

UTILITIES ORDER FORM

MAIL OR FAX TO



EXHIBITOR SERVICES

701 Convention Plaza • St. Louis, MO 63101

Phone (314) 342-5324 Fax (314) 342-5384

Web site: www.EDLEN.com 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#	032099SL

	QUANTITY	ADVANCED PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
COMPRESSED AIR: 90-100 LBS Psi *Please see Labor Note #1				
1st Air Outlet in Booth (includes 5 CFM)	_____	457.00	685.50	_____
Each Additional Air Outlet in Booth	_____	318.00	478.00	_____
Additional CFM Requirements	_____	7.00/cfm	10.50/cfm	_____
PSI	_____	NO	CHARGE	
WATER OR DRAINS (Circle correct service) *Please see Labor Note #1				
1st Water or Drain in Booth	_____	422.00	633.00	_____
Each Additional Water or Drain in Booth	_____	318.00	478.00	_____
GAS LINE *Please see Labor Note #2				
1st Gas Line in Booth	_____	422.00	633.00	_____
Each Additional Gas Line in Booth	_____	318.00	478.00	_____
FILL & DRAINS *Please see Labor Note #2				
0-200 Gallons	_____	173.00	260.00	_____
201-400 Gallons	_____	260.00	391.00	_____
Each Additional 100 Gallons	_____	29.00	44.00	_____
CIRCLE CONNECTION SIZE FOR AIR/WATER/GAS/DRAIN 1/4" 3/8" 1/2" 3/4" 1"				
CABLE *Please see Labor Note #1				
Coax Connection	_____	79.00	106.00	_____
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 HERE				

FOR ADVANCE PAYMENT PRICE to apply we must receive your order, payment, floor plan, and labor services form 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.

LABOR NOTES
****All utilities require labor****
Indicate Connection Size Need for Utilities. Fill out **Edlen Services Labor Order Form**.

- Air, Water/Drain, and Cable services require a *minimum* labor charge of **1 hour to deliver and 1/2 hour for removal plus materials**.
- Fill & Drain and Natural Gas services require a *minimum* labor charge of **1 hour installation and 1/2 hour for removal plus materials**.

Definition of CFM: Cubic Feet per Minute refers to the *velocity* of air flow to your equipment. An accurate estimate is necessary in order to forecast the stress on our compressors.

Definition of PSI: Pounds per Square Inch refers to the amount of *pressure* your machine requires.

NO PHONE ORDERS PLEASE

FOR OFFICE USE ONLY	
DATE RECEIVED	
PAYMENT METHOD	
AMOUNT RECEIVED	
RECEIPTED BY:	

All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly

Payment must accompany order. Please see back for additional terms and conditions
By signing below, you have read and understand all of the terms and conditions
as outline on both the front and back of this order form

ADDRESS:	CITY:	ST:	ZIP:
SIGNATURE:	PRINT NAME:	Country:	
EMAIL ADDRESS:			
PAYD 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:

IMPORTANT TERMS/CONDITIONS AND REGULATIONS

1. Order (with payment) must be received a minimum of 14 days prior to the scheduled event opening for advanced payment rates. Orders faxed or mailed without payment will not guarantee advance rates, payment must be received as well. Orders received less than 14 days prior to scheduled event opening will be charged at the regular rates.
2. In the event that the totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by 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 dropped to one location in the booth. Edlen will make every attempt to deliver this services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether its 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. There is a minimum labor charge to provide each of the services listed on the front of this form. Please read "Labor Instructions" box located on the front of the form. Labor charges are based upon current wage rates and are noted on the front of the form.
6. Water and Drain services located more than 25 feet from the facilities closest distribution point will be charged additional footage on a per footage basis. Exhibitors are encourage to contact Edlen to discuss any potential additional costs.
7. In some instances a pump is required to drain services out of an exhibitors booth. When this occurs, time & material charges will apply. Exhibitors are encourage to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers are to make all service connections. Requests for additional connections are charged at the additional outlet rate. 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. Airline size is dictated by the CFM requirements. Standard airlines terminate with a 1/2" female iron pipe valve.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours please 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. All equipment using water must have inlet and outlet properly tagged.
16. All equipment must comply with state and local codes.
17. 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.
18. For gas cylinders or any other special requirements call Edlen for a quote at the number below. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
19. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
20. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
21. Credit will not be given for connections installed and not used.
22. 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.
25. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

IMPORTANT: Gas line orders may require a permit from the St. Louis Fire Prevention Bureau. Please contact Edlen for more information on permit requirements. Lines will not be installed until proper permits have been acquired.