

ELECTRICAL ORDER FORM
MAIL OR FAX TO



EXHIBITOR SERVICES
701 Convention Plaza, St. Louis, MO 63101
Ph: (314) 342-5324 Fax: (314) 342-5384
Email: stlouis@edlen.com

Questions? Visit www.edlen.com

COMPANY:		BTH #	
EVENT:	The 63rd Annual Convention of the Conference on College Composition and Communication		
FACILITY:	America's Center		
DATES:	March 21-24, 2012	EVENT#	032099 SL

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event					
	QUANTITY (For Show Hours Only)	QUANTITY (For 24hrs/day Double price)	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
0 - 500 WATTS (5 AMPS)	_____	_____	72.00	109.00	_____
501 - 1000 WATTS (10 AMPS)	_____	_____	103.00	156.00	_____
1001 - 1500 WATTS (15 AMPS)	_____	_____	127.00	196.00	_____
1501 - 2000 WATTS (20 AMPS)	_____	_____	156.00	235.00	_____
208 VOLT SINGLE PHASE **HIGH VOLTAGE POWER**					
30 AMPS	_____	_____	297.00	461.00	_____
60 AMPS	_____	_____	459.00	719.00	_____
100 AMPS	_____	_____	656.00	1029.00	_____
200 AMPS	_____	_____	1020.00	1541.00	_____
208 VOLT THREE PHASE **HIGH VOLTAGE POWER**					
30 AMPS	_____	_____	445.00	669.00	_____
60 AMPS	_____	_____	687.00	1029.00	_____
100 AMPS	_____	_____	1098.00	1648.00	_____
200 AMPS	_____	_____	1391.00	2044.00	_____
TRANSFORMER TO BOOST 208V up to approx. 230V - \$3 per amp with 20 amp min. _____					
*** MORE ELECTRICAL SERVICES AVAILABLE PLEASE CALL FOR QUOTE***					
LIGHTING EQUIPMENT (Including current consumed) Include drawing showing light location.					
100 WATT ARM LIGHT ¹	_____	_____	89.00	133.00	_____
150 WATT FLOOD LIGHT ²	_____	_____	80.00	120.00	_____
300 WATT FLOOD LIGHT ²	_____	_____	104.00	155.00	_____
1000 WATT QUARTZ LIGHT ³	_____	_____	632.00	945.00	_____
1. Require hard wall for installation. 2. Cost includes installation at rear or side rail of in-line booths. Other locations require labor & material. 3. Time & material will apply when lift is required to mount overhead. Please see #7 on back.					
MATERIAL (Electricity not included)					
15' EXTENSION CORD	_____	_____	21.00	_____	_____
MULTI OUTLET STRIP	_____	_____	21.00	_____	_____
LABOR					
ST (Mon - Fri 8:00 - 4:00 pm, excluding Holidays)	_____	_____	81.00	_____	_____
OT (Mon - Fri 4:00 pm - 8:00 am, Sat, Sun & Holidays)	_____	_____	162.00	_____	_____
PLACE YOUR TOTAL PAYMENT HERE					
All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.					

****NO PHONE ORDERS, PLEASE****

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

DEADLINE DATE OF:
March 7, 2012
Avoid Duplication !!
If you fax this form with credit card info, do not mail the original form or send another form of payment.

ISLAND BOOTHS
There is a *minimum* labor charge of **1 hour to deliver power to all Island booths and a 1/2 hour for removal plus materials.** All additional distribution is done by Edlen electricians on a *time & material basis.*

Definition of an Island Booth: Any booth not attached to another *booth.*

208V & HIGHER VOLTAGES
There is a *minimum* labor charge of **1 hour for installation and 1/2 hour for removal of all high voltage services plus materials.** If you require services not listed on this form please *call for a quote.*

DEDICATED OUTLETS
Dedicated outlets require a 20 amp outlet.

24 HOUR SERVICES
Electricity may be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at *double* the outlet rate.

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS

FOR OFFICE USE ONLY

DATE RECEIVED	
PAYMENT METHOD	
AMOUNT RECEIVED	
RECEIPTED BY:	

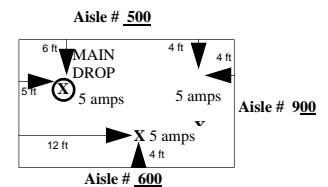
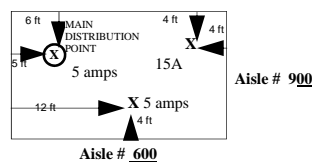
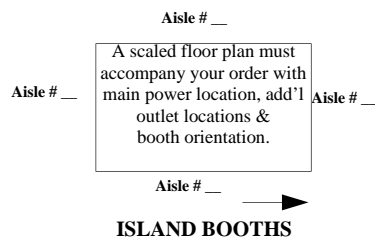
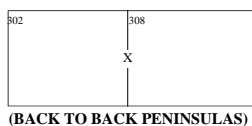
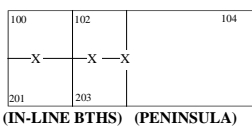
COMPANY NAME:	PHONE:	FAX:
ADDRESS:	CITY:	ST: ZIP:
SIGNATURE:	PRINT NAME:	Country:
EMAIL ADDRESS:		
PAID BY: CK AMX VISA MC DISC DINER		EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:	
CREDIT CARD BILLING ADDRESS (If different from address above)		
ADDRESS:	CITY:	ST: ZIP:

VERY IMPORTANT TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. **Orders received after the deadline date will be charged at the regular rate.** A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event that the totals are calculated incorrectly on the front of this form, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsula booths. All services provided to island booths require labor and material for distribution. If floor plan showing main power location is not submitted prior to Edlen move-in date, Edlen will bring the main power to a convenient location at Edlen's discretion. Please refer to item #6.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, distribution of electrical services or labor. Distribution from the power source to all other locations in a booth space *regardless of booth type* requires labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. 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.
7. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will be applied to hang the lights as requested. Please contact our office to determine if any additional charges will apply.
8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed. Typically the decorators cut the carpet in the America's Center.
9. Edlen is the exclusive provider of all material & 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.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
11. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
12. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
13. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
14. All Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized shall be grounded.
15. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Edlen will not refund overpayment, except sales tax, in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
19. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
21. By signing this form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for 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.



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**

EDLEN SERVICES ORDER FORM



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 stlouis@edlen.com • www.edlen.com

COMPANY NAME:		BOOTH #:
PHONE #:	FAX #:	
SHOW NAME: The 63rd Annual Convention of the Conference on College Composition and Communication		
LOCATION: America's Center		

BE SURE TO COMPLETE COMPANY INFORMATION ABOVE

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

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

_____ Date _____

Authorized Signature _____

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

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

Credit Card # _____ Expiration Date _____

Authorized Signature: _____ Print Name: _____

Step 5 Exhibitors requiring distribution under carpet or flooring should complete the "Authorized to Proceed-Without Supervision" below. **This allows Edlen to distribute your electrical and telecommunications services on the floor prior to your arrival, expediting your carpet installation, freight move-in and booth installation. We will always try to complete this work on straight time whenever possible. However, we must follow the installation schedules that we are given. If you or your representative prefer to be present during electrical distribution, complete step 6 below.**

AUTHORIZED TO PROCEED-WITHOUT SUPERVISION, per the attached floor plan. Edlen will proceed on straight time whenever possible. However, Edlen must follow event installation schedules.

Authorized Signature: _____ Print Name: _____

Estimated date and time of booth installation: Date: _____ Time: _____

Step 6 Authorized to Proceed With Supervision, *per the attached floor plan*. Edlen will proceed on straight time whenever possible. However, Edlen must follow event installation schedules. Please be advised that all supervised labor will be provided on a first-come, first-served basis. We cannot guarantee how quickly we will be able to respond to your needs in this situation. You must check in at the Edlen Service Desk at least one hour prior to the time you request below to confirm your labor call. You will be charged if we arrive and you are not ready for labor to complete the scheduled work.

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

Estimated Date: _____ Time: _____ # of electricians: _____ # of technicians: _____

Please come to the Edlen Service Desk at least one hour prior to requested date and time to confirm labor call.

Name of Supervisor: _____ Authorized Signature: _____

I & D House: _____ Telephone Number: _____

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

Day Monday Date 1/5 # of electricians 2 Time 8am Work requested Hang track lights

Day Monday Date 1/5 # of electricians 2 Time 2pm Work requested Forklift to hang light box

Day Tuesday Date 1/6 # of technicians 1 Time 8am Work requested Install phone and DSL lines

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

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

EDLEN SERVICES LABOR ORDER FORM



THE FOLLOWING PAGE MUST BE COMPLETED AND RETURNED WITH ELECTRICAL & TELECOMMUNICATIONS ORDER FORM

IMPORTANT!!

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

WORK REQUIRING EDLEN LABOR

1. *Electrical & Network distribution under carpet and flooring.
2. *Electrical & Network distribution overhead and/or through booth structure.
3. Connection/Disconnection of all 208 or higher voltage services.
4. Hardwiring of all electrical connections.
5. Wiring overhead signs.
6. Wiring or repairs of electrical equipment.
7. Installation and hanging of lights and light fixtures.
8. All special and static lighting for displays of product or sales demonstrations excluding full stage productions.
9. Connections to electrical motors, inverters/chargers, disconnects or sound and projection equipment.
10. Installation of Plasma/LCD screens is dependent upon several item: (a) A/V company owned equipment may be installed by the appropriate A/V Labor. (b) All other equipment will be installed by our electricians. (c) If the Plasma/LCD is set upon a table, the exhibitor may perform this labor.
11. Installation of Voice/Data lines.

*Network cable and connectors may be provided by exhibitor to avoid additional material charges.

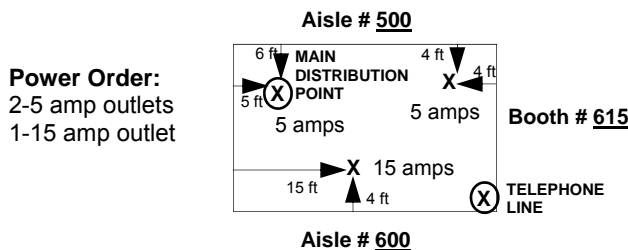
IMPORTANT RULES AND INFORMATION

1. Please be advised that whenever possible, Edlen requests an authorized representative to accompany our technicians to the labor desk when they have completed their work in your booth, in order to sign out the technician.
2. The minimum labor charge will equal one (1) hour per man for installation and one-half (1/2) hour per man or one half the installation time for dismantle. Please refer to the Electrical Order Form for labor rates and terms.
3. When a technician goes to a booth for requested labor "With Supervision" and no supervision is available, there will be a minimum charge of one (1) hour labor per man requested.
4. If lift equipment is required to hang special lighting, signs, etc., the exhibitor will be charged an hourly rate for the lift and its operator.
5. Time must be allowed for the technician to gather necessary equipment, have their work checked by the exhibitor and return tools and equipment to the supply office prior to being signed out.

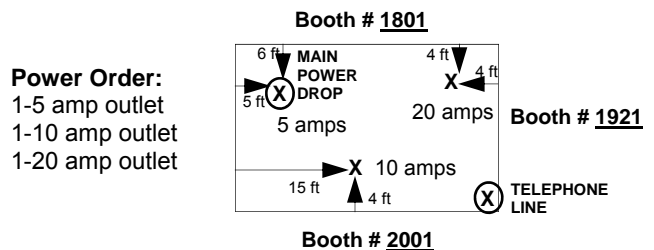
Step 2 If any of the work listed above is required, the following information **MUST** be provided in order to avoid delay of electrical and/or line installation:

A scaled floor plan with exact outlet and/or line locations, including dimensions, booth orientation reflecting surrounding booth or aisle numbers & main power drop location for island booths. You can download blank floor plan grids from our website at www.edlen.com. Power comes from the floor, tunnels and walls at the America's Center. Please contact us to discuss available options for your individual needs.

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



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOLLOWING PAGE MUST BE COMPLETED