



EXHIBITOR & SPONSOR GUIDE

# NALMCO 62<sup>ND</sup> ANNUAL CONVENTION & TRADE SHOW

October 11–14, 2015 • Saddlebrook Resort • Wesley Chapel, Florida

**Early Discount Registration: August 15, 2015**

**Deadline to Register: September 11, 2015**

Exhibit spaces are assigned based on sponsorship commitments then on a first-come, first-served basis. Exhibitors must register for and submit full payment before a booth space is assigned. Booth assignments will be made starting August 15, 2015.

## ABOUT THE ANNUAL CONVENTION & TRADE SHOW

- On average, the NALMCO Annual Convention and Trade Show attracts over 250 attendees.
- Convention attendees are business owners, senior level management, design staff and lighting technicians.

## BOOTH REGISTRATION FEE INCLUDES

- Single: One (1) 10' x 8' draped booth space with one (1) 6' skirted table, two (2) chairs and one (1) wastebasket or  
Double: One (1) 20' x 8' draped booth space with two (2) 6' skirted tables, two (2) chairs and one (1) wastebasket in a carpeted ballroom.
- Two (2) representatives in your booth. Additional representatives may be added at an additional cost.
- Meals, breaks, and receptions for two (2) booth representatives during the Convention.
- Access to all education sessions.
- Listing in the Convention program if registration is received by September 11, 2015.
- Note: Large equipment, trailers, trucks will be located in the parking lot near the exhibit area. A booth registration fee applies.

## OFFICIAL SHOW CONTRACTORS

Exhibit Services, Inc.  
4545 Transport Drive  
Tampa, FL 33605  
(813) 623-1163  
Order online: [www.exhibitservices.net/NALMCO](http://www.exhibitservices.net/NALMCO)

## SHIPPING/MATERIAL HANDLING

Exhibit Services, Inc. (ES) will serve as the exclusive material handling contractor for the NALMCO Convention and Tradeshow. ES will have exclusive right to use all loading areas and entryways. All subcontractors, exhibitors and drivers will coordinate their movements through the material handling contractor. ES will provide the following services:

- a. Receive freight and store 30 days in advance of show move-in.
- b. Deliver freight directly to exhibitor's booth.
- c. Remove and store empty containers & return at close of show.
- d. Load and forward shipments at conclusion of the show.
- e. Maintain system to track and locate shipments.

**Please have all items mailed/shipped\* no earlier than 30 days prior to show to:**

Exhibiting Co. Name and Booth#  
C/O Exhibit Services, Inc.  
4545 Transport Drive, Tampa FL 33605  
Hold for: NALMCO 2015

*\*Please complete the material handling form and request shipping labels at [www.exhibitservices.net/NALMCO](http://www.exhibitservices.net/NALMCO)*

## EXHIBITOR SERVICE KIT/ ADDITIONAL BOOTH EQUIPMENT

Additional booth equipment must be ordered through Exhibit Services, Inc. You may order online at [www.exhibitservices.net/NALMCO](http://www.exhibitservices.net/NALMCO)

## ELECTRICAL

Electrical services are not included with your booth. You may order electrical services from Elden Electric Exhibition Services of Orlando using the form included in this Exhibitor Guide.

## AV SERVICES

AV services are not included with your booth. You may order AV services from Saddlebrook Resort using the form included in this Exhibitor Guide.

## HOTEL INFORMATION

Saddlebrook Resort  
5700 Saddlebrook Way  
Wesley Chapel, Florida 33543  
Local: (813) 973-1111

## HOTEL RESERVATIONS/RATES

Make your room reservations now: <http://booking.ihotelier.com/istay/istay.jsp?groupID=1261966&hotelID=13241>

\$179.00 plus tax (Single/Double Suites). NALMCO requests that you book through the official association/conference block. NALMCO is not credited for rooms secured outside of direct contact with the hotel and may suffer attrition charges.

Check-in: 3:00 p.m. Check-out: before 12:00 p.m.

**The cut-off date for the room block is Friday, September 11, 2015.**

Discounted rooms at the NALMCO rate will not be available after that date.

**IMPORTANT NOTE:** Please make your reservations early. While the hotel will guarantee the lower room rate until September 11, 2015, this does not mean that they can guarantee that rooms will be available. There are a limited number of rooms set aside at the hotel for NALMCO. Rooms are on a first-come, first-served basis.

## PARKING

Parking is \$8.00 per day or \$15.00 for overnight valet service with in/out privileges.

## EXHIBIT SHOW HOURS

**Show Set-Up:** Sunday, October 11: 12:00–5:00 p.m.

**Show Tear-Down:** Tuesday, October 13: 3:45–5:30 p.m.

### Show Hours

- Sunday, October 11:
  - 6:30–8:30 p.m. (Exhibitor Welcome Reception)
- Monday, October 12:
  - 7:00–8:00 a.m. (Breakfast with exhibitors)
  - 10:00–11:30 a.m. (One-On-One Appointments)
  - 2:15–4:00 p.m. (Networking Event with Exhibitors)
  - 5:00–7:00 p.m. (Evening Reception).
- Tuesday, October 13:
  - 7:00–8:00 a.m. (Breakfast with exhibitors)
  - 9:15–10:45 a.m. (One-On-One Appointments)
  - 2:00–2:30 p.m. (Refreshment break with exhibitors)
  - 6:30–8:30 p.m. (Evening Reception)
- Wednesday, October 14:
  - 8:00 a.m.–2:00 p.m. (golf tournament)

## ONE-ON-ONE APPOINTMENTS

An invitation to make One-On-One Appointments with General Members will be sent September 18, 2015. Exhibitors will have an opportunity to meet with up to 12 General Members for 13 minutes per appointment to showcase your products and services.

## SHOW CHECKLIST

- Hotel Reservations by September 11 – be sure to mention NALMCO  
Nights Booked: \_\_\_\_\_  
Hotel Confirmation Number: \_\_\_\_\_
- Sponsorship Form Completed
- Booth Registration Form Completed
- Electrical Ordered from Elden Electric Exhibition Services of Orlando
- Additional Booth Equipment Ordered from Exhibit Services, Inc.
- AV Services Ordered from Saddlebrook Resort
- Material Handling Form completed and shipping labels requested from Exhibit Services, Inc.
- Booth Materials Shipped to Exhibit Services, Inc., no earlier than September 11
- One-on-One Appointments made (starting September 18)
- Communicating with NALMCO Attendees in advance that you will be at Convention. (List available on September 28 by contacting [memberservice@nalmco.org](mailto:memberservice@nalmco.org))

# EXHIBITOR RULES & REGULATIONS

## 1. CONDITIONS TO EXHIBIT

Anyone interested in offering any product or service to the interNational Association of Lighting Management Companies (NALMCO) MUST register in advance. Anyone offering any product or service to the NALMCO audience without proper registration will be subject to immediate dismissal from the Convention and Trade Show. The Exhibit contract becomes valid upon receipt of payment for the total cost of reserved space.

## 2. EXHIBIT SPACE

The space contracted for herein is to be used for the Exhibitor whose name appears on the contract for space. Exhibitors may not sublet or resell any portion of their contracted space nor allow their badges to be used by unauthorized persons. No firm or organization, which has not contracted for exhibit space or paid the exhibit hall rate, will be permitted to solicit business within the exhibit area. NALMCO reserves the right to prohibit or restrict and, if necessary, remove or require correction of any exhibit that is unsuitable or objectionable for the NALMCO Trade Show or the exhibit area. Exhibit space is assigned on a first-come, first-served basis.

## 3. UNOCCUPIED SPACE

Should any rented Exhibitor's space remain unoccupied on opening day, it is considered forfeited and NALMCO reserves the right to rent such space to another Exhibitor or use said space in any other manner. NALMCO has the right to modify the exhibit hall floor plan if necessary.

## 4. EXHIBITOR PERSONELL

During official exhibit hours, a representative for the exhibiting company must be in the booth at all times. Booth registration includes two (2) representatives in your booth. Additional representatives may be added by registering at the appropriate fee listed on the registration form.

## 5. SECURITY

The exhibit hall will be locked during after-exhibit hours; however, hotel personnel will have access at all times. NALMCO has no liability for any loss or damage sustained by an exhibitor during such hours or at any time, whatever the cause.

## 6. INDEMNITY

It is expressly understood and agreed that the Exhibitor will hold harmless and make no claim against NALMCO or its officers, members or agents for any loss, damage to or destruction of property, nor for any injury that may occur to the Exhibitor, its agents, or its employees while in the exhibit facilities, nor for any damages of any nature or character whatsoever, including direct

or indirect damage as a result of loss of business arising out of the exhibition or cancellation thereof. The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of Exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

## 7. DAMAGE TO EXHIBIT FACILITIES

The exhibiting company must leave space assigned and occupied in the same condition as when possession began. Exhibitor is liable for damage to walls, columns, floor, carpet, ceiling, etc.

## 8. CHANGE OF FLOOR PLAN

NALMCO reserves the right to change the exhibit hall floor plan and/or exhibit locations without prior permission from the Exhibitor.

## 9. NON-ENDORSEMENT

The exhibiting of products and services at the NALMCO Convention and Trade Show does not constitute an endorsement by NALMCO or any product or service exhibited. Exhibitors are not permitted to represent in any manner that NALMCO has endorsed goods or services by the exhibiting company.

## 10. CANCELLATION OF CONTRACTED SPACE

Full refund with written cancellations received prior to September 18, 2015, less a \$300 processing fee. No refunds after September 18, 2015. No refunds for no-shows.

## 11. CANCELLATION OF EXHIBITION

Should any cause beyond the control (such as fire, strike, or Acts of God, etc.) of NALMCO arise prior to the opening date of the Trade Show that would cause its cancellation, it is understood and agreed that NALMCO will attempt to reschedule the event as near the original date and site as possible. If the event is not rescheduled, NALMCO will refund the exhibit registration fees paid by the exhibitor. NALMCO will have no further obligation to liability to the exhibitor.

## 12. AMENDMENTS

These Rules and Regulations have been formulated for the best interest of the Exhibitors and NALMCO Convention & Trade Show. All matter and questions not covered by these Rules and Regulations may be amended at any time by NALMCO and all amendments that may be so made shall be equally binding on all parties affected by them as the original Rules and Regulations.

# 2015 SPONSORSHIP OPPORTUNITIES



**NALMCO 62<sup>ND</sup> ANNUAL CONVENTION & TRADE SHOW** Commitment Deadline: September 11, 2015 **Saddlebrook Resort Wesley Chapel, FL October 11 – 14, 2015**

All sponsorship levels include: organization name listed on all sponsorship signage at the convention, in promotional materials including registration and convention packets, and logo (with link) included on the convention website. All sponsorship opportunities are open to multiple sponsors unless otherwise noted.

## PLATINUM LEVEL \$17,500

- (1) Complimentary single exhibit booth (8x10), which includes registration for two representatives
- Two complimentary additional rep registrations OR (1) complimentary convention registration
- Two minutes to address attendees
- Signage throughout event and at specified sponsored event
- Organization named as a designated sponsor for one of the following:
  - Sunday Exhibit Hall Reception **SOLD**
  - Monday Evening Reception **SOLD**
  - Tuesday Evening Reception **SOLD**

## GOLD LEVEL \$12,500

- (1) Complimentary single exhibit booth (8x10), which includes registration for two representatives
- Two complimentary additional rep registrations OR (1) complimentary convention registration
- One minute to address attendees
- Signage throughout event and at specified sponsored event
- Organization named as a designated sponsor for one of the following:
  - Monday Awards & Annual Meeting Luncheon **SOLD**
  - Tuesday Focused Sales Training & Lunch

## SILVER LEVEL \$7,500

- (1) Complimentary single exhibit booth (8x10), which includes registration for two representatives
- Organization named as designated sponsor for one of the following:
  - Opening Welcome Breakfast
  - Tuesday Breakfast
  - Attendee Tote Bags (with company logo and marketing insert) **SOLD**
  - Hotel Key Cards (company logo and graphic design provided by sponsor) **SOLD**
  - Golf Tournament Trophies **SOLD**
  - Convention Mobile Application
  - General Session Speakers of Choice

## BRONZE LEVEL \$3,500

- Organization named as a designated sponsor for one of the following:
  - Monday AM and PM Breaks **SOLD**
  - Tuesday AM and PM Breaks **SOLD**
  - Golf Tournament Beverage Cart
  - Golf Tournament Breakfast & Lunch

## SUPPORTER \$1,500

- Organization named as a contributing partner or a designated sponsor of:
  - NALMCO Golf Tournament Hole
  - Room Drop (item supplied by sponsor)
  - Official Golf Tournament Weather Sponsor

## A LA CARTE SPONSORSHIP OPPORTUNITIES

*À la carte options are exclusive or can be an add-on to a sponsorship package.*

### PROMOTIONAL ITEM\*: WATER SPORTS BOTTLES - \$3000

Quality reusable water bottles emblazoned with your company logo, for attendees' use all throughout the meeting and after they return home. NALMCO to handle order, shipment and distribution.

### CONVENTION WELCOME GIFT - \$3,000

NALMCO will provide a welcome gift to each attendee upon arrival to include hand-picked items featuring the sponsor logo and locally-inspired elements.

### CONVENTION IDENTIFICATION BADGES - **SOLD**

Attendee name badges purchased by NALMCO with your company logo imprint.

### CONVENTION WI-FI - \$2000 **SOLD**

Help attendees stay connected to their world by sponsoring the meeting's wi-fi connection. NALMCO will highlight your company online, in on-site materials and signage.

### ELECTRONICS CHARGING STATION - \$1500 **SOLD**

Be a hero by sponsoring the piece that no meeting could function without: an electronics charging station. NALMCO will set up a charging hub, branded for your company, in a central location that will allow attendees to recharge phones, tablets, laptops, etc. without leaving the meeting.

*\*All marketing items must be pre-approved by NALMCO.*

# 2015 SPONSORSHIP OPPORTUNITIES • REGISTRATION



**NALMCO 62<sup>ND</sup> ANNUAL CONVENTION & TRADE SHOW** Commitment Deadline: September 11, 2015 **Saddlebrook Resort Wesley Chapel, FL October 11 – 14, 2015**

Please specify the level of sponsorship and the specific event you would like to sponsor. All sponsorship opportunities are open to multiple sponsors unless otherwise noted.

**PLATINUM** ..... \$17,500

- Sunday Exhibit Hall Reception **SOLD**
- Monday Evening Reception **SOLD**
- Tuesday Exhibit Hall Reception **SOLD**

**GOLD** ..... \$12,500

- Monday Awards & Annual Meeting **SOLD**
- Tuesday Focused Sales Training & Lunch

**SILVER** ..... \$7,500

- Monday Welcome Breakfast
- Tuesday Breakfast
- Attendee Tote Bags **SOLD**
- Hotel Key Cards **SOLD**
- Golf Tournament Trophies **SOLD**
- Convention Mobile Application
- General Session Speaker of Choice

**BRONZE** ..... \$3,500

- Monday AM and PM Breaks **SOLD**
- Tuesday AM and PM Breaks **SOLD**
- Golf Tournament Beverage Cart
- Golf Tournament Breakfast & Lunch

**SUPPORTER** ..... \$1,500

- NALMCO Golf Tournament Hole
- Room Drop
- Official Golf Tournament Weather Sponsor

**A LA CARTE OPTIONS:**

A la carte options are exclusive or can be an add-on to a sponsorship package.

- Promotional Item: Water Sports Bottles (\$3,000)
- Convention Welcome Gift (\$3,000)
- Convention Identification Badges **SOLD**
- Convention Wi-Fi (\$2,000) **SOLD**
- Electronics Charging Station (\$1,500) **SOLD**

**PLEASE NOTE:**

All sponsors receiving complimentary exhibit space must also complete an Exhibitor Registration Form.

Organization/Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Website: \_\_\_\_\_

Email: \_\_\_\_\_

**PAYMENT INFORMATION:**

All payments must be in US funds. NALMCO Tax ID # 54-1080259

- Enclosed is my Check (payable to NALMCO)
- Visa       MasterCard       American Express

Total Amount \$ \_\_\_\_\_

Account# \_\_\_\_\_

Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

**RETURN THIS COMPLETED FORM AND PAYMENT TO:**

NALMCO  
1255 SW Prairie Trail Pkwy  
Ankeny, IA 50023  
Phone: 515-243-2360 • Fax: 515-334-1149  
Email: meetings@nalmco.org  
For security purposes, please do not email credit card information.

**CONVENTION REGISTRATION AND CANCELLATION POLICIES:**

- All individuals staffing a booth or receiving a complimentary registration must register online for the Convention. Instructions for complimentary registration will be emailed at a later date.
- If an invoice is needed for a PO number, please email memberservice@nalmco.org.
- Exhibit space is not guaranteed until payment is received.
- Sponsorship Registration forms act as a written contract of payment obligation.
- No refunds will be given.

# EXHIBITOR REGISTRATION FORM

NALMCO 62ND ANNUAL CONVENTION AND TRADE SHOW

October 11–14, 2015 • Saddlebrook Resort • Wesley Chapel, Florida



Register for the NALMCO Convention and Trade Show online, [www.nalmco.org](http://www.nalmco.org).

**EARLY REGISTRATION DEADLINE: AUGUST 15, 2015.**

If you would like to become a NALMCO Sponsor, complete and return the Sponsorship Opportunities Registration Form only. NALMCO staff will assist you with your booth options and registration.

DEADLINE TO REGISTER: SEPTEMBER 11, 2015

## OPTION 1: BOOTH FEE (SINGLE)

Includes Convention registration for two (2) representatives with access to all educational sessions and handouts through the Convention mobile app, one (1) 10' wide x 8' deep draped exhibit booth space with one (1) 6' skirted table, two (2) chairs and one (1) wastebasket, identification sign and all meals, breaks and receptions during the Convention.

## OPTION 5: CLUB RENTAL

Includes a sleeve of golf balls  
 5BR = Right-handed clubs  
 5BL = Left-handed clubs  
 5M = Men's clubs  
 5W = Women's clubs  
 5T = Tall clubs for 6'2" or taller

## OPTION 2: BOOTH FEE (DOUBLE)

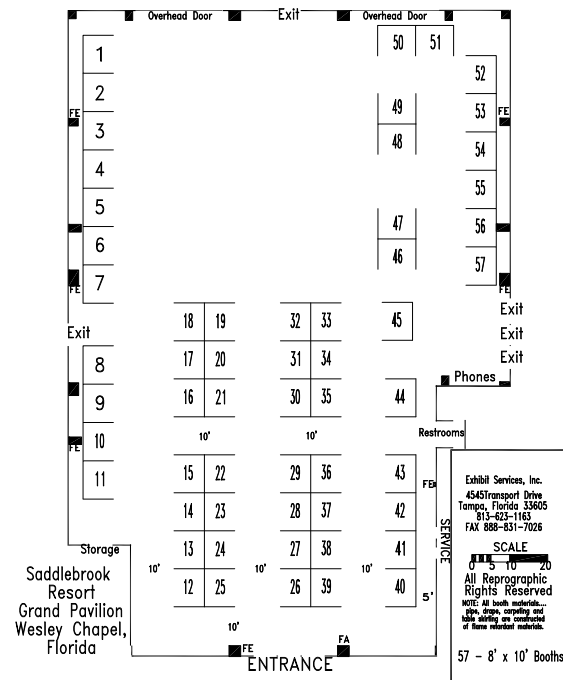
Includes Convention registration for two (2) representatives with access to all educational sessions and handouts through the Convention mobile app, one (1) 20' wide x 8' deep draped exhibit booth space with two (2) 6' skirted table, two (2) chairs and one (1) wastebasket, identification sign and all meals, breaks and receptions during the Convention.

## OPTION 3: ADDITIONAL REPRESENTATIVE FEE

Includes Convention registration for one (1) additional booth representative including all educational sessions and handouts, all meals, breaks and receptions during the Convention.

## OPTION 4: GOLF OUTING

Includes 18 holes of golf, cart, lunch, beverages and prizes.



REGISTRATION OPTIONS	MEMBER BY AUGUST 15	MEMBER AFTER AUGUST 15	NON-MEMBER BY AUGUST 15	NON-MEMBER AFTER AUGUST 15
<b>OPTION 1: SINGLE BOOTH</b>	\$1,800	\$2,200	\$2,300	\$2,700
<b>OPTION 2: DOUBLE BOOTH</b>	\$2,300	\$2,700	\$2,800	\$3,200
<b>OPTION 3: ADDITIONAL REPRESENTATIVE (EACH)</b>	\$805	\$1,005	\$1,005	\$1,205
<b>OPTION 4: GOLF OUTING</b>	\$70	\$70	\$70	\$70
<b>OPTION 5: CLUB RENTAL</b>	\$60	\$60	\$60	\$60

# REGISTRATION PREP SHEET

Please use this prep sheet as a guide to assist you in your online exhibitor registration process. **NALMCO no longer accepts paper registrations.** Each NALMCO booth space includes two booth representatives. Please follow these instructions to register.

Go to <https://www.etches.com/NALMCO2015> to register for your exhibit space at the NALMCO Convention.

**Note: Sponsors should use the registration form found in sponsorship brochure.**

## First Booth Representative/Key Booth Contact

1. Enter the **email address of the person you are registering to attend the convention.** If that person has an existing record in the NALMCO database, their information will populate the fields. **THIS PERSON WILL BE CONSIDERED THE MAIN BOOTH CONTACT AND WILL RECEIVE ALL CORRESPONDANCE FROM NALMCO, INCLUDING ONE-ON-ONE APPOINTMENT INFORMATION AND INFORMATION PERTINENT TO THE TRADE SHOW.**
2. **Select the registration type** (member or non-member) then click **Continue.**
3. **Select your booth option** (single or double) then click **Continue.**
4. **Verify your contact information** and make any changes as necessary. Be sure to **download the exhibitor guide** and **select your preferred booth space on this page.** Click **Continue.**
5. Complete the **Optional Activity Golf** registration if you will be golfing. Additional fees apply for golf. Click **Continue.**
6. In the Matchmaking section, ensure you **indicate your company's areas of expertise.** This will be used to match you with attendees who are looking for companies with specific specialties. Click **Continue.**

## Second Booth Representative

1. **Second Booth Representative:** Once you have entered the information for your main booth contact who will attend the convention, you may enter the information for the second booth representative (included in your booth fee).
2. Under **Register an Additional Attendee**, enter the email address for the Second Booth Representative.
3. Under **Please select from the following options**, select member or non-member registration.
4. Click **Register Another.**
5. Select **2nd Booth Representative** and click **Continue.**
6. Verify the contact information and make any changes as necessary. Click **Continue.**
7. Optional Activity: You may register the 2nd Booth Representative for the Golf Outing if s/he is attending. Additional fees applied. Click **Continue.**

## Additional Representative(s)

If you are registering additional representatives (in addition to the two that are included in your booth space), you may do so. Additional fees apply.

1. Under **Register an Additional Attendee**, enter the email address for the Additional Booth Representative.
2. Under **Please select from the following options**, select member or non-member registration.
3. Click **Register Another.**
4. Select **Additional Representative(s)** and click **Continue.**
5. Verify the contact information and make any changes as necessary. Click **Continue.**
6. Optional Activity: You may register the Additional Booth Representative for the Golf Outing if s/he is attending. Additional fees applied. Click **Continue.**
7. Repeat these steps for each additional booth representative.

## Once All Booth Representatives Are Registered

1. Click **Complete Registration** and follow the steps to submit payment online.
2. **Payment Information:** All payments must be in US funds. Registrations cannot be processed without payment. Payment may be deductible as an ordinary and necessary business expense. Consult your tax advisor.

## NALMCO® Tax ID # 54-1080259

*Completion of the online Exhibitor Registration Form and payment signifies you agree to abide by the NALMCO Exhibitors Rules and Regulations.*

*If you have questions, please contact Denise Hoffman, Meeting Planner, [meetings@nalmco.org](mailto:meetings@nalmco.org) or (515) 243-2360.*





# AUDIOVISUAL DAILY RENTAL RATES



## POPULAR PACKAGES

LCD PROJECTOR PACKAGE I . . . . . \$500.00

- (1) 2500 Lumen LCD Projector
- (1) Draped Cart/Stand
- (1) Tripod Screen (up to 8')

LCD PROJECTOR PACKAGE II . . . . . \$950.00

- (1) 3500 Lumen LCD Projector
- (1) Draped Cart/Stand
- (1) Fastfold Screen (up to 12')

VIDEO PACKAGE . . . . . \$225 .00

- (1) 32" TV Monitor
- (1) Draped Cart/Stand
- (1) DVD/NHS Player
- Upgrade to 37" LCD Monitor . . . . . \$400.00
- Upgrade to 43" Plasma Monitor. . . . . \$525.00

CLIENT PROJECTOR PACKAGE I . . . . . \$125.00

- (2) AC Cord w/Powerstrip
- (1) Draped Cart/Stand
- (1) Tripod Screen (up to 8')

CLIENT PROJECTOR PACKAGE II . . . . . \$300.00

- (2) AC Cord w/Powerstrip
- (1) Draped Cart/Stand
- (1) Fastfold Screen (up to 12')

SOUND SYSTEM PACKAGE . . . . . \$250.00

- (1) Wired Microphone . . . . .
- (1) 4-Channel Mixer
- (2) JBL 15" Speakers on Stands

SOUND SYSTEM PACKAGE II . . . . . \$425.00

- (1) Wired Microphone
- (1) 4-Channel Mixer
- (4) JBL 15" Speakers on Stands

## MEETING ACCESSORIES

### GENERAL AV

- 25' AC Extension Cord . . . . . \$7.50
- Multi Outlet AC Strip . . . . . \$7.50
- Wireless Presentation Remote. . . . . \$75.00
- Flipchart Package . . . . . \$40.00
- Flipchart Package w/Post-It Pad . . . . . \$55.00

## MEETING ACCESSORIES

### AUDIO

- Standard Microphone. . . . . \$35.00
- Wireless Microphone . . . . . \$150.00
- 4-Channel Mixer . . . . . \$45.00
- 6-Channel Mixer . . . . . \$75.00
- 16-Channel Mixer . . . . . \$160.00
- Digital CD/MP3 Recorder. . . . . \$125.00
- 5-Disc CD Player. . . . . \$60.00

### VIDEO

- Camera Package . . . . . from \$450.00
- Lighting Packages. . . . . from \$200.00
- LCD Computer Monitors . . . . . from \$125.00
- Data Switcher/DA . . . . . from \$85.00

### LIGHTING

- Airstar Balloon Light . . . . . from \$500.00
- Basic Stage Wash Package. . . . . from \$250.00
- LED Light packages. . . . . from \$1000.00
- Intelligent lighting packages. . . . . Call for quote
- Black Velour Drape . . . . . \$15.00 per ft.
- Blue Velour Drape . . . . . \$20.00 per ft.
- White Velour Drape. . . . . \$24.00 per ft.

## LABOR - OPERATORS

- Audio/Video/Lighting Operator (4hr minimum). . . . . \$75.00
- Full Day Technician Rate. . . . . \$750.00
- 7am to 5pm - Monday through Friday . . . . . Standard Rate
- 5pm to Midnight - Monday through Friday . . . . . Time-and-a-Half
- 7am to 5pm - Weekends . . . . . Time-and-a-Half
- Midnight to 7am - 7 Days a Week. . . . . Double Time
- Holidays. . . . . Double Time

## SERVICE CHARGE

All orders are subject to a service charge for setup and teardown of basic equipment. Additional labor charges for more complicated equipment or last minute requests.

## PROCEDURES AND CONDITIONS

All equipment will be set up one hour prior to meeting start time based on room availability. Rental prices are per room, per day unless otherwise requested. Prices are subject to availability and change without notice.

# REGULATION AND GENERAL INFORMATION

1. Calculate your lighting needs by adding wattage in each location.
2. For other equipment, read the ratings from the metal plate attached to the unit(See example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.
3. Separate locations require separate outlets (500 watt min.)

## EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT

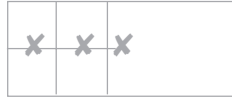


120V Single Phase  
= 60 Cycle  
1000 Watts



230 Volts  
= 30 Amps  
3 Phase

## POWER LOCATIONS: X Indicate location of outlet



INLINE BOOTHS-PENINSULA



BACK TO BACK PENINSULA BOOTHS

One drop within booth when power source in ceiling or one location at Edlen's discretion when power source is in the floor. Please see Regulation #4 below.

ISLAND BOOTHS

## WHERE WILL MY OUTLET BE LOCATED?

Your outlet will be located as depicted below unless floorplan is received indicating otherwise.

1. Orders must be received with payment a minimum of ten (10) business days prior to scheduled event set up for discount rates. Orders received less than ten (10) business days prior to scheduled event set up or without payment will be charged at the floor order rates.
2. Edlen electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by an Edlen Electrical electrician. Edlen Electrical will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than an Edlen Electrical electrician.
3. A separate outlet must be ordered for each location where electricity is needed.
4. Rates listed for all connections include bringing the service to booth in the most convenient manner for EDLEN and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.
5. Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show. A minimum charge of one and a half (1 1/2) hour labor for installation and one (1) hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
6. Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
7. 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 insure compliance with all codes. EDLEN is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
10. All exhibitor's cords must be minimum of 14/3 with ground. ALL exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. A \$25.00 service charge will be assessed for all returned checks and credit cards.
12. Material and equipment furnished by EDLEN for this service order is furnished on a rental basis and remains the property of Edlen and shall be removed ONLY by EDLEN Employees. Price also includes all necessary disposable supplies.
13. EDLEN Employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.
14. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by an EDLEN Employee prior to close of event.
15. Credit will not be given for service installed and not used.
16. 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.
17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.
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. As the official Electrical Contractor, we will be responsible for:
  - All under carpet distribution of electrical wiring
  - All motor and equipment hook-ups requiring hardware connections
  - The above items require electrical labor, which may be ordered in the Electrical Labor sections on the reverse side
20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exists. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
  - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge
  - The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
  - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.

# ELECTRICAL ORDER FORM

MAIL TO

## EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO

11483 Rocket Blvd. • Orlando, FL 32824 • Tel. (407) 854-9991 Fax (407) 854-9992 Email support@edlenelectrical.com

### ELECTRICAL OUTLETS Approximately 120V A.C. 60 Cycle

120 VOLTS	QUANTITY	Advance Payment PRICE	Regular PRICE	COST
0-500 WATTS (5 AMPS)	_____	65.00	98.00	_____
500-1000 WATTS (10 AMPS)	_____	110.00	165.00	_____
1001-1500 WATTS (15 AMPS)	_____	132.00	198.00	_____
1501-2000 WATTS (20 AMPS)	_____	150.00	225.00	_____

**For Outdoor Events 20 AMP Minimum Required**

(SEE REVERSE SIDE FOR  
TERMS AND CONDITIONS)

#### SPECIAL REQUIREMENTS

Dedicated Circuit  
or 24 Hour Service Required?  
\_\_\_\_\_ yes \_\_\_\_\_ no  
If yes, double electrical outlet or  
electrical service connection charge.

**Rental Rates quoted cover  
any portion of a (7) seven day  
consecutive period.**

There is a minimum labor charge of (1 1/2)  
one and a half hours for hook-up and  
(1) one hour to dismantle for special events,  
island booths and 208 Volt services

### ELECTRICAL SERVICE CONNECTIONS Approximately 208V A.C. 60 Cycle

**208 VOLTS SINGLE PHASE** Labor of 1 1/2 Hrs./Hook-up & 1 Hr./Dismantle will be charged for 208 Volt Services

20 AMPS	_____	250.00	370.00	_____
30 AMPS	_____	290.00	470.00	_____
60 AMPS	_____	445.00	680.00	_____
100 AMPS	_____	625.00	805.00	_____

**208 VOLTS THREE PHASE** Labor of 1 1/2 Hrs./Hook-up & 1 Hr./Dismantle will be charged for 208 Volt Services

20 AMPS	_____	330.00	495.00	_____
30 AMPS	_____	390.00	627.00	_____
60 AMPS	_____	575.00	870.00	_____
100 AMPS	_____	725.00	945.00	_____
200 AMPS	_____	1245.00	1555.00	_____
400 AMPS	_____	1845.00	2355.00	_____

RATES FOR HIGHER WATTAGES, VOLTAGE  
OR SPECIAL LIGHTING ON REQUEST-  
SPECIAL HANGING OR INSTALLATION  
DONE ON TIME AND MATERIAL BASIS.

#### SPECIAL INSTRUCTIONS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### LIGHTING EQUIPMENT (Including Current Consumed)

150 WATT FLOOD LIGHT	_____	71.00	106.00	_____
300 WATT FLOOD LIGHT	_____	90.00	135.00	_____
300 WATT QUARTZ LIGHT	_____	65.00	85.00	_____

### EXTENSION CORDS (Electricity Not Included)

SINGLE OUTLET	_____	20.00	_____	_____
QUAD OUTLET/POWER STRIP	_____	27.00	_____	_____

#### LABOR

<b>ST</b> Mon.-Fri. 8:00am-4:30pm (Except Holidays)	_____	60.00	_____	_____
<b>OT</b> Mon.-Fri. 4:30pm-8:00am (Sat/Sun/Holidays)	_____	120.00	_____	_____

Aisle # \_\_\_\_\_

#### ISLAND BOOTHS

A scaled floor plan must accompany orders  
showing locations of electrical outlets,  
connections and lighting equipment.

Aisle # \_\_\_\_\_



Aisle # \_\_\_\_\_

**FULL PAYMENT DUE PRIOR  
TO SHOW OPENING**

SUBTOTAL \$ \_\_\_\_\_

7% FL SLS TAX \_\_\_\_\_

TOTAL DUE \$ \_\_\_\_\_

PAYMENT MUST ACCOMPANY  
ALL ORDERS 10 BUSINESS DAYS  
PRIOR TO SHOW SET UP  
FOR DISCOUNT PRICE TO APPLY

Master Card  Visa  AMX  Check

Credit Card# \_\_\_\_\_ EXP DATE \_\_\_\_\_

Cardholders Name (Print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

ALL ORDERS MUST BE PAID  
IN ADVANCE  
ON U.S. BANKS

SHOW NAME	NAME OF FACILITY	
FIRM NAME	SHOW DATES	BOOTH #
ADDRESS	TELEPHONE#	
CITY, STATE, ZIP	FAX#	
SIGNATURE	PRINT NAME	