20 AMPS)	_____	_____	139.00	198.00	_____
<b>MISC. REQUIREMENTS</b>					

**High Voltage— 208v** (other options may be available, call for custom . Labor and Materials charges will apply)

30 AMP 208v 3 phase	_____	414.00	591.00	_____
60 AMP 208v 3 phase	_____	541.00	772.50	_____
100 AMP 208v 3 phase	_____	713.00	1018.50	_____

**MATERIAL RENTAL** (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD	_____	26.00	_____
POWER STRIP	_____	26.00	_____

**ELECTRICAL LABOR**

ST (Mon-Fri, 8am-4:30pm, excluding holidays)	_____	105.00	_____
OT (Mon-Fri, 4:30pm-9pm, 6am-8am. Additionally, 6am-9pm on Sat. & Sun.)	_____	157.50	_____
DT (All day on Holidays, and 9pm-6am daily)	_____	210.00	_____

**SUB TOTAL**

10.4% SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER:

**PLACE TOTAL HERE**

PRINT NAME:

AUTHORIZED SIGNATURE:

EMAIL: \_\_\_\_\_ PHONE #: \_\_\_\_\_

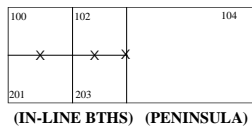
**TERMS & CONDITIONS:** I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

# TERMS & CONDITIONS

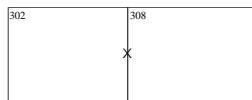
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services or location for lights or lighting) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and 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 not 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?

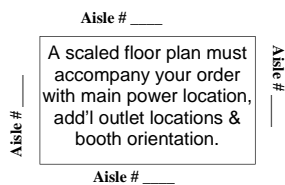
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



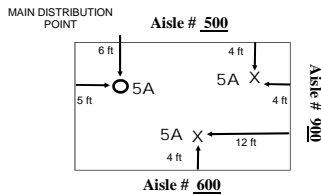
(IN-LINE BTHS) (PENINSULA)



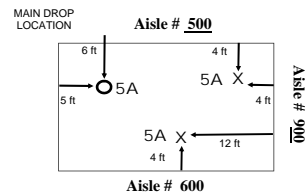
(BACK TO BACK PENINSULAS)



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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## LABOR ORDERING INSTRUCTIONS

### Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

### Step 2 Complete the Appropriate Form

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

### Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

## ELECTRICAL JURISDICTION

### WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss
7. Motor, truss, rigging installation and cabling

## POWER DELIVERY

**Power is typically delivered from the floor** in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

# ELECTRICAL DISTRIBUTION

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## ELECTRICAL DISTRIBUTION UNDER CARPET

**ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space.** This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

- Provide an Electrical Layout Form:
  - The electrical layout must indicate each power outlet and its location with exact measurements.
  - The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
  - Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
  - If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
- What date will you begin building your booth?
  - Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
  - Describe flooring: \_\_\_\_\_
  - Estimated date and time flooring installation will begin. Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Show site supervisor:
 

Name \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_ Company \_\_\_\_\_
- The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
- In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
<b>Labor Minimums</b>	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	<b># of HRS</b>	<b>RATE</b>	<b>TOTAL</b>
<b>Straight Time</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	_____ ST	\$00.00	_____
<b>Overtime</b>	Monday - Friday 4:30pm-9pm, 6am-8am. Additionally, 6am-9pm on Sat. & Sun.	_____ OT	\$00.00	_____
<b>Double Time</b>	Every day, 9:00 PM—6:00 AM, and all day on Holidays	_____ DT	\$00.00	_____
		LIFT RENTAL		
		<b>HOURS</b>	<b>RATE</b>	<b>TOTAL</b>
		_____	\$00.00	_____
<b>TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM</b>		<b>ESTIMATED TOTAL</b>		_____

AUTHORIZATION	
PRINT NAME:	DATE:
_____	_____

# ELECTRICAL BOOTH WORK

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## BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of electricians are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

### Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

### Connection of High Voltage Services (208V - 480V)

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

### Installation of Booth Lighting

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

## OVERHEAD LIGHTING / LIGHTING REQUIREMENTS

### Assembly & Installation of Lighting Hung from Ceiling or in Booth

## LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 person crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
<b>Labor Minimums</b>	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	<b># of HRS</b>	<b>RATE</b>	<b>TOTAL</b>
<b>Straight Time</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	_____ ST	\$00.00	_____
<b>Overtime</b>	Monday - Friday 4:30pm-9pm, 6am-8am. Additionally, 6am-9pm on Sat. & Sun.	_____ OT	\$00.00	_____
<b>Double Time</b>	Every day, 9:00 PM—6:00 AM, and all day on Holidays	_____ DT	\$00.00	_____
		LIFT RENTAL		
		<b>HOURS</b>	<b>RATE</b>	<b>TOTAL</b>
		_____	\$00.00	_____

**TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM**

**ESTIMATED TOTAL**

## AUTHORIZATION

PRINT NAME:

DATE:

# METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 01/27/18



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## FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:	CELL #:	
EMAIL:		

## METHOD OF PAYMENT

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

**ACH ELECTRONIC PAYMENT TRANSFER**

*Wells Fargo* ABA# 121000248 Acct: 4122636046  
 3800 Howard Hughes Parkway, Las Vegas, NV 89169  
 Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

**BANK WIRE TRANSFER INFORMATION \***

Bank transfer to Wells Fargo  
Wire Transfer:  
 ABA#: 121000248 Acct: 4122636046  
International Wire Transfer:  
 Swift Code: WFBIUS6S Acct: 4122636046

\* Please reference the Event # listed above and your Booth # on all electronic payments.

\* \$50 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  AMEX  DISCOVER

**COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

## CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:	
CHECK #:	
CREDIT CARD NUMBER:	EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:
EMAIL:	THIRD PARTY PAYMENT? YES or NO

## CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
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## SERVICE TOTALS

1. BANK WIRE TRANSFER FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. PLUMBING ORDER	
<b>SUBTOTAL</b>	
Sales tax is due on outlets and material unless exemption is provided	<b>10.4% SALES TAX</b>
<b>TOTAL DUE</b>	

## AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

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