



P.O.Box 63170 • Los Angeles, CA 90063 • 909.623.5192

Show Name: NorCal Nursery Show

Show Location: San Mateo Convention Center

Show Dates: February 16, 2017

ELECTRICAL INFORMATION

SAVE MONEY... READ THIS FIRST ...

- ▶ Complete the attached form to ensure installation of electrical service to your booth or display
- ▶ Please check the rating plate on your item(s) and order outlet(s) accordingly.
- ▶ **Advance price is offered for orders submitted by :** **February 2, 2017**
- ▶ **Please Fax your Electrical Order with Payment to (909) 623-7222 or via email Info@conventionelectric.com.**
- ▶ Check or Credit Card payment must accompany all orders. Credit Card orders may be faxed, (avoid duplication, do not mail order from if already faxed).
- ▶ **See attached "Regulation and General information" sheet for additional information, terms and specifications.**

If you have any questions, please call Customer Service at:

(909) 623-5192 or you can Email us at:

info@conventionelectric.com

PLUMBING LABOR ORDER FORM



P.O.Box 63170 • Los Angeles, CA 90063 • 909.623.5192

EVENT NorCal Nursery Show * San Mateo Conv Ctr * February 16, 2017		BOOTH NO.
COMPANY NAME		
STREET ADDRESS		
CITY		STATE
PHONE NO:		FAX NO:
CONTACT		EMAIL:
ZIP		

To Receive Advance Price Order with full payment must be received by:

February 2, 2017

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Qty.	Compressed Air 90-100 Lbs. PSI	ADVANCE PRICE	REGULAR PRICE	SUB TOTAL	LABOR REQUIREMENTS
	Air Outlet includes (first 50' of air line)	\$325.00	\$425.00		There is a minimum 1 1/2 hour total Labor Charge for install and dismantle . CEI does not control the Events Schedule, therefore can't control if set-up/disconnect is during Straight time or overtime hours.
	each additional 10' of air line will be	\$120.00	\$200.00		
	Air Outlet, CFM required 5 minimum	\$23.49 per CFM	\$28.19 per CFM		
	Air Outlet, Connection	\$227.00	\$273.00		
	each additional connection	\$220.00	\$330.00		
Sub Total					
ADDITIONAL CONNECTIONS					
Number of Connections:					CFM required (5 CFM Min.):
Size of Connections:					
OUTLET DISTRIBUTION					
					Outlets are delivered to the rear of Inline and Peninsula Booth and to one location in Island Booths. Ramping or laying of lines under carpet or other flooring or spotting from the ceiling will be done on a time and material basis. Lift charges will apply for overhead drops or distribution.
SERVICE CONNECTIONS					
Number of Connections:					PSI Required:
Size of Connections:					GPM Required:
AIR LINE RESPONSIBILITIES					
					Convention Electric Inc. is not responsible for moisture, oil or water in air lines, or water in our lines, or loss pressure or excess of pressure. CEI plumbing is the exclusive provider. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors allowed other than those supplied by Convention Electric Inc. unless they are a fixed part of your machine. Dedicated and 24 Hour service will be at 50% more from listed price.
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. Convention Electric Inc. is not responsible for sediment, color or taste of water. If waste water from your drain contains hazardous materials chemicals or metals, Convention Electric Inc. cannot drain it. I agree in placing this order that I have accepted Convention Electric Inc. payment policy and the terms and condition on contract. Credit Card information must be on file before any of the requested Labor is performed.
Sub Total					
Grand Total					

Amount of Hours	LABOR / LIFT (Take this information into consideration when pre paying estimated Labor.)	HOUR	TOTAL
	WHEN DO YOU MOVE-IN? WHEN DO YOU MOVE-OUT?		
	(Labor is required for delivery and removal of air, water & drain outlets)		
	STRAIGHT TIME (Monday - Friday 8:00AM-4:30PM) (Except Holiday)	\$108.00	
	OVER TIME (Monday - Friday before 8:00AM-after 4:30PM) (Except Holiday)	\$216.00	
	LIFT (Does not include operator.)	Per Lift	\$250.00
Grand Total			

In the event that totals are calculated incorrectly, Convention Electric Inc. reserves the right to make the necessary corrections.

If you have any questions or concerns please call (909) 623-5192 or Email us at: info@conventionelectric.com

Convention Electric, Inc. Representative will be more than happy to assist you!

Labor Requirements: There is a minimum labor charge, of 1 1/2 hours for install and dismantle. CES doesn't control the Events Schedule, therefore can't control if set-up/disconnect is during straight time or overtime hours. Laying of any lines under carpet or other flooring, or spotting from ceiling will be from ceiling will be an additional Labor and Material Charge.

Additional Connections: If you have more than one machine or multiple connections on a machine order an additional connection for each machine or connection within 20 ft. of the outlet ordered. Otherwise you must order another outlet.

Outlet Distribution: Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on a time and material basis Lift charges will apply for overhead drops or distribution.

Service Connections: All service connections are to be made by Convention Electric Plumbers. Material charges may apply.

Air Line Responsibilities: Convention Electric Inc. is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Convention Electric, Inc. unless they are a fixed part of your machine. **Dedicated and 24 Hour service will be at 50% more the listed price.**

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. Convention Electric Inc. is not responsible for sediment, color or taste of water.

Waste Water: If waste water from your drain contains hazardous materials chemicals or metals, Convention Electric Inc. cannot drain it.

Terms & Conditions: I agree in placing this order that I have accepted Convention Electric Inc. payment policy and the terms and condition of contract.

Terms & Conditions & Rules and Regulations

- 1 Payment must be included with your order to secure the Advance Rate. Please see the Plumbing order form for the advance rate deadline date. Orders received without payment will not be guarantee Advance Rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate. A photocopy of the check will not be accepted to receive the Advance Rate. In the event that totals are calculated incorrectly, Convention Electric Inc. reserves the right to make the necessary corrections.
- 2 All material and equipment furnished by Convention Electric, Inc. for this service order shall remain CES property and shall be removed ONLY by Convention Electric, Inc at the close of the show.
- 3 Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
- 4 All equipment must comply with state and local codes.
- 5 Claims will not be considered or adjustments made unless filed by the Exhibitor in writing prior to close of the event, no exceptions.
- 6 Prices based upon current wage rates and are subject to change without notice.
- 7 Under no circumstances shall anyone other than Convention Electric, Inc. Plumbing personnel make service connections.
- 8 Special equipment requiring company engineering or technicians for assembly. Servicing, preparatory work and operation may be executed without Convention Electric, Inc. Plumbing personal. However, all connections to such equipment must be made by Convention Electric, Inc. Plumbing personal ONLY.
- 9 All equipment using water must have inlet and outlet properly tagged.
- 10 Unless otherwise directed, Convention Electric Inc. personnel are authorized to cut floor coverings to permit installing service(s) ordered.
- 11 Connection rates listed cover bringing service from main line to booth and do not include connecting equipment.
- 12 Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements. Standard air lines terminate with a 1/2" female iron pipe valve.
- 13 All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
- 14 A separate connection fee will be made for each piece of equipment using connected service, wheather connected directly or otherwise.
- 15 Convention Electric Inc. must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- 16 All Utility outlest include up to 50 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rates.
- 17 All Outlets will be installed on the floor at the vackwall of the booth.
- 18 Convention Electric Inc. will not be responsible for any sediment, color or taste of water in water line.
- 19 All services will be disconnected / shut off at conclusion of show unless advance notice has been given and acknowledged.
- 20 The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitor's equipment. CFM is a labor charge for sizing and installation of the installation of the service infrastructure.
- 21 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 Convention, Electric Inc. to discuss any potential additional costs.
- 22 Compressed Air is supplied during show hours only. If compressed air is Dedicated and 24 Hour service will be at 50% more the listed price.
- 23 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.
- 24 Natural Gas "when available" is not regulated by Convention Electric Inc. and is at the facility pressure (4oz.). Call for price quote when available.
- 25 Gas & Cylinders: When available 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders
- 26 Convention Electric Inc. 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. For gas cylinders or any other special requirements call Convention Electric Inc. for a quote at (909) 623-5192. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
- 27 Credit will not be given for outlets installed or connections made and not used.
- 28 Payment in full for all plumbing services provided must be made in full prior to close of the event. If we have to bill you after event a 30% surcharge will apply of total bill.
- 29 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 Convention, Electric Inc. its attorney fees or applicable agency fees.
- 30 A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
- 31 If Convention Electric Inc. is required to bill you a 30% handling charge will be applied to all outstanding balances due. A service charge of 1.5% per month on any unpaid balance will be made starting 10 days after date of invoice.

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.conventionelectric.com.](http://www.conventionelectric.com)

If required any Gas & Misc. call for a quote.

If you have any questions or concerns please call 909 623-5192 or email at info@conventionelectric.com

CONVENTION ELECTRIC, INC.

P.O.Box 63170 • Los Angeles, CA 90063 • 909.623.5192



February 16, 2017

Electrical/Plumbing Online Ordering

Dear Exhibitor,

Convention Electric, Inc. gives Exhibitors the option of Faxing your order to (909) 623-7222 or via email info@conventionelectric.com or using our online system to place your order. Convention Electric, Inc. is now providing an online ordering service, easy way to order all your Electrical Services.

Returning Users: **(Only if you have used your email address in a prior event please do the following below.)**

Please send us an email to info@conventionelectric.com with your company information so we can associate your Events for login.

New Users:

If you have not received an automated log in from us, please call our Exhibitor Service Department at 909 623-5192 or email us at info@conventionelectric.com and we will send you a temporary log in and this will give you access to create your own account.

Once you have received your temporary password:

- Click on the link below or copy URL and paste into browser to register your company.

<https://conventionelectric.boomerecommerce.com>

- Once you have logged in you would need to put in your temporary password and create your own username and password.
- Place your online order for all your Electrical, Plumbing and Labor needs.
- Provide Credit Card Information for payment, submit order and receive a confirmation and your receipt.
- Take advantage of Advanced Price! Deadline Date is: **February 2, 2017**

Questions:

If you have any questions please call our Exhibitor Service Department at (909) 623-5192 or email us at info@conventionelectric.com.

CREDIT CARD AUTHORIZATION FORM



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EVENT NAME: NorCal Nursery Show * San Mateo Conv Ctr * February 16, 2017		
COMPANY NAME		BOOTH NO.
STREET ADDRESS		
CITY	STATE	ZIP
PHONE NO.	FAX	
SHOW SITE CONTACT	EMAIL:	

To Receive Advance Price Order with full payment must be received by:

February 2, 2017

METHOD OF PAYMENT

Please Fax your Electrical order with Payment to (909) 623-7222 or email it to info@conventionelectric.com

All transactions require a credit card on file with proper authorization. In addition to checks, Convention Electric, Inc. also accepts American Express, Master Card, Visa, Discover. Indicate form of payment below. In the event that totals are calculated incorrectly, Convention Electric Inc. reserves the right to make the necessary corrections.

CREDIT CARD

Convention Electric, Inc. will use this authorization to charge any remaining balances on your account prior to event closing. We will provide a copy of all final charges to the email address provided in the payment information section.

COMPANY NAME:		EMAIL:
BILLING ADDRESS:		
CITY:	STATE:	ZIP:
CHECK CREDIT	<input type="checkbox"/> VISA	<input type="checkbox"/> MC
CARD TYPE	<input type="checkbox"/> AM EX	<input type="checkbox"/> DISCOVER
CARD NUMBER:		
SECURITY CODE:	EXP DATE:	
CARD HOLDER (PRINT)		
CARD HOLDER (SIGN)		
CHECK NUMBER:	CHECK AMOUNT:	

If you have any question or concerns please call us at 909 623-5192 or email at info@conventionelectric.com

ELECTRICAL RENTAL ORDER FORM



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EVENT NAME: NorCal Nursery Show * San Mateo Conv Ctr * February 16, 2017		BOOTH NO.
COMPANY NAME		
STREET ADDRESS		
CITY	STATE	San
PHONE NO:	FAX:	
SHOW SITE CONTACT	EMAIL:	

To Receive Advance Price Order with full payment must be received by:

February 2, 2017

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If you have not received an automated log in from us, please call our Exhibitor Service Department at 909 623-5192 or email us at Info@conventionelectric.com and we will send you a temporary log in this will give you access to create your own account.

QTY.	POWER	ADVANCE PRICE	REGULAR PRICE	SUB TOTAL	WHEN ORDERING ELECTRICAL SERVICES
1 2 0 V	500 Watts or 5 Amps	\$132.00	\$195.00		<ol style="list-style-type: none"> 1. Check rating plates on item(s) and order outlets accordingly 2. Lighting outlets supplied with one (1) connection per outlet ordered. 3. Motor outlet supplied with one(1) connection per outlet ordered 4. Outlets requiring 24 HR. And/or dedicated circuits are double list price. 5. Equipment hook-ups, repairs and installations will be performed on a labor and material basis. 6. Island Booths there is a minimum Labor charge of (1) hour to Install power and 1/2 hour to dismantle, material charges may apply , all distribution is done by a CE, Inc. electrician 7. 480 Volt Service(s) and price(s) are available upon request. info@conventionelectric.com
	1000 Watts or 10 Amps	\$236.00	\$341.00		
	1500 Watts or 15 Amps	\$267.00	\$401.00		
	2000 Watts or 20 Amps	\$311.00	\$450.00		
	10 AMP OR ½ HP	\$429.00	\$622.00		
2 0 8 V	15 AMP OR 1 HP	\$493.00	\$715.00		<div style="background-color: #0056b3; color: white; text-align: center; padding: 2px;">GENERAL INFORMATION</div> <ol style="list-style-type: none"> 1. ALL Outlets will be installed on the floor at the rear of the booth, For Island booths, and Peninsula booth Outlets will be brought to one (1) Location at our discretion if no information is provided. 2. The cost of 120-Volt outlets includes delivery to One location, the rear of inline booths only If you require the outlets to be distributed to any other location, labor and material charges will apply. There is a minimum charge of 1 hour for installation and 1/2 hour for dismantle. 3. All wiring, motors and other installations must be approved to prevent over-loading of circuits. 4. Exhibitors are not permitted to add wattage unless ordered. Exhibitors found using outlets without an order will be subject to pay regular price per outlets used. 5. All Electrical permits required by the local Building and Safety Codes will be obtained by the Electrical Contractor. All equipment must meet safety code regulations, including motors, Wiring, Extension cords ETC. 6. Labor Rates are subject to local I.B.E.W. UNION Contract Effective at time of show overtime labor rates prevail before 8:00A.M. After 4:30 P.M. on Weekdays, and all day Saturdays, Sundays and Holidays. 7. Hardwall booths must make arrangements with CE, Inc. to bring power inside the booth on a time, labor and material basis. Contact us at info@conventionelectric.com
	20 AMP OR 1 ½ HP	\$566.00	\$822.00		
	30 AMP OR 2 HP	\$694.00	\$945.00		
	40 AMP OR 3 HP	\$798.00	\$1,086.00		
	60 AMP OR 5 HP	\$918.00	\$1,248.00		
1 0	100 AMP OR 10 HP	\$1,055.00	\$1,492.00		
	150 AMP OR 15 HP	\$1,213.00	\$1,950.00		
	200 AMP OR 25 HP	\$1,772.00	\$2,658.00		
	10 AMP OR 1 HP	\$571.00	\$827.00		
	15 AMP OR 2 HP	\$656.00	\$951.00		
2 0 8 V	20 AMP OR 3 HP	\$754.00	\$1,093.00		
	30 AMP OR 5 HP	\$867.00	\$1,256.00		
	40 AMP OR 7 ½ HP	\$997.00	\$1,444.00		
	60 AMP OR 10 HP	\$1,146.00	\$1,660.00		
	100 AMP OR 20 HP	\$1,317.00	\$1,909.00		
3 0	150 AMP OR 30 HP	\$1,514.00	\$2,469.00		
	200 AMP OR 50 HP	\$1,741.00	\$2,902.00		
	PAYMENT POLICY				
L I G H T S	QTY.	LIGHTING (INCLUDES POWER)	ADVANCE PRICE	REGULAR PRICE	SUB TOTAL
		150 WATT ON STANCHION	\$132.00	\$195.00	
		1000 WATT OVERHEAD	\$350.00	\$673.00	
M A T E R I A L & L A B O R	QTY.	MATERIAL & LABOR	PRICE	SUB TOTAL	<ol style="list-style-type: none"> 1. 100% Payment must accompany each order unless prior arrangements are made. 2. We Accept Cash, Checks, MasterCard, Visa, Discover And American Express for payment. 3. Advance price Apply only to orders Received by February 2,2017. All other orders will pay regular prices. 4. Orders placed at the show site must be paid upon presentation of Invoice. 5. NO REFUND will be given for outlets installed and/or Services provided and not used. Claims will not be considered unless filed by the Exhibitor prior to the closing of the show. If Convention Electric Inc. is required to bill you a 30% handling charge will be assessed on all outstanding balance due. 6. In the event that totals are not calculated correctly Convention Electric, Inc. serves the right to make the necessary corrections. <div style="background-color: #0056b3; color: white; text-align: center; padding: 2px;">NOTICE:</div> <p>Convention Electric Inc. 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 services should be made by a CE, Inc. Electrician. Convention Electric, Inc. will not be responsible for any damage or loss to any equipment component, computer hardware or software and/or any damage or injury to any persons caused by the installation, connection or plugging into any Electrical outlet by any persons other than a CEI Electrician.</p>
		CUBE TAPS	\$18.00		
		15 AMP POWER STRIPS	\$25.00		
		15 FOOT EXTENSION CORDS	\$25.00		
		25 FOOT EXTENSION CORDS	\$30.00		
		50 FOOT EXTENSION CORDS	\$60.00		
		12/5 PIGTAILS	\$30.00		
		6/5 PIGTAILS	\$60.00		
		BUCK & BOOST TRANSFORMER	\$114.00		
		HRS. STRAIGHT TIME LABOR	\$120.00/HR		
		HRS. OVERTIME LABOR	\$240.00/HR		
GRAND TOTAL					

LABOR ORDER FORM



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EVENT: NorCal Nursery Show * San Mateo Conv Ctr * February 16, 2017			BOOTH NO.		
COMPANY NAME					
STREET ADDRESS					
CITY				STATE	
PHONE NO:		FAX NO:			
CONTACT			EMAIL:		

To Receive Advance Price Order with full payment must be received by:

February 2, 2017

Please Fax your Electrical order with Payment to (909) 623-7222 or email it to info@conventionelectric.com

ELECTRICAL LABOR/LIFT RATES	RULES FOR ELECTRICAL LABOR
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Please be advised that Labor start times cannot be guaranteed. If no time is provided, work will be performed on a first come first serve basis. A representative must come to Convention Electric, Inc. Service Desk prior to each individual labor call to confirm that booth is ready for labor. If labor is dispatched at the requested time and no Exhibitor Supervisor is available a minimum of 1/2 hour labor charge per Electrician will apply.

Straight time\$120.00 per hour
 Monday-Friday 8:00am - 4:30pm, excluding holidays

Overtime\$ 240.00 per hour
 Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

Lift Rate Per Hour (Does not include operator).....\$ 275.00 per hour
 Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

1. To determine if you need Electrical Labor or to obtain floor plans please contact us or via email at info@conventionelectric.com and we will be happy to assist you.
2. Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back of the booth.
3. In order to perform the Labor without Exhibitor's Representative present CEI Must have detailed floor plans for power distribution under the carpet with this Labor form Each floor plan should have exact Dimensions and surroundings labeled.
4. If representative chooses to be present during labor being performed and booth being installed Exhibitor should contact CEI to schedule date and time. But should also send detailed Floor Plan.
5. Please be advised that whenever possible, CEI request 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.
6. We will not be able to know what material will be used at this time. This will be CEI Electrician, as they install and distribute Electrical according to the Floor Plan provided by your company the day of Move-in.
7. By signing this form you are authorizing Convention Electric, Inc. to charge your Credit Card on file for these additional charges.
8. The minimum Labor charge will equal one (1) hour per man for Installation and equipment. Labor thereafter is charged in 1/2 hour increments per worker.
9. Dismantle Labor is charged at 50% of installation Labor based on show move-out days / time, and does not need to be scheduled.
10. Exhibitors with hard wall booths must make arrangements with Convention Electric, Inc. to bring power inside the booth on a time, labor and material basis.
11. In the event that totals are calculated incorrectly, Convention Electric, Inc. reserves the right to make the necessary corrections.

MEN	HRS	WORKED REQUIRED	DATE	T I M E	A M O U N T
SUB TOTAL					

JLG LABOR/LIFT (2 MEN 1 HR MINIMUM PLUS LIFT PER HOUR)					
MEN	HRS	WORKED REQUIRED	DATE	T I M E	A M O U N T
SUB TOTAL					

MATERIAL					JLG LIFT REQUIREMENTS
QTY	DESCRIPTION	PRICE	# F E E T	T O T A L	
	Cube Tap	\$ 18.00			
	15 Amp Power Strip	\$ 25.00			
	15' Extension Cord	\$ 25.00			
	25' Extension Cord	\$ 30.00			
	50' Extension Cord	\$ 60.00			
	100' Extension Cord	\$ 100.00			
	12/5 Pigtail	\$ 30.00			
	6/5 Pigtail	\$ 60.00			
	12/5 Flat Cable	\$6.69 per ft.			
	6/5 Flat Cable	\$7.69 per ft.			
SUB TOTAL					

If lift Equipment is required to hang special lighting, signs, etc., (Does not include operator) The Exhibitor will be charged a (minimum) of 2 men 1 hour plus one hour (minimum) for the lift. Please look at the chart to the left.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Convention Electric Inc. payment policy and the terms and condition of contract. Credit Card information must be on file before any of the requested Labor is performed. Should Convention Electric Inc. is required to bill you a 30% handling charge will be assessed to the balance due. LABOR RATES, are subject to I.B.E.W. union contract effective time of the show. Overtime Labor rates prevail prior to 8a.m. and after 4:30p.m. on Weekdays, all day Saturday, Sundays and Holidays. Please read all information before summiting order.

BOOTH SUPERVISION INFORMATION

Booth Supervisor Name: _____

Email: _____

Please Fax your Electrical order with Payment to (909) 623-7222 or email it to info@conventionelectric.com

- 1 Place your electrical order with full payment to secure the discount rate, orders faxed or mailed after deadline date will be processed at regular rate. A purchase or a photocopy of check is not considered valid forms of payment for securing advanced rate. If power is required for refrigeration, Computer systems, water pump, water pumps, heaters, etc. you are required to order 24 hour Electrical Services.
- 2 In the event order totals are calculated incorrectly, Convention Electric, Inc. 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 an in-line booth. If distribution is required you may use a Grid according to your exhibit space or provide your own floorplan. Indicate booth main power location(s), distribution location(s) with dimensions and orientation of your booth or ascending booths. For power distribution there is a minimum of (1) man (1) hour for install and a minimum of (1) man 1/2 hour for dismantle depending on your layout or the total time of installation. Multiple outlet locations will be charged on a labor and material basis.
- 4 Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other locations within the booth space. Distribution to all other location's regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact Convention Electric, Inc. to discuss any additional costs that may be incurred.
- 5 **Island or Pavilion Booths:** You may use our Grid sheet according to your exhibit booth space or provide your own floorplan. Indicate booth main power location(s), distribution location(s) with dimensions and orientation of your booth or ascending booths. For power distribution there is a **minimum** of (1) man (1) hour for installation and a **minimum** of (1) man 1/2 hour for dismantle depending on your layout or the total time of installation. Multiple outlet locations will be charged on a labor and material basis. If your Labor requires a special JLG Lift there will be lift charge, labor and material basis depending on requirement. If you fail to provide us with a floorplan prior to first move-in date, outlets will be placed at one location at Convention Electric, Inc. discretion.
- 6 **Multiple outlet locations** where an electrical power is required you must order separate power for each location the minimum amount of power can be a 5 amps or 500 watts. Power must be ordered according to peak ratings, check rating plates on your equipment to ensure that you will have the proper power to operate your display. If you require any special power contact us at info@conventionelectric.com.
- 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 (1) man (1) hour for installation and a **minimum** of (1) man 1/2 hour for dismantle depending on your layout or the total time of installation. Multiple outlet locations will be charged on a labor and material basis. **Overtime Labor Rates** prevail prior to 8 a.m. and after 4:30pm on weekdays, all day Saturday, Sunday and Holidays.
- 8 **Lift required** In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift, material and labor charges will apply. (a **minimum** of (2) men (1) hour plus lift rate and material). Please contact our customer service department at (909) 623-5192 or via email at info@conventionelectric.com to discuss any additional charges that will apply for your Labor.
- 9 Convention Electric, Inc. employees are authorized to cut floor coverings when essential for installation of services unless directed otherwise.
- 10 Convention Electric, Inc. is the exclusive provider of all material and 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 Convention Electric, Inc. It shall be removed only by Convention Electric, Inc. employees. If you are found performing any Electrical work in your booth without it being a CEI Electrician is strictly forbidden you will be charged a labor and material inspection fee. See rule # 11
- 11 All equipment regardless of source of power, must comply with federal, state and local codes. Convention Electric Inc. reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Convention Electric, Inc. is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- 12 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 issued for any unused items.
- 13 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 Convention Electric, Inc.
- 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 Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, noncurrent 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 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 and received by Convention Electric, Inc. within 14 calendar days prior to show opening. Except sales tax, Convention Electric, Inc. 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 Convention Electric, Inc. harmless for any and all losses of power beyond Convention Electric Inc. control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused 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 Convention Electric Inc. its attorney fees or applicable agency fees.
- 21 If CEI is required to bill you a 30% handling charge will be assessed to the balance due and a service charge of 1.5% per month on any unpaid balances. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Convention Electric Inc. for all applicable rental taxes. will be assessed starting 10 days after date of invoice.
- 22 By signing any electrical forms and/or authorization forms, exhibitor hereby agrees to all terms and conditions on these electrical, plumbing and Labor order form, and floor plans. In the event that totals are calculated incorrectly Convention Electric, Inc. reserves the right to make necessary corrections
- 23 Exhibitors with hard wall booths must make arrangements with Convention Electric, Inc. to bring power inside the booth on a time, labor and material basis.

ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM

[For Further Information please visit our web site at www.conventionelectric.com.](http://www.conventionelectric.com)

If you have any questions or concerns please call 909 623-5192 or email at info@conventionelectric.com