

ELECTRICAL ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

285 Andrew Young International Blvd, NW
Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

E M

Advance Payment Deadline Date: 00/00/00

EXHIBITOR:		BTH #	
EVENT:			
FACILITY:	GEORGIA WORLD CONGRESS CENTER		
DATES:		EVENT #	

PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

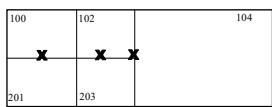
ORDER INSTRUCTIONS	ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event				
<p>INLINE AND PENINSULA DELIVERY The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).</p>	QTY	QTY	ADVANCE	REGULAR	TOTAL
	Show	24hrs/day	PAYMENT	PAYMENT	COST
	Hours Only	Double rate	PRICE	PRICE	
	120 VOLT				
	500 WATTS (5 AMPS)		140.00	169.40	
	1000 WATTS (10 AMPS)		210.60	254.82	
	1500 WATTS (15 AMPS)		212.75	267.42	
	2000 WATTS (20 AMPS)		247.25	301.17	
	208 VOLT SINGLE PHASE				
	20 AMPS		276.00	331.00	
	30 AMPS		358.00	430.00	
	60 AMPS		689.00	827.00	
	208 VOLT THREE PHASE				
	20 AMPS		468.00	562.00	
	30 AMPS		634.00	761.00	
	60 AMPS		1103.00	1324.00	
	100 AMPS		1820.00	2184.00	
	200 AMPS		3528.00	4234.00	
	400 AMPS		6201.00	7441.00	
	TRANSFORMER(S) Boost 208 Volt to 230 Volt				
	Transformer (20 amp minimum charge)		Total Amps: _____ x 5.50 = _____		
	Please call us for information on any services you require that are not listed here.				
<p>ISLAND BOOTH DELIVERY ONE LOCATION Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.</p>	480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event				
<p>ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.</p>	480 VOLT THREE PHASE				
	20 AMPS		938.00	1126.00	
	30 AMPS		1323.00	1588.00	
	60 AMPS		2227.00	2672.00	
	100 AMPS		3675.00	4410.00	
<p>208/480V POWER DELIVERY AND CONNECTIONS Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.</p>	20V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)				
	15' EXTENSION CORD			23.00	
	POWER STRIP			15.00	
<p>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.</p>	TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM		TOTAL		
<p>ADVANCE RATES To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.</p>	PRINT NAME:				
<p>TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.</p>	EMAIL:		PHONE:		

TERMS & CONDITIONS

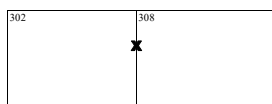
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance 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. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. 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 of any such corrections.
4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations 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.
6. 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.
7. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
8. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
9. 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, plus material.
10. Edlen Supervision—A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
11. For a dedicated outlet, order a 20 amp outlet.
12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
14. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
15. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor 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.
16. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
23. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
24. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
25. 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.
26. 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.
27. 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.
28. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

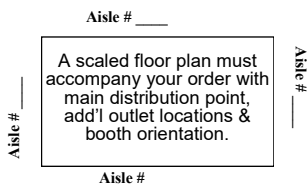
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



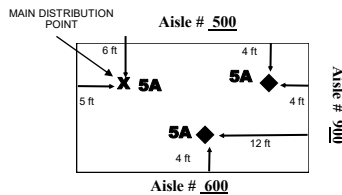
(IN-LINE BTHS) (PENINSULA)



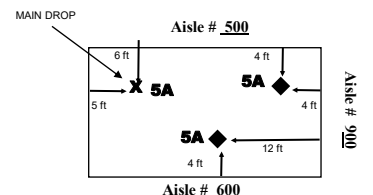
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM**



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IMPORTANT NOTES	UTILITY SERVICES	ADVANCE	REGULAR	TOTAL
<p>ADDITIONAL CONNECTIONS If you have more than one machine or multiple connections on a machine, you must order an additional outlet for each machine that requires one.</p>	COMPRESSED AIR: 90-100 LBS. PSI			
	Air Outlet 1/4" 13 CFM - 3/8" 29 CFM*	272.73	330.00	
	Air Outlet 1/2" 54 CFM - 3/4" 80 CFM	490.91	594.00	
<p>AIR LINE RESPONSIBILITIES Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.</p>	*Call for a quote for 24-hour Air.			
	WATER LINES (Edlen is not responsible for sediment or the color or taste of water.)			
<p>WATER PRESSURE Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.</p>	3/8" 8 GPM COLD	109.09	132.00	
	3/8" 8 GPM HOT	168.60	204.00	
	1/2" 20 GPM COLD	166.64	198.00	
	1/2" 20 GPM HOT	252.89	306.00	
	3/4" 26 GPM COLD	218.18	264.00	
	3/4" 26 GPM HOT	338.02	409.00	
	DRAIN LINE (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)			
	Drain Outlet	137.19	166.00	
	FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)			
	150 Gallons	191.74	232.00	
	300 Gallons	328.93	398.00	
	450 Gallons	466.12	564.00	
<p>OUTLET DELIVERY A minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet applies. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal applies.</p>	NATURAL GAS			
	1/2" 50k BTU	436.36	528.00	
	3/4" 105k BTU	785.12	950.00	
	1" 195k BTU	1,482.64	1,794.00	
	Regulator	49.59	60.00	
<p>OUTLET DISTRIBUTION Once outlets have been delivered, the raming and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal applies.</p>	SINKS			
	Single Bowl	555.37	672.00	
	Double Bowl	819.83	992.00	
	Triple Bowl	1,026.45	1,242.00	
<p>OUTLET CONNECTIONS Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers. When Edlen plumbers are requested minimum labor charges apply.</p>	LABOR			
	Labor is required for all air, water, drain and natural gas lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.			
<p>FILL & DRAIN LABOR* Rates are based on Straight Time. Services delivered on Over Time will incur a minimum Over Time labor charge of 1 hour to deliver and 1/2 hour to remove.</p>	TRANSFER TOTAL TO BOX #7 ON THE METHOD OF PAYMENT FORM		TOTAL	
	PRINT NAME:			
EMAIL:		PHONE:		

PLUMBING TERMS, CONDITIONS & REGULATIONS

1. Complete order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, overhead is done on a time and material basis. Lift charges may also apply for above the carpet or overhead distribution.
5. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required and to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. If Edlen plumbers are requested for a connection minimum labor charges apply. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and plumbers operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and booth space and are permanent building utility outlets are not part of and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. If air, water and natural gas pressure is critical Edlen recommends exhibitors arrange to have a pressure regulator valve installed. No guarantee can be made of minimum and maximum pressure.
15. Natural Gas is not regulated by Edlen and is at the facility pressure. Call for price quote.
16. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
17. All equipment using water must have inlet and outlet properly tagged.
18. All equipment must comply with state and local codes.
19. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
20. For gas cylinders or any other special requirements call Edlen for a quote. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
21. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
22. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event; no exceptions.
23. Credit will not be given for outlets installed or connections made and not used.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.**

For further information please visit our web site at www.edlen.com
or call the number on the Plumbing Order form

CABLE SERVICE ORDER FORM

Advance Payment Deadline Date: 00/00/00



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ELECTRICAL EXHIBITION SERVICES

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CABLE SERVICES

Basic cable television service with signal provided by **Comcast**. This service provides the latest news, weather, financial information and in-season sports spectaculars.

Electrical service must be ordered separately to power all television sets.

Service	Number of Services	Floor Rate	Amount
Cable TV		\$330	
Closed Circuit Channels		\$480	

NOTES:

- All TV sets must be CABLE READY or have multi-channel converters.
- Power will be placed in the rear of the booth, unless otherwise designated. Submit diagram form including booth orientation.

LABOR RATES AND HOURS

Labor Minimums	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.
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.

LABOR ESTIMATE*

MAN HRS		RATE	TOTAL
	ST	\$125.00	
	OT	\$180.00	

*Additional on-site labor & material charges will apply.

TRANSFER ESTIMATED TOTAL TO BOX #6 ON THE METHOD OF PAYMENT FORM

ESTIMATED TOTAL

AUTHORIZATION

PRINT NAME:	DATE:
SIGNATURE:	PHONE: