



ELECTRICAL ORDER FORM



LOEWS

MIAMI BEACH
HOTEL

MAIL OR FAX TO:

Edlen Electrical Exhibition Services
16110 NW 13th Ave / Miami, FL 33169-5712
Tel: 305-623-5335 Fax: 305-623-5337
www.edlen.com miami@edlen.com

Questions? Visit www.edlen.com

COMPANY:		BOOTH#	
EVENT:	Goodwill Industries International		
DATES:	August 7, 2012	EVENT#	082057MI

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

	QUANTITY (For Show Hours Only)	QUANTITY (For 24hrs/day Double price)	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
0 - 500 WATTS (5 AMPS)			83.00	125.00	
501 - 1000 WATTS (10 AMPS)			115.00	173.00	
1001 - 1500 WATTS (15 AMPS)			135.00	203.00	
1501 - 2000 WATTS (20 AMPS)			155.00	233.00	
208 VOLT SINGLE PHASE					
10 AMPS			231.00	347.00	
15 AMPS			265.00	398.00	
20 AMPS			329.00	494.00	
30 AMPS			394.00	591.00	
60 AMPS			585.00	878.00	
100 AMPS			838.00	1,257.00	
208 VOLT THREE PHASE					
10 AMPS			310.00	465.00	
15 AMPS			353.00	530.00	
20 AMPS			440.00	660.00	
30 AMPS			524.00	786.00	
60 AMPS			779.00	1,169.00	
100 AMPS			1,119.00	1,679.00	
TRANSFORMER TO BOOST 208V up to approx. 230V - \$3 per amp with 20 amp min.					
LIGHTING EQUIPMENT (Including current consumed) Include drawing showing light location.					
100 WATT ARM LIGHT 1			101.00	152.00	
120 WATT FLOOD LIGHT 2			82.00	123.00	
120 WATT DBL POLE LIGHT 2			164.00	246.00	
1000 WATT QUARTZ LIGHT 3			245.00	368.00	
1. Require hard wall for installation. 2. Cost includes installation at rear or side rail of in-line booths. Other locations require labor & material. 3. Time & material will apply when lift is required to mount overhead. Please see #7 on back.					
MATERIAL (Electricity not included)					
15' EXTENSION CORD			21.00		
MULTI OUTLET STRIP			21.00		
LABOR					
ST (Mon - Fri 8:00 am - 4:30 pm, excluding Holidays)			85.00		
OT (Mon - Fri 4:30 pm - 8:00 am, Sat, Sun & Holidays)			170.00		

FOR ADVANCE PAYMENT PRICE
to apply we must receive your order, payment and floor plan showing main power location and distribution points (see item #1 on reverse) prior to this

DEADLINE DATE OF: July 24, 2012**Avoid Duplication !!**

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

ONLINE ORDERING

This show may be available online. Visit www.edlen.com. Use the event # above as your password.

ISLAND BOOTHS

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 & material basis.

208V & HIGHER VOLTAGES

There is a minimum labor charge of (1) hour for installation & 1/2 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form please call for a quote.

DEDICATED OUTLETS

Dedicated outlets require a 20 amp outlet.

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.

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS

SALES TAX IS DUE ON ALL ORDERS UNLESS FLORIDA DR-13 OR DR-14 TAX EXEMPTION CERTIFICATE ACCOMPANIES ORDER	Sub Total	
	Add FL 7% Sales Tax	
	Total Payments	

All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.

FOR OFFICE USE ONLY

DATE RECEIVED	
PAYMENT METHOD	
AMOUNT RECEIVED	
RECEIPTED BY:	

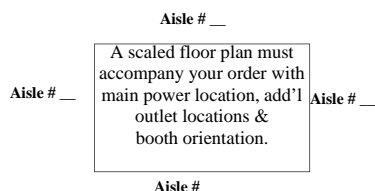
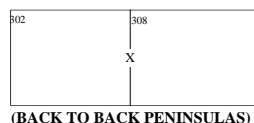
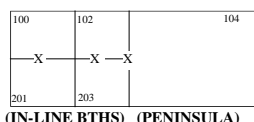
COMPANY NAME:		PHONE:		FAX:	
ADDRESS:		CITY:		ST:	ZIP:
SIGNATURE:		PRINT NAME:			Country:
EMAIL ADDRESS:					
PAID BY: CK AMX VISA MC DISC DINER				EXP DATE:	
CARD HOLDER SIGN:			PRINT NAME:		
CREDIT CARD BILLING ADDRESS (If different from address above)					
ADDRESS:		CITY:		ST:	ZIP:

VERY IMPORTANT TERMS & CONDITIONS

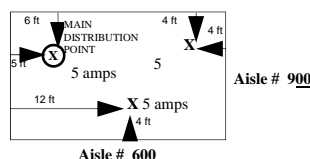
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed 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.
21. By signing this form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

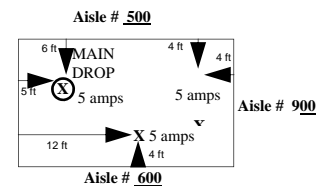
Outlets are located as depicted below for in-line & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



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.

ELECTRICAL LABOR ORDER FORM



IMPORTANT!!

**THE REVERSE SIDE OF THIS
FORM MUST BE COMPLETED AND
RETURNED WITH ELECTRICAL
ORDER FORM**

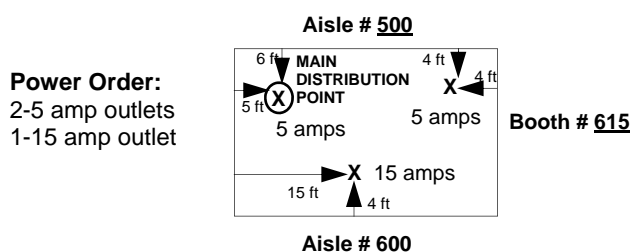
Step 1 Please read the list of work below. If you require any of this work to be performed in your booth space, it must be performed by Edlen Electricians. This work falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

WORK REQUIRED	IMPORTANT RULES AND INFORMATION
<ol style="list-style-type: none"> 1. Electrical distribution under carpet and flooring. 2. Electrical distribution overhead and/or through booth structure. 3. Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment. 4. Lighting used as spot or flood lights. 5. All special lighting and static lighting for displaying or product. 6. Installation of all lighting hung from truss or beams (overhead lighting) and distribution of power cables throughout the truss. 7. Coaxial (network) cable runs within booth or overhead. (cable must be supplied by exhibitor). 8. Wiring of overhead signs. 	<ol style="list-style-type: none"> 1. Please be advised that whenever possible, Edlen requests an authorized supervisor to accompany our electrician to the labor desk when they have completed their work in your booth, in order to sign out the electrician. 2. The minimum labor charge will equal one (1) hour per man for installation and one-half (1/2) hour per man or one half the installation time for dismantle. Please refer to the Electrical Order Form for labor rates and terms. 3. When an electrician goes to a booth for requested labor "With Supervision" and no supervision is available, there will be a minimum charge of one (1) hour labor per man requested. 4. If lift equipment is required to hang special lighting, signs, etc., the exhibitor will be charged an hourly rate for the lift and its operator. 5. Time must be allowed for the electrician to gather necessary equipment, have their work checked by the exhibitor and return tools and equipment to the supply office prior to being signed out.

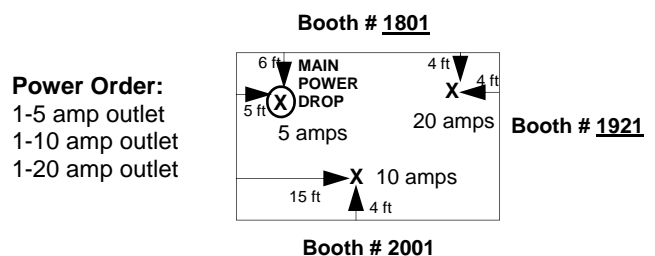
Step 2 If any of the work listed above is required, the following information **MUST** be provided in order to avoid delay of electrical installation:

A scaled floor plan with exact outlet locations, including dimensions, booth orientation reflecting surrounding booth or aisle numbers & main power drop location for island booths. Power comes from the floor at all South Florida facilities.

You must order a separate outlet for each outlet location on your floor plan. Example:



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

REVERSE SIDE MUST BE COMPLETED

ELECTRICAL LABOR ORDER FORM

Mail or Fax Order to:



Edlen Electrical Exhibition Services
16110 NW 13th Ave / Miami, FL 33169-5712
Tel: 305-623-5335 Fax: 305-623-5337
www.edlen.com miami@edlen.com

Company:	Bth#	
Contact:		
Phone:	Fax:	
Event	Goodwill Industries International	
Facility	Loews Miami Beach Hotel	
Dates	August 7, 2012	EVENT# 082057MI

BE SURE TO COMPLETE COMPANY INFORMATION ABOVE

Step 3 If none of the work listed on the reverse of this form is required in your booth, please sign below and return with the Electrical Order Form.

I have read the "Work Required" list on the front of this form. My booth does not require electrical labor.

Authorized Signature _____

_____ Date

Step 4 Complete the credit card information below. No labor is performed without this information. The credit card information is a guarantee for services rendered. It may be exchanged for cash, a company check or a different credit card in settling final charges before the close of the show.

Credit Card Information: ☐ Master Card ☐ Visa ☐ American Express ☐ Diners Club ☐ Discover

Credit Card # _____ Expiration Date _____

Authorized Signature: _____ Print Name: _____

Step 5 Exhibitors requiring distribution under carpet or flooring should complete the "Authorized to Proceed-Without Supervision" below. **This allows Edlen to distribute your electrical services on the floor prior to your arrival, expediting your carpet installation, freight move-in and booth installation.** If you or your representative prefer to be present during electrical distribution, complete step 6 below.

AUTHORIZED TO PROCEED-WITHOUT SUPERVISION, *per the attached floor plan*. Edlen will proceed on straight time whenever possible, however, Edlen must follow event installation schedules which may require overtime installation.

Authorized Signature: _____ Print Name: _____

When would you like your floor work completed by? Date: _____ Time: _____

Step 6 Authorized to Proceed With Supervision, *per the attached floor plan*. Edlen will proceed on straight time whenever possible. However, Edlen must follow event installation schedules. Please be advised that all supervised labor will be provided on a first-come, first-served basis. You must check in at the Edlen Service Desk at least one hour prior to the time you request below to confirm your labor call.

I or my representative wish to be present during electrical distribution.

Estimated Date: _____ Time: _____ # of electricians: _____ Please come to the Edlen Service Desk at least one hour prior to requested date and time to confirm labor call.

Name of Supervisor: _____ Authorized Signature: _____

I & D House: _____ Telephone Number: _____

Step 7 If you require any additional electrical work in your booth, please provide us with a production schedule or complete the section below. This will assist us in accommodating labor requirements. *Example:*

Day <u>Monday</u>	Date <u>1/5</u>	# of electricians <u>2</u>	Time <u>8am</u>	Work requested <u>Hang track lights</u>
Day <u>Monday</u>	Date <u>1/5</u>	# of electricians <u>1</u>	Time <u>2pm</u>	Work requested <u>Hook up 208 volt service</u>
Day <u>Tuesday</u>	Date <u>1/6</u>	# of electricians <u>4</u>	Time <u>8am</u>	Work requested <u>Hang and power up static lighting</u>

Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____

Please be advised that labor will not be automatically dispatched according to production schedule. A representative must come to Edlen's Service Desk at least one hour prior to each individual labor call to confirm that booth is ready for such labor.