ELECTRICAL ORDER FORM





ELECTRICAL EXHIBITION SERVICES

5931 4th Avenue South, Seattle, WA 98108 Ph: (206) 781-2411 Efax 206-299-4330 Seattle@edlen.com

Advance Payment Deadline Date: 02/11/17

BTH#

PHONE #:

The "Method of Payment Form" must be completed and returned with this order form.

COMPANY:

The Seattle Golf Show, The Seattle Bike Show, and The Travel,

EVENT: Trips, & Adventure Expo

FACILITY: CENTURYLINK FIELD EVENT CENTER

DATES: March 4 – 5, 2017 Event # 037033SE

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event **120 VOLT POWER DELIVERY** QTY QTY ADVANCE **TOTAL REGULAR** 24hrs/day **PAYMENT PAYMENT** COST The cost of one 120-Volt outlet includes Show delivery to the rear-center of inline or Hours Only Double Rate PRICE PRICE **120 VOLT** peninsula booths. If you require an outlet 500 WATTS (5 AMPS) 84.00 126.00 distributed to any other location, material and labor charges apply. There is a 1000 WATTS (10 AMPS) 116.00 174.00 minimum charge of 1 hour for installation 1500 WATTS (15 AMPS) 138.00 207.00 & 1/2 hour for removal. Complete and return the Electrical Labor Order Form 2000 WATTS (20 AMPS) 158.00 237.00 along with a floor plan layout of your **208 VOLT SINGLE PHASE** booth space indicating outlet locations. 20 AMPS 190.00 285.00 208/480V POWER DELIVERY 30 AMPS 240.00 360.00 **AND CONNECTIONS** The delivery and connection of high voltage 60 AMPS 402.00 630.00 services is done on a time and material 100 AMPS 534.00 802.00 basis. There is a minimum 1 hour for installation & 1/2 hour for removal. Edlen **208 VOLT THREE PHASE** electricians must make all high voltage connections and disconnects. Please 20 AMPS 290.00 430.00 complete the Electrical Labor Order Form to 30 AMPS 365.00 520.00 schedule your estimated connection time and return it with this order. 60 AMPS 530.00 800.00 **ISLAND BOOTHS** 100 AMPS 702.00 1053.00 Include a floor plan layout of your booth **200 AMPS** 1090.00 1635.00 space indicating all outlet locations with measurements and orientation. There is LIGHTS (Cost of arm and pole lights includes power and 1hr labor to install/remove) a minimum labor charge of (1) hour to Arm Light 82.00 120.00 deliver power to all Island Booths. All additional distribution is done by Edlen 55.00 80.00 8' Pole Light with 1 fixture electricians on a time and material basis. 69.00 8' Pole Light with 2 fixtures 103.00 Complete and return the Electrical Labor Order Form along with a floor plan layout 1000 Watt Overhead Quartz Light Package* 650.00 850.00 of your booth space indicating outlet *Package price includes 1 quartz light, installation, lift, one focus, and dismantle locations and booth orientation. 24 HOUR SERVICES MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site) Electricity will be turned on within 30 15' EXTENSION CORD 21.00 minutes of show opening and off within 30 minutes of show closing, show days only. If **POWER STRIP** 21.00 you require power at any other time order 24 hour power at double the outlet rate. **ELECTRICAL LABOR DEDICATED OUTLETS** For a dedicated outlet order a 20 amp ST (Mon-Fri, 8am-4:30pm, excluding holidays) 100.00 outlet. OT (Mon-Fri, 4:30pm-8am, all day Sat. & Sun.) 150.00 **MATERIAL DELIVERY** DT (All day on Holidays) 200.00 Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site. **SUB TOTAL CANCELLATIONS** SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES Local sales tax rate is 9.6% Credits will not be made for services ORDER: delivered and not used. See back of form PLACE TOTAL HERE for additional details. PRINT NAME: **TERMS & CONDITIONS** I agree in placing this order that I have **AUTHORIZED SIGNATURE:**

Form 120/208-12.09.16SE/CLF

accepted Edlen's payment policy and the

terms and conditions of contract.

EMAIL:

METHOD OF PAYMENT FORM



ELECTRICAL EXHIBITION SERVICES

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March 4 5 2017

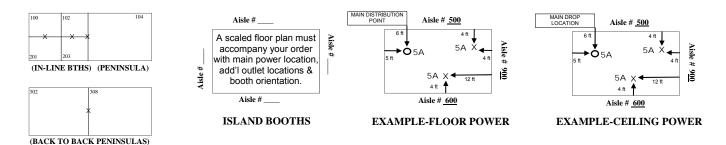
Seattle@edien.com	DATES: IVIA	rcn 4 –5, 201 <i>1</i>	Event # 03/0335E					
EXHIBITOR INFORMATION								
COMPANY NAME:			PHONE:					
ADDRESS:			FAX:					
CITY:		ST:	ZIP:					
COUNTRY:			CELL:					
EMAIL:								
METHOD OF PAYMENT								
All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover and Wire Transfers. Indicate form of payment below.								
Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event # listed above on your remittance. Bank transfer to Bank of America Wire Transfer: ABA#: 026009593								
For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section. * \$50 processing fee MUST be included with transfer. VISA MASTERCARD AMX DISCOVER								
СН	ECK AND CREDIT (CARD INFORMATION						
CHECK#								
CREDIT CARD NUMBER:			EXP DATE:					
CARD HOLDER SIGN:		PRINT NAME:						
EMAIL ADDRESS:			THIRD PARTY: YES or NO					
CREDIT CARD ADDRESS INFORMATIO			T I					
ADDRESS:	CITY	γ: 	ST: ZIP:					
By signing and placing this order, I payment policies and the terms and outlined on all service order forms of	conditions	SERVICE TOTALS ELECTRICAL/LABOR/MAT PLUMBING	TERIAL					
PLEASE								
SIGN		LIGHTING	SUB TOTAL					
v 12.09.16SE/CLF AUTHORIZED SIGNATURE			SUB TOTAL					
		9.6%	SALES TAX					
PRINT NAME	DATE		TOTAL DUE					

TERMS & CONDITIONS

- 1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services or location for lights or lighting) must be received no later than 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 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 or fax of any such corrections.
- 3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
- 4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's 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.
- 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. Island booths If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
- 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 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.
- 8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
- 9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- 10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors 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.
- 11. 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 not issued for unused items.
- 12. 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.
- 13. 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.
- 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 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.
- 16. 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.
- 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 & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- 19. 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.
- 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 Edlen its attorney fees or applicable agency fees.
- 21. 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.
- 22. By signing this and/or the Method of Payment 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 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.



ELECTRICAL LABOR FORM



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EVENT: Trips, & Adventure Expo

🥦 CENTURYLINK FIELD EVENT CENTER

DATES: March 4 -5, 2017 Event # 037033SE

ELECTRICAL JURISDICTION

The work described below 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.

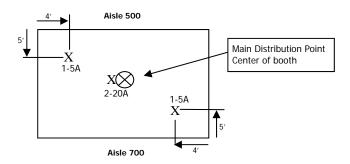
ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- 1. Electrical distribution under carpet and flooring
- Electrical distribution overhead and/or through booth structure
- Connection and hard-wiring of all 208V or higher services, electrical motors, dimmers, disconnects or sound and projection equipment
- 4. Wiring of overhead signs
- 5. Hardwiring of any electrical apparatus
- 6. Condor for installation of electrical signs and/or rotators

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

- 1. Floor Plan layout of your booth space:
 - A. Floor plans must include exact outlet locations with dimensions or be to scale.
 - B. Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers.
 - C. Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.

Example: 20x30 Island Booth



2. Date	you will begin building your booth		Estimated time
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3. Show Site Contact with authority to make additions or changes to your order

Contact Name

Contact Company _____

Contact Cell # _____

4. Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

ELECTRICAL LABOR FORM



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FACILITY:

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ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a firstcome first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

	Monda	y-Friday 8	8:00am -	- 4:30pm, exc	luding ho	olidays		
	Over T	ime		150.00 per hour				
	Monda	y-Friday [,]	4:30pm -	- 8:00am, all d	day Satur	rday & Si	unday	
	Double	Time						200.00 per hour
	All day	on holida	ays					
			-		L	IFT RAT	ΓES	
	Lift							100.00 per hour
	•			verhead work t cost does no		•		erhead, power or data cable distribution
			LABOR I	REQUIRMEN	ITS (Ple	ase com	plete all t	he sections below)
	•	,			,		•	s with a production schedule with the dates, ssist us in accommodating your labor needs.
<u>Exai</u>	<u>mple</u>							
Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required Wire electric sign
				<u> </u>		_		
Day		Date		# Men		Time		Work required
Day		— – Date				— Time		Work required
Day	-	Date				— Time		Work required
Day		— – Date		 # Men		— Time		Work required
		<u> </u>				_		
				S	SHOW S	ITE SUP	PERVISOR	
Conta	ct Name:					Compa		
Cell N	umber:					_ `	address:	_
		-				_		

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM v 12.09.16SE/CLF

Credit card information must be on file before any of the requested labor is performed.

ELECTRICAL LAYOUT FORM

Advance Payment Deadline Date: 02/11/17



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CENTURYLINK FIELD EVENT CENTER

FACILITY:

March 4 -5, 2017 DATES:

Event # 037033SE

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PLUMBING ORDER FORM



ELECTRICAL EXHIBITION SERVICES

5931 4th Avenue South, Seattle, WA 98108 Ph: (206) 781-2411 Fax: (206) 299-4330 Seattle@edlen.com

	Advance Order Deadline: 02/11/17	,
COMPANY:	ВТ	

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EVENT:

FACILITY:

The Seattle Golf Show, The Seattle Bike Show, and The Travel, Trips, & Adventure Expo

CENTURYLINK FIELD EVENT CENTER

DATES: March 4 –5, 2017 Event # 037033SE

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS UTILITY SERVICES Total Advance Regular LABOR REQUIREMENTS COMPRESSED AIR: 90-100 LBS. Psi There is a minimum labor charge of 1 \$354.00 \$528.00 Air Outlet at Rear of Booth hour for delivery and 1 hour for removal of each air, water and drain Additional Connections within the Same Booth \$180.00 \$264.00 outlet. Additional labor charges may be assessed for non-standard CFM requirements (There is a 5 CFM min. charge per outservices. \$6.00/cfm \$8.00/cfm **ADDITIONAL** Remember to order CFM with air services. Connection size see # 9 on back of form. CONNECTIONS If you have more than one machine or WATER LINES (Edlen is not responsible for sediment or the color or taste of the water.) multiple connections on a machine order an additional connection for \$528.00 Water Outlet at Rear of Booth \$354.00 each machine. <u>Air and drain</u> services are not available on the Additional Connections within the Same Booth \$180.00 \$264.00 Concourse Level. # of connections required: _____ Size of connection: _____ OUTLET PSI required: _____ GPM Required: ___ **DISTRIBUTION** Outlets are delivered to the rear of **DRAIN LINES** (Time and material charges will apply when pumps are required to drain services.) inline and peninsula booths and to one location in island booths. Ramping or Drain Outlet at Rear of Booth \$354.00 \$528.00 laying of lines on floor in booth or spotting from the ceiling will be done Additional Connections within the Same Booth \$180.00 \$264.00 on a time and material basis. Number of connections required: _____ Size of connection required: _ Lift charges will apply for overhead drops or distribution. FILL & DRAIN (Edlen is not responsible for sediment or the color of water. Labor is required.) **SERVICE CONNECTIONS** 1 - 50 Gallons All service connections are to be \$72.00 \$108.00 made by Edlen plumbers. Material 51 - 500 Gallons \$144.00 \$216.00 charges may apply. Each Additional 100 Gallons up to 1,000 Gallons \$24.00 \$36.00 **AIR LINE RESPONSIBILITIES** Edlen is not responsible for moisture, LABOR/LIFT (Labor is required for delivery and removal of air, water & drain outlets) oil or water in air lines, or loss of flow or drop or increase in pressure in line ST (Monday-Friday 8:00 PM – 4:30 PM (Except Holidays) \$100.00 to equipment. Exhibitor should supply their own filters, driers or other OT (Mon - Fri 4:30 PM – 8:00 AM (All Day Saturday & Sunday) \$150.00 equipment as needed. If 24 hour air is needed please call for a quote. DT (Holidays) \$200.00 **WATER PRESSURE** When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets. Pressure may vary. No guarantee can be made to minimum or maximum MISC. REQUIREMENTS (Call for a Quote) pressures. If pressure is critical the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for **SUB TOTAL** sediment, color or taste of water. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: WASTE WATER 9.6% SALES TAX Discharge of wastewater and other foreign substances to the site's storm **TOTAL PAYMENT** water drainage system is strictly prohibited. PRINT NAME: **TERMS & CONDITIONS AUTHORIZED SIGNATURE:** I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of PHONE #: EMAIL: contract v 12 09 16SE/CLE

The "Method of Payment" form must be completed and returned with this order form

TERMS, CONDITIONS & REGULATIONS

- 1. 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 in-line 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, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
- 5. Additional footage charges apply when the 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 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. Edlen plumbers make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and 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. Standard air lines terminate with a 3/8" snap-in quick release.
- 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 permanent building utility outlets are not part of booth space 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. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure (4oz.). Call for price quote when available.
- 15. Gas & Cylinders: When available 1025 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
- All equipment using water must have inlet and outlet properly tagged.
- 17. All equipment must comply with state and local codes.
- 18. 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.
- 19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
- Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
- Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions. Credit will not be given for outlets installed or connections made and not used.
- Payment in full for all plumbing services provided must be made in full prior to close of the event.
- 23. 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.
- 24. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
- All site drains will discharge to the sanitary sewer system and an applicable permit may apply. Permits are coordinated through CenturyLink Field & CenturyLink Field Building Management. If wastewater from your drain contains hazardous materials, chemicals, or metals, Edlen cannot drain it. Discharge of wastewater and other foreign substances to stormwater drainage system is strictly prohibited under Seattle Municipal Code (SMC) 22.802.020.

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 front of this form. V12.09.165E/CLF