ELECTRICAL ORDER FORM



ELECTRICAL EXHIBITION SERVICES

1844 Imperial Avenue, San Diego, CA 92102 Ph: (619) 696-6625 Fax: (619) 696-7762 SanDiego@edlen.com

accepted Edlen's payment policy and the

Form 120/208-022213

terms and conditions of contract.

EMAIL:

Advance	Payment I	Deadline I	Date: 0	3/21/14
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COMPANY:

BTH#

PHONE:

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

EVENT: Goodguys 14th Meguiar's Del Mar Nationals

FACILITY: Del Mar Fairgrounds

DATES: **April 4-6, 2014**

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

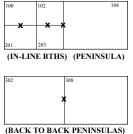
ORDER INSTRUCTIONS ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event **120 VOLT POWER DELIVERY QTY** QTY ADVANCE REGULAR **TOTAL** Show 24hrs/day PAYMENT PAYMENT COST The cost of 120-Volt outlets includes Hours Only Double rate **PRICE** PRICE **120 VOLT** delivery to one location in island booths and to one location at the rear of inline or 500 WATTS (5 AMPS) 88.00 132.00 If you require the peninsula booths. outlets to be distributed to any other 1000 WATTS (10 AMPS) 149.00 224.00 location, material and labor charges apply. There is a minimum charge of 1 hour for 1500 WATTS (15 AMPS) 174.00 261.00 installation & 1/2 for removal. Complete 2000 WATTS (20 AMPS) 200.00 300.00 and return the Electrical Labor Order Form along with a floor plan layout of your booth 208 VOLT SINGLE PHASE space indicating outlet locations. 20 AMPS 375.00 563.00 208/480V POWER DELIVERY 30 AMPS 450.00 675.00 AND CONNECTIONS 60 AMPS 590.00 885.00 The delivery and connection of high voltage services is done on a time and **100 AMPS** 777.00 1166.00 material basis. There is a minimum 1 hour **208 VOLT THREE PHASE** for installation & 1/2 hour for removal. Edlen electricians must make all high 20 AMPS 501.00 752.00 voltage connections and disconnects. Please complete the Electrical Labor Order 30 AMPS 600.00 900.00 Form to schedule your estimated 60 AMPS 785.00 1178.00 connection time and return it with this order. **100 AMPS** 1034.00 1551.00 **ISLAND BOOTHS 200 AMPS** 1980.00 1302.00 Include a floor plan layout of your booth **480 VOLT THREE PHASE** space indicating all outlet locations with measurements and orientation. If a main 20 AMPS 1036.00 1554.00 power drop/delivery location is not 30 AMPS 1857.00 1238.00 indicated on the floor plan, Edlen will deliver to the most convenient location. 60 AMPS 1621.00 2432.00 **100 AMPS** 2132.00 **24 HOUR SERVICES** 3198.00 Electricity will be turned on within 30 TRANSFORMER(S) Boost 208 Volt to 230 Volt minutes of show opening and off within 30 Transformer (20 amp minimum charge) Total Amps: ___ x 3.00 =minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate. MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site) 15' EXTENSION CORD 23.00 **DEDICATED OUTLETS** For a dedicated outlet order a 20 amp **POWER STRIP** 23.00 outlet. **MATERIAL DELIVERY ELECTRICAL LABOR** Material requested on this order form must ST (Mon-Fri, 8am-4:30pm, excluding holidays) 100.00 be picked up by the exhibitor at the Edlen service desk on show site. 200.00 OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays) **CANCELLATIONS** Credits will not be made for services delivered and not used. See back of form **PLACE TOTAL HERE** for additional details. PRINT NAME: BOOTH #: **TERMS & CONDITIONS AUTHORIZED SIGNATURE:** I agree in placing this order that I have

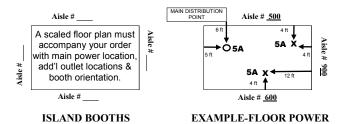
TERMS & CONDITIONS

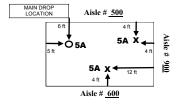
- 1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be 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.







EXAMPLE-CEILING POWER

ELECTRICAL LABOR FORM



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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

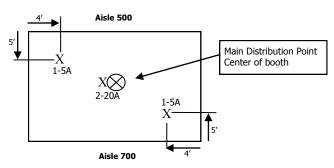
- 1. Electrical distribution under carpet
- 2. Connection of all 208V or higher services
- 3. Hardwiring of any electrical apparatus
- 4. Overhead power distribution

- 5. Wiring of overhead signs
- 6. Assembly & Installation of lighting hung from truss or ceiling
- 7. Installation of lighting requiring tools for installation

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
	Bate you will begin ballaning your booth.	Estimated time

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.

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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 first-come 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

Lift charges will apply to for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

LABOR REQUIRMENTS (Please complete all the sections below) If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs. **Example** Day Monday 1/5 8:00 am Work required Assemble & hang truss/lights Date # Men Time Day Tuesday Date 1/6 # Men 1 Time 12:30pm Work required Wire electric sign Day Date # Men Time Work required Day Date # Men Time Work required # Men Day Work required Date Time Day Date # Men Time Work required Day Date # Men Time Work required Day Date # Men Work required Time **SHOW SITE SUPERVISOR** Contact Name: Company: Cell Number: Email address:

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

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

METHOD OF PAYMENT FORM



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EXHIBITOR	R INFORMATION				
COMPANY NAME:	PHONE:				
ADDRESS:	FAX:				
CITY:	ST: ZIP:				
COUNTRY:	CELL:				
EMAIL:	<u>.</u>				
METHOD	O OF PAYMENT				
All transactions require a credit card on file with pr American Express, Master Card, Visa, Discover, ACH an	roper authorization. In addition to checks, Edlen also acce	pts			
Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance. BANK WIRE TRANSFER INFORMATION * Bank transfer to Bank of America Wire Transfer: ABA#: 026009593 Acct: 33855214 International Wire Transfer: Swift Code: BOFAUS3N Acct: 33855214 * \$25 processing fee MUST be included with transfer.					
CREDIT CARD For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closist A copy of final charges will be sent to the email address provided in the payment information section. VISA MASTER CARD AMX DISCOV	Fing. Bank of America ABA# 125000024 Acct: 33855214 6900 Westcliff Drive, Las Vegas, NV 89145 Phone: 888.852.5000 Ext 6007 Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution				
CHECK AND CRED	CHECK 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 INFORMATION IF DIFFERENT TH.					
ADDRESS:	CITY: ST: ZIP:				
By signing and placing this order, I accept all paymer policies and the terms and conditions outlined on all service order forms completed.					
PLEASE SIGN	LIGHTING				
AUTHORIZED SIGNATURE					
PRINT NAME DATE	TOTAL DUE				

ELECTRICAL LAYOUT FORM

Advance Payment Deadline Date: 03/21/14



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Use the grid below to indicate the location of each electrical outlet ordered. If power is only the rear of an in-line or peninsula booth this form is not necessary. Indicate booth type: Island □ Peninsula □ Inline □ Provide aisle or adjacent booth #'s form the point one location in island booths and then distributed from that point. Indicate this least other outlet locations using the legend below: X = Main Distribution Point ◆ = 5amp/500watt ▲ = 10amp/1000watt ★ = 15amp/1500watt ● = 20amp/1000watt ★ = 15amp/1500watt ● = 20amp/1000watt ● = 15amp/1500watt ● = 20amp/1000watt ● = 15amp/1500watt ● = 15amp/1500watt ● = 20amp/1000watt	or orientation ocation and
Power is brought to one location in island booths and then distributed from that point. Indicate this lead other outlet locations using the legend below: X = Main Distribution Point ◆ = 5amp/500watt ▲ = 10amp/1000watt ★ = 15amp/1500watt ● = 20am Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot	ocation and
all other outlet locations using the legend below: X = Main Distribution Point = 5amp/500watt = 10amp/1000watt = 15amp/1500watt = 20am Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot	
Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot	np/2000 watt
Adjacent Booth or Aisle #	
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Adjacent Booth or Aisle #