

ELECTRICAL ORDER FORM

MAIL OR FAX TO



EDLEN ELECTRICAL EXHIBITION SERVICES

5931 4th Ave. So., Seattle, WA 98108
 Phone: (206) 781-2411 Fax (206) 781-2270
 E-mail: seattle@edlen.com

Questions? Visit www.edlen.com

Company Name: _____	Booth # _____
Event: Whatcom County Home & Garden Show	
One 120volt, 500 watt outlet is provided per exhibitor	
Facility: NW WA Fairgrounds	
Dates: March 5-7, 2010	Event # 030045SE

ELECTRICAL OUTLETS

	QUANTITY For show hours only	QUANTITY @24 HRS ADD 100%	ADVANCE PAYMENT PRICE	REGULAR PRICE	COST
120 VOLT					
0 – 500 WATTS (5 AMPS)	_____	_____	59.00	89.00	_____
501 – 1000 WATTS (10 AMPS)	_____	_____	103.00	155.00	_____
1001 – 1500 WATTS (15 AMPS)	_____	_____	120.00	180.00	_____
1501 – 2000 WATTS (20 AMPS)	_____	_____	138.00	207.00	_____
208 VOLT SINGLE PHASE					
10 AMPS	_____	_____	181.00	272.00	_____
15 AMPS	_____	_____	208.00	312.00	_____
20 AMPS	_____	_____	260.00	390.00	_____
30 AMPS	_____	_____	311.00	467.00	_____
60 AMPS	_____	_____	409.00	614.00	_____
Call for a quote for higher services	_____	_____	_____	_____	_____
208 VOLT THREE PHASE					
10 AMPS	_____	_____	241.00	362.00	_____
15 AMPS	_____	_____	276.00	414.00	_____
20 AMPS	_____	_____	346.00	519.00	_____
30 AMPS	_____	_____	415.00	623.00	_____
60 AMPS	_____	_____	544.00	816.00	_____
Call for a quote for higher services	_____	_____	_____	_____	_____
TRANSFORMER TO BOOST 208V up to approx. 230V \$3.00 per amp – 20 Amp Minimum					
LIGHTING EQUIPMENT (Including current consumed) Include drawing showing light location					
150 WATT HALOGEN POLE LIGHT	_____	_____	55.00	79.00	_____
300 WATT HALOGEN POLE LIGHT	_____	_____	69.00	99.00	_____
300 WATT QUARTZ ARM LIGHT	_____	_____	82.00	119.00	_____
1000 WATT QUARTZ LIGHT*	_____	_____	Call for	Quote	_____
Time and material applies to all Island Booths, 208 volt and in booth distribution.					
EXTENSION CORDS 15' & 25'	_____	_____	19.00	_____	_____
MULTI OUTLET STRIP	_____	_____	19.00	_____	_____

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

FOR ADVANCE PAYMENT PRICE TO APPLY

PAYMENT MUST BE RECEIVED WITH YOUR ORDER PRIOR TO

DEADLINE DATE:
February 19, 2010
 Avoid Duplication !!

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

SPECIAL REQUIREMENTS
 Dedicated circuits require a 20 amp outlet.
24 hour power, double the outlet rate.
 Electricity will be turned on within 30 Minutes of show opening and off within 30 minutes of show closing.

ALL 208V, ISLAND BOOTHS AND LABOR REQUIRE A CREDIT CARD ON FILE. IF YOU REQUIRE HIGHER WATTAGE OR SPECIAL LIGHTING, CALL FOR A QUOTE

There is a minimum labor charge of one hour for installation of Island booths, 208 volt, higher services or distribution of outlets in booth. Minimum dismantle charge of 1/2 hour. Overtime applies after 4:30pm weekdays, weekends and holidays.

Island Booths and 208 Volt
 Require a **scaled floor plan** showing locations of electrical outlets, connections and lighting equipment.

LABOR RATES

ST = Mon-Fri 8:00 am – 4:30 pm (except holidays) \$70.00

OT = Mon-Fri 4:30 pm – 8:00 am (All day Sat & Sun) \$105.00

DT = All Day on Holidays \$140.00

	Sub Total \$	
	Add 8.5% State Sales Tax	
	TOTAL PAYMENT \$	

COMPANY NAME: _____		PHONE: _____		FAX: _____	
ADDRESS: _____		CITY: _____		ST: ZIP: _____	
SIGNATURE: _____		PRINT NAME: _____			
PAID BY CK VISA MC AMX DISC DINERS CARD# _____				EXP DATE: _____	
CARD HOLDER SIGN HERE: _____		PRINT NAME: _____			

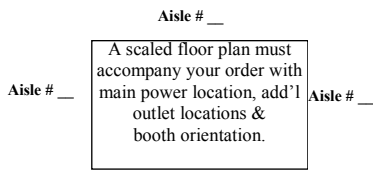
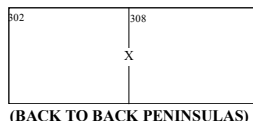
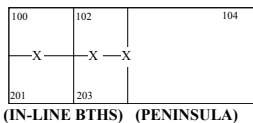
DATE RECEIVED	
METHOD OF PAYMENT	
AMOUNT RECEIVED	
RECEIVED BY:	

VERY IMPORTANT TERMS & CONDITIONS

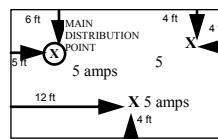
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed 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 email or 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 a floor plan showing main power location is not submitted prior to Edlen's 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. A minimum labor charge of (1) hour per electrician will apply for all installation work and connection of high voltage services. The removal of this work will be charged a minimum of 1/2 hour or half the total time of installation, whichever is greater. Labor to disconnect motor tails and other high voltage services will begin upon show closing. There will be a minimum 1/2 labor charge at the corresponding labor rates to make the disconnection. 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.
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 exhibitor's 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.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

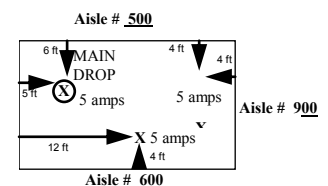
Outlets are located as depicted below for in-line & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**