ORDER INSTRUCTIONS
ELECTRICAL EXHIBITION SERVICES
701 Convention Plaza, St. Louis, MO 63101
Phone: (314) 342-5324 Fax: (314) 342-5384
stlouis@edlen.com

Advance Payment Deadline Date: 06/04/2020

EXHIBITOR: BTH #
EVENT: USA Gymnastics National Congress and Trade Show
FACILITY: AMERICA’S CENTER
DATES: June 25-28,2020 EVENT #060006SL

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

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment
This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required
A. Electrical Order
B. Plumbing Order
C. Lighting Order
D. Booth Cleaning
E. Floral

Step 3 Review Electrical Labor Instructions
This form will help you determine if you require electrical labor in your booth.
A. What electrical work in your booth space needs to be performed by Edlen Electricians.
B. How power is delivered to your booth in the facility (from the floor or ceiling).
C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor forms as Required
Forms include the following:
A. Electrical Distribution
   This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. Plumbing Distribution
   This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)
All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.
## Advance Payment Deadline Date: 06/04/2020

### EXHIBITOR:

**BTH #**

### EVENT:

USA Gymnastics National Congress and Trade Show

### FACILITY:

AMERICA’S CENTER

### DATES:

June 25-28, 2020

### EVENT #

060006SL

---

### FINANCIALLY RESPONSIBLE COMPANY

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
<td>FAX:</td>
</tr>
<tr>
<td>CITY:</td>
<td>ST:</td>
</tr>
<tr>
<td>COUNTRY:</td>
<td>CELL #:</td>
</tr>
<tr>
<td>EMAIL:</td>
<td></td>
</tr>
</tbody>
</table>

---

### METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

- **ACH ELECTRONIC PAYMENT TRANSFER**
  - Wells Fargo
    - ABA#: 121000248
    - Acct: 4122636046
  - 3800 Howard Hughes Parkway, Las Vegas, NV 89169
  - Phone: 800.289.3557
  - Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

- **BANK WIRE TRANSFER INFORMATION** *
  - Bank transfer to Wells Fargo
  - Wire Transfer:
    - ABA#: 121000248
    - Acct: 4122636046
  - International Wire Transfer:
    - Swift Code: WFBIUS6S
  - Acct: 4122636046
  - * Please reference the Event # listed above and your Booth # on all electronic payments.

- **CREDIT CARD**
  - 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.

  - VISA
  - MASTERCARD
  - AMEX
  - DISCOVER

- **COMPANY CHECK**
  - Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

  - BY SIGNING AND PLACING THIS ORDER, I ACCEPT ALL PAYMENT POLICIES, TERMS AND CONDITIONS OUTLINED ON ALL COMPLETED SERVICE ORDER FORMS AND THE EDLEN GENERAL DATA PROTECTION REGULATION PRIVACY POLICY.

---

### CHECK AND CREDIT CARD INFORMATION

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>CHECK #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREDIT CARD NUMBER:</td>
<td>EXP DATE:</td>
</tr>
<tr>
<td>CARD HOLDER SIGN:</td>
<td>PRINT NAME:</td>
</tr>
<tr>
<td>EMAIL:</td>
<td>THIRD PARTY PAYMENT? YES or NO</td>
</tr>
</tbody>
</table>

---

### CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

<table>
<thead>
<tr>
<th>ADDRESS:</th>
<th>CITY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST:</td>
<td>ZIP:</td>
</tr>
</tbody>
</table>

---

### SERVICE TOTALS

<table>
<thead>
<tr>
<th>SERVICE TOTALS</th>
<th>AUTHORIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. BANK WIRE TRANSFER PROCESSING FEE</td>
<td></td>
</tr>
<tr>
<td>2. ELECTRICAL ORDER</td>
<td></td>
</tr>
<tr>
<td>3. ESTIMATED LABOR</td>
<td></td>
</tr>
<tr>
<td>4. LIGHTING ORDER</td>
<td></td>
</tr>
<tr>
<td>5. BOOTH CLEANING ORDER</td>
<td></td>
</tr>
<tr>
<td>6. PLUMBING ORDER</td>
<td></td>
</tr>
<tr>
<td>7. FLORAL ORDER</td>
<td></td>
</tr>
<tr>
<td>8. COMPUTER &amp; OFFICE EQUIPMENT RENTAL OR PROFESSIONAL DETAILER ORDER</td>
<td></td>
</tr>
<tr>
<td>TOTAL DUE</td>
<td></td>
</tr>
</tbody>
</table>

---

* By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.
Advance Payment Deadline Date: 06/04/2020

**EXHIBITOR:**
**BTH #**

**EVENT:**
USA Gymnastics National Congress and Trade Show

**FACILITY:**
AMERICA’S CENTER

**DATES:**
June 25-28, 2020

**EVENT #060006SL**

---

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT** [WWW.EDLEN.COM](http://WWW.EDLEN.COM)

---

**ELECTRICAL OUTLETS**
Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

<table>
<thead>
<tr>
<th>QTY</th>
<th>Show Hours Only</th>
<th>QTY</th>
<th>24 hrs/day Double rate</th>
<th>ADVANCE PAYMENT PRICE</th>
<th>REGULAR PAYMENT PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 VOLT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500 WATTS (5 AMPS)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>76.00</td>
<td>114.00</td>
</tr>
<tr>
<td>1000 WATTS (10 AMPS)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>108.00</td>
<td>164.00</td>
</tr>
<tr>
<td>1500 WATTS (15 AMPS)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>133.00</td>
<td>206.00</td>
</tr>
<tr>
<td>2000 WATTS (20 AMPS)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>164.00</td>
<td>247.00</td>
</tr>
<tr>
<td>208 VOLT SINGLE PHASE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 AMPS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>248.00</td>
<td>377.00</td>
</tr>
<tr>
<td>30 AMPS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>312.00</td>
<td>484.00</td>
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<tr>
<td>60 AMPS</td>
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<td></td>
<td></td>
<td></td>
<td>482.00</td>
<td>755.00</td>
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<tr>
<td>208 VOLT THREE PHASE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 AMPS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>322.00</td>
<td>488.00</td>
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<tr>
<td>30 AMPS</td>
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<td></td>
<td>467.00</td>
<td>702.00</td>
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<tr>
<td>60 AMPS</td>
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<td></td>
<td>721.00</td>
<td>1080.00</td>
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<tr>
<td>100 AMPS</td>
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<td></td>
<td></td>
<td></td>
<td>1153.00</td>
<td>1730.00</td>
</tr>
<tr>
<td>200 AMPS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1461.00</td>
<td>2146.00</td>
</tr>
<tr>
<td>400 AMPS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2458.00</td>
<td>3688.00</td>
</tr>
<tr>
<td>TRANSFORMER(S) Boost 208 Volt to 230 Volt</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transformer (20 amp minimum charge)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Amps: ___________ x 5.00 =</td>
<td></td>
</tr>
</tbody>
</table>

**Please call for information on any services you require that are not listed here.**

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**208/480V POWER DELIVERY AND CONNECTIONS**
Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.

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**24 HOUR SERVICES**
Electricity will 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.

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**CANCELLATIONS**
Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.

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**TERMS & CONDITIONS**
I agree in placing this order that I have accepted Edlen’s payment policy and the terms and conditions of the contract.

---

**120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>15’ EXTENSION CORD</td>
<td>26.00</td>
</tr>
<tr>
<td>POWER STRIP</td>
<td>26.00</td>
</tr>
</tbody>
</table>

**TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM**

**TOTAL**

**PRINT NAME:**

**EMAIL:**

**PHONE:**
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 services to one location at the rear of inline and peninsula booths.

4. Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations 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 their 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 - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.

8. 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 (1/2) 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, plus material.

9. For a dedicated outlet, order a 20 amp outlet.

10. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.

11. 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.

12. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.

13. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor 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.

14. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be not issued for unused items.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

20. 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.

21. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.

22. 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.

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 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.

25. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf

COMMONLY ASKED QUESTIONS - 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 website @ www.edlen.com
Or call the number on the front of this form.

T&CELEC.V1.SL.12.18_PG 3
LABOR ORDERING INSTRUCTIONS

Step 1  Review Jurisdiction Information Below
The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2  Complete the Appropriate Forms
There are 2 different forms utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution
This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3  Return the following forms to Edlen
Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from ground supported truss
7. Installation of lighting & monitors
8. Installation & disconnect of powers packs/inverters

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1’x1’6” floor space. Please call if you have any concerns.
ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the “Labor Estimate” Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:
   A. The electrical layout must indicate each power outlet and its location with exact measurements.
   B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
   C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
   D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

2. What date will you begin building your booth?
   A. Date: __________________________ Time: __________________________

3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
   A. Describe flooring: ___________________________________________________________
   B. Estimated date and time flooring installation will begin. Date:_______________________ Time:_______________________

4. Show site supervisor:
   Name ____________________________________________ Cell # __________________________
   Email ___________________________________________ Company __________________________

5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.

6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it’s available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

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**LABOR RATES AND HOURS**

<table>
<thead>
<tr>
<th>Labor</th>
<th>MINIMUMS</th>
<th>Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Straight Time</strong></td>
<td>Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.</td>
<td></td>
</tr>
<tr>
<td><strong>Overtime</strong></td>
<td>Monday - Friday 4:30 PM - 8:00 AM, Saturday.</td>
<td></td>
</tr>
<tr>
<td><strong>Double Time</strong></td>
<td>Saturday after eight hours of OT, all day Sunday &amp; Holidays</td>
<td></td>
</tr>
</tbody>
</table>

---

**DISTRIBUTION LABOR ESTIMATE**

<table>
<thead>
<tr>
<th>MAN HRS</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST</td>
<td>$85.00</td>
<td></td>
</tr>
<tr>
<td>OT</td>
<td>$127.50</td>
<td></td>
</tr>
<tr>
<td>DT</td>
<td>$170.00</td>
<td></td>
</tr>
</tbody>
</table>

**BOOTH LABOR ESTIMATE**

<table>
<thead>
<tr>
<th>MAN HRS</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST</td>
<td>$85.00</td>
<td></td>
</tr>
<tr>
<td>OT</td>
<td>$127.50</td>
<td></td>
</tr>
<tr>
<td>DT</td>
<td>$170.00</td>
<td></td>
</tr>
</tbody>
</table>

**TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM**

**ESTIMATED TOTAL**

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**AUTHORIZATION**

PRINT NAME: __________________________ DATE: __________________________
BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen’s service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no “exhibitor supervision” is available, a minimum 1/2 hour labor charge per electrician applies.

**Hardwiring of any Device or Apparatus** (Any electrical device that does not come with a plug attached)

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th># Elec</th>
<th>Hrs. Each</th>
<th>Total</th>
</tr>
</thead>
</table>

**Connection of High Voltage Services** (208V - 480V)

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th># Elec</th>
<th>Hrs. Each</th>
<th>Total</th>
</tr>
</thead>
</table>

**Installation of Booth Lighting and/or Monitors**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th># Elec</th>
<th>Hrs. Each</th>
<th>Total</th>
</tr>
</thead>
</table>

OVERHEAD LIGHTING / OVERHEAD SIGNS / LIGHTING REQUIREMENTS

**Assembly & Installation of Lighting Hung from Ceiling or in Booth** (Complete Lighting Order Form)

LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

**LABOR RATES AND HOURS**

<table>
<thead>
<tr>
<th>Labor</th>
<th>Minimums</th>
</tr>
</thead>
</table>
|直通时          | 上午 8:00 - 下午 4:30，周一到周五
|加班时          | 上午 4:30 - 下午 8:00，周一到周六
|双倍时          | 土期之后的加班，全天周六及节假日

**BOOTH LABOR ESTIMATE**

<table>
<thead>
<tr>
<th>MAN HRS</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST</td>
<td>$85.00</td>
<td></td>
</tr>
<tr>
<td>OT</td>
<td>$127.50</td>
<td></td>
</tr>
<tr>
<td>DT</td>
<td>$170.00</td>
<td></td>
</tr>
</tbody>
</table>

**LIFT RENTAL ESTIMATE**

<table>
<thead>
<tr>
<th>MAN HRS</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST</td>
<td>$85.00</td>
<td></td>
</tr>
<tr>
<td>OT</td>
<td>$127.50</td>
<td></td>
</tr>
<tr>
<td>DT</td>
<td>$170.00</td>
<td></td>
</tr>
</tbody>
</table>

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

AUTHORIZATION

PRINT NAME: 

DATE: 

ESTIMATED TOTAL
**ELECTRICAL LAYOUT**

**EXHIBITOR:**

**EVENT:** USA Gymnastics National Congress and Trade Show

**FACILITY:** AMERICA’S CENTER

**DATES:** June 25-28, 2020

**BTH #**

**EVENT #060006SL**

---

Go to the exhibitors tab at [www.edlen.com](http://www.edlen.com) for an exact grid to match your booth space.

### POWER ORIGINATES FROM THE FLOOR IN THIS VENUE

Power is delivered from a floor port to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 4 for examples):

<table>
<thead>
<tr>
<th>INDIQUE BOOTH TYPE</th>
<th>INDIQUE SCALE &amp; TOTAL SQ FT</th>
<th>OUTLET LEGEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Island</td>
<td>Example: 1 Square = 1 Foot</td>
<td>X = Main Distribution Point</td>
</tr>
<tr>
<td>Inline</td>
<td>_____ Square = _____ Ft</td>
<td>▲ = 5amp/500 watt</td>
</tr>
<tr>
<td>Peninsula</td>
<td>Total Square Footage = _______</td>
<td>◆ = 10amp/1000 watt</td>
</tr>
</tbody>
</table>

---

### GRID

Adjacent Booth or Aisle # ____________

---

Adjacent Booth or Aisle #

---

Adjacent Booth or Aisle #

---

Adjacent Booth or Aisle #

---

Adjacent Booth or Aisle #

---

Adjacent Booth or Aisle #

---

Adjacent Booth or Aisle #

---

Adjacent Booth or Aisle #
OVERHEAD LIGHTING FIXTURES  (Price includes power for the fixture)

Par can lights are attached to ceiling structure of the venue. A lift is required to hang the light, as well as 2 electrician’s.

<table>
<thead>
<tr>
<th>FIXTURE</th>
<th>ADV</th>
<th>REG</th>
<th>= SUBTOTAL x QTY = TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 WATT PAR CAN</td>
<td>632.00</td>
<td>945.00</td>
<td></td>
</tr>
</tbody>
</table>

BOOTH LIGHTING (Price includes power for the fixture)

Rates below are a Per Fixture cost. Pricing = Light rental + 1 hour labor to install and remove.

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

<table>
<thead>
<tr>
<th>FIXTURE</th>
<th>ADV</th>
<th>REG</th>
<th>+ LABOR</th>
<th>= SUBTOTAL x QTY = TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 FT POLE WITH 1 LIGHT</td>
<td>20.00</td>
<td>30.00</td>
<td>95.00</td>
<td></td>
</tr>
<tr>
<td>8 FT POLE WITH 2 LIGHTS</td>
<td>30.00</td>
<td>45.00</td>
<td>95.00</td>
<td></td>
</tr>
</tbody>
</table>

* Arm Lights must be mounted to a hard wall structure. They cannot be mounted to pipe and drape or pop-up displays.

<table>
<thead>
<tr>
<th>FIXTURE</th>
<th>ADV</th>
<th>REG</th>
<th>+ LABOR</th>
<th>= SUBTOTAL x QTY = TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARM LIGHT</td>
<td>25.00</td>
<td>37.50</td>
<td>95.00</td>
<td></td>
</tr>
</tbody>
</table>

TRACK LIGHTING  (Price includes power for the fixture)

Rates below are a Per Fixture cost. Pricing = Light rental + 2 hours labor to install and remove.

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

<table>
<thead>
<tr>
<th>FIXTURE</th>
<th>ADV</th>
<th>REG</th>
<th>+ LABOR</th>
<th>= SUBTOTAL x QTY = TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ TRACK WITH 2 FIXTURES</td>
<td>30.00</td>
<td>45.00</td>
<td>190.00</td>
<td></td>
</tr>
<tr>
<td>4’ TRACK WITH 3 FIXTURES</td>
<td>35.00</td>
<td>52.50</td>
<td>190.00</td>
<td></td>
</tr>
<tr>
<td>ADDT’L MR 16 LIGHT FIXTURES</td>
<td>15.00</td>
<td>22.50</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

* Call to discuss HANGING options for track lighting.

* Track is white with MR 16 Fixtures

FLOOR PLAN

Send floor plan indicating light locations for overhead lights and pole lights

<table>
<thead>
<tr>
<th>TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINT NAME:</td>
<td></td>
</tr>
<tr>
<td>EMAIL:</td>
<td>PHONE:</td>
</tr>
</tbody>
</table>
BOOTH CLEANING ORDER

Advance Payment Deadline Date: 06/04/2020

EXHIBITOR: BTH #
EVENT: USA Gymnastics National Congress and Trade Show
FACILITY: AMERICA’S CENTER
DATES: June 25-28,2020

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

ORDER INSTRUCTIONS

SCHEDULING SERVICES
Please note which days you will require cleaning services. If no information is provided, services will begin on first day of show opening and continue until the number of days ordered are utilized.

VACUUM SCHEDULING
Dates Requested
1st Day
2nd Day
3rd Day
4th Day

SHAMPOOING
(Charged per square foot with 100’ minimum cost)

Total Sq. Ft. Date Service Requested Advance Price Regular Price TOTAL COST
Shampoo Carpet - One Time Only Date: .36 .44

MOPPING
(Charged per square foot with 100’ minimum cost)

Total Sq. Ft. (Please schedule what days you would like the service provided in the Mopping scheduling block on the left) Advance Price Regular Price TOTAL COST
Mop Booth - 1 Day .36 .44
Mop Booth - 2 Days .72 .90
Mop Booth - 3 Days 1.08 1.35
Mop Booth - 4 Days 1.44 1.80

PORTER SERVICES
(Charged per day)

# of Days (Please schedule what days you would like the service provided in the Porter Service scheduling block on the left) Advance Price Regular Price TOTAL COST
Up to 1500 square feet 44.00 55.00
1501 - 3000 square feet 66.00 83.00
3001 and over - call for a quote

SPECIAL CLEANING REQUIREMENTS
Please indicate below any special cleaning requests or instructions that you may have. You can also use this space to indicate that you would like the America’s Center to provide more information and pricing on cleaning your display.

TRASH REMOVAL
Small office style trash cans placed at the edge of an exhibit booth at the end of the day will be emptied by the facility at no cost prior to the start of the event each day. Large trash cans that need to be emptied where they are located within the booth space need to order Porter Service.

VACUUMING
(Charged per square foot with 100’ minimum cost)

Total Sq. Ft. (Please schedule what days you would like the service provided in the Vacuum scheduling block on the left) Advance Price Regular Price TOTAL COST
Vacuum Booth - 1 Day .28 .34
Vacuum Booth - 2 Days .52 .65
Vacuum Booth - 3 Days .78 .97
Vacuum Booth - 4 Days 1.04 1.30

PORTER SERVICE SCHEDULING
Dates Requested
1st Day
2nd Day
3rd Day
4th Day

PORTER SERVICE RATES
Rates include emptying waste baskets and policing of your exhibit area at two hour intervals during show hours.

TOTAL
TRANSFER ESTIMATED TOTAL TO BOX #5 ON THE METHOD OF PAYMENT FORM

AUTHORIZATION

PRINT NAME:
EMAIL:
PHONE:
BOOTH CLEANING TERMS & CONDITIONS

1. Cleaning your exhibit area is not included in space rental.
2. Cleaning service can be ordered on site at the regular rate.
3. Our exclusive cleaning contract will not permit other service contractors to provide this service.
4. If you have any questions or need assistance with any orders items not listed, please call and ask for your Event Manager Representative.
5. Full payment is due in advance or at show site before any service is provided. Purchase orders are not considered payment.
6. It is your responsibility to advise our service center representative of any problem with any of your orders, and to check your invoice for accuracy prior to the close of the exhibition.
7. We require 100% prepayment of advanced orders, any orders or services placed at show site must be paid at show site. Payment must be in U.S. Funds and drawn on a U.S. Bank.
8. Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a finance charge at the lesser on the maximum rate allowed by applicable law, or 1.5% per month, which is an annual percentage rate of 18%, and future orders will be on a pre-payment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received shall be either applied to reduce the principle unpaid balance or refunded to the payer.
9. This payment terms and conditions agreement shall be governed by and construed with the laws of the State of Missouri.
10. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf
Advance Payment Deadline Date: 06/04/2020

EXHIBITOR:  
BTH #  

EVENT: USA Gymnastics National Congress and Trade Show  
FACILITY: AMERICA’S CENTER  
DATES: June 25-28, 2020  
EVENT #060006SL

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

IMPORTANT NOTES

ADDITIONAL CONNECTIONS
If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

AIR LINE RESPONSIBILITIES
Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.

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. Edlen is not responsible for sediment, color or taste of water.

LABOR NOTES

OUTLET DELIVERY
There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

OUTLET DISTRIBUTION
Once outlets have been delivered, the ramping and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.

OUTLET CONNECTIONS
Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.

TERMS & CONDITIONS
I agree in placing this order that I have accepted Edlen’s payment policy and the terms and conditions of contract.

UTILITY SERVICES

COMPRESSED AIR: 90-100 LBS. PSI

<table>
<thead>
<tr>
<th></th>
<th>ADVANCE</th>
<th>REGULAR</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Outlet (call for a quote for 24-hour Air)</td>
<td>457.00</td>
<td>685.50</td>
<td></td>
</tr>
<tr>
<td>Additional Connections within 20’ of Outlet</td>
<td>318.00</td>
<td>478.00</td>
<td></td>
</tr>
<tr>
<td>Size of connection required: __________</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CFM REQUIREMENTS

Must order CFM with air services. Refer to #9 on Plumbing Terms, Conditions & Regulations.

CFM (There is a 5 CFM minimum charge per outlet/connection)  
Total CFM =

<table>
<thead>
<tr>
<th></th>
<th>ADVANCE</th>
<th>REGULAR</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total CFM x ADVANCE Rate</td>
<td>7.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total CFM x REGULAR Rate</td>
<td>10.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

WATER LINES (Edlen is not responsible for sediment or the color or taste of water.)

<table>
<thead>
<tr>
<th></th>
<th>ADVANCE</th>
<th>REGULAR</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Outlet</td>
<td>422.00</td>
<td>633.00</td>
<td></td>
</tr>
<tr>
<td>Additional Connections within 20’ of Outlet</td>
<td>318.00</td>
<td>478.00</td>
<td></td>
</tr>
<tr>
<td># of connections required: _____ Size of connection required: ______</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSI required: ______ GPM required: ______</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)

<table>
<thead>
<tr>
<th></th>
<th>ADVANCE</th>
<th>REGULAR</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drain Outlet</td>
<td>422.00</td>
<td>633.00</td>
<td></td>
</tr>
<tr>
<td>Additional Connections within 20’ of Outlet</td>
<td>318.00</td>
<td>478.00</td>
<td></td>
</tr>
<tr>
<td>Number of connections required: _____ Size of connection required: ______</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

<table>
<thead>
<tr>
<th></th>
<th>ADVANCE</th>
<th>REGULAR</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 50 Gallons</td>
<td>173.00</td>
<td>260.00</td>
<td></td>
</tr>
<tr>
<td>51 – 200 Gallons</td>
<td>173.00</td>
<td>260.00</td>
<td></td>
</tr>
<tr>
<td>201 – 500 Gallons</td>
<td>260.00</td>
<td>391.00</td>
<td></td>
</tr>
<tr>
<td>Each additional 100 Gallons up to 1,000 Gallons</td>
<td>29.00</td>
<td>44.00</td>
<td></td>
</tr>
</tbody>
</table>

LABOR

Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.

GAS & MISCELLANEOUS REQUIREMENTS (Call for a Quote)

TRANSFER TOTAL TO BOX #6 ON METHOD OF PAYMENT FORM

TOTAL

PRINT NAME:

EMAIL:  
PHONE:

PLUMBING.V1.SL.08.17_PG 11
PLUMBING DISTRIBUTION

EDLEN

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

THE POWER EXHIBITION SERVICES

USA Gymnastics National Congress and Trade Show

AMERICA’S CENTER

June 25-28, 2020

EVENT: USA Gymnastics National Congress and Trade Show
FACILITY: AMERICA’S CENTER
DATES: June 25-28, 2020
EVENT #060006SL

Advance Payment Deadline Date: 06/04/2020

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

• Delivery of Air, Water and Fill & Drain lines
• Installation of lines delivered from overhead
• Distribution of Air, Water & Drain lines under carpet

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: _____________________________ Estimated time: ____________________________

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: ____________________________________________

E. What time do you estimate needing the physical connection to your equipment? Date: _____________ Time: _____________

F. Show site supervisor: ___________________________ Company: ___________________________

Cell #: ___________________________ Email: ___________________________

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

PLUMBING LABOR ESTIMATE

<table>
<thead>
<tr>
<th>MAN HRS</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST</td>
<td>$81.00</td>
<td></td>
</tr>
<tr>
<td>OT</td>
<td>$121.50</td>
<td></td>
</tr>
<tr>
<td>DT</td>
<td>$162.00</td>
<td></td>
</tr>
</tbody>
</table>

ESTIMATED TOTAL

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

WORK RATE SCHEDULE

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ST</td>
<td>Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.</td>
</tr>
<tr>
<td>OT</td>
<td>Monday - Friday 4:30 PM - 8:00 AM, Saturday</td>
</tr>
<tr>
<td>DT</td>
<td>Saturday after eight hours of OT, all day Sunday &amp; Holidays</td>
</tr>
</tbody>
</table>

AUTHORIZATION

PRINT NAME: ___________________________

DATE: ___________________________
Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

PLUMBING SERVICES ORIGINATE FROM THE FLOOR IN THIS VENUE

Air, water & drain services are delivered from a floor port to a “main distribution point” in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if these services are needed at any other location than the rear of the booth. (See T&C page 4 for examples):

<table>
<thead>
<tr>
<th>INDICATE BOOTH TYPE</th>
<th>INDICATE SCALE &amp; TOTAL SQ FT</th>
<th>OUTLET LEGEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Island</td>
<td>_____ Square = _____ Ft</td>
<td>X = Main Distribution Point</td>
</tr>
<tr>
<td>Inline</td>
<td>_____</td>
<td>W = Water</td>
</tr>
<tr>
<td>Peninsula</td>
<td>_____</td>
<td>A = Air</td>
</tr>
</tbody>
</table>

Example: 1 Square = 1 Foot

Total Square Footage = ___________

Adjacent Booth or Aisle # ________________

Adjacent Booth or Aisle # ____________

Adjacent Booth or Aisle # ____________
PLUMBING 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 inline 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. Labor charges apply when an 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. Connection to exhibitor equipment is included in the cost of the service. 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 and air line terminations vary.

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. 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.

16. 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.

20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..

21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event; no exceptions.

22. Credit will not be given for outlets installed or connections made and not used.

23. Payment in full for all plumbing services provided must be made in full prior to close of the event.

24. 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.

25. A service charge of $25.00 will be assessed for all returned checks or declined credit cards.

26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

27. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf

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 Plumbing Order form
**FLORAL ORDER FORM**

---

**EXHIBITOR:**

- **BTH #:**

**EVENT:**

- **USA Gymnastics National Congress and Trade Show**

**FACILITY:**

- **AMERICA’S CENTER**

**DATES:**

- **June 25-28, 2020**

**EVENT #060006SL**

---

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

### ORDER INSTRUCTIONS

**ADVANCE PAYMENT PRICE**

For advance payment price to apply we must receive your order with payment prior to the deadline date posted on the top of this order form.

**FLORAL DELIVERY**

All floral pricing includes delivery and pickup from the booth or designated location within the America’s Center.

**RENTAL RETURNS**

Rental items that are not in the booth at the close of the show will be charged a minimum of 2X the rental price again.

**STRING LIGHT RENTAL**

If you order string lights, you must also order electric for them separately on the electrical order form. Power is not included in the rental price.

**CONTAINER UPGRADES**

Container upgrades are available in Gold and Silver for an additional fee. These containers must be pre-ordered. Delivery can not be guaranteed for on-site orders.

**SALES TAX**

The rental rate of all items on this form includes sales tax added at a rate of 9.68%.

**FLORIST**

All floral services will be delivered by Walter Knoll Florist.

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### GREEN PLANTS

(Please circle type of plant when ordering)

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance Price</th>
<th>Regular Price</th>
<th>TOTAL COST</th>
</tr>
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<tbody>
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<td>15'</td>
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</tbody>
</table>

**LARGE FERN / VINING**

- Advance Price: 32.93
- Regular Price: 44.47

**CASCADING 1' WIDE X 10' TALL**

- Advance Price: 27.44
- Regular Price: 36.98

**UPRIGHT SMALL 18" WIDE X 1' TALL**

- Advance Price: 27.44
- Regular Price: 36.98

### FLOWERING PLANTS

(Select color when ordering)

- **FLOWERING MUM PLANT**: Yellow / White / Lavender / Asst
  - Advance Price: 37.83
  - Regular Price: 48.38

- **BROMELIAD**: Red / Lavender / Orange / Pink
  - Advance Price: 38.42
  - Regular Price: 51.87

- **AXALEA**: Red / Orange / White
  - Advance Price: 43.90
  - Regular Price: 59.27

- **KALANCHOE**: Red / Orange / Yellow/Pink
  - Advance Price: 38.42
  - Regular Price: 51.87

### FLORALS & MISCELLANIOUS

- **FRESH CUT ARRANGEMENT - SMALL**
  - Advance Price: 65.86
  - Regular Price: 88.92

- **FRESH CUT ARRANGEMENT - MEDIUM**
  - Advance Price: 93.30
  - Regular Price: 125.96

- **FRESH CUT ARRANGEMENT - LARGE**
  - Advance Price: 164.65
  - Regular Price: 222.28

- **BLOOMING BASKET - SMALL**
  - Advance Price: 65.86
  - Regular Price: 88.92

- **BLOOMING BASKET - MEDIUM**
  - Advance Price: 93.30
  - Regular Price: 125.96

- **BLOOMING BASKET - LARGE**
  - Advance Price: 164.65
  - Regular Price: 222.28

- **FLORAL BOUTONNIERE**
  - Advance Price: 13.18
  - Regular Price: 17.79

- **FLORAL CORSAGE**
  - Advance Price: 32.93
  - Regular Price: 44.47

- **MINI LIGHTS**
  - Advance Price: 16.47
  - Regular Price: 20.45

- **6" BUBBLE BOWL**
  - Advance Price: 32.93
  - Regular Price: 44.47

- **10" BUBBLE BOWL**
  - Advance Price: 54.88
  - Regular Price: 73.97

- **CONTAINERS**
  - Select color: Gold/Silver/Black
  - Advance Price: 27.44
  - Regular Price: 27.44

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**SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER**

**TRANSFER TOTAL TO BOX #7 ON METHOD OF PAYMENT FORM**

**PRINT NAME:**

**EMAIL:**

**PHONE:**

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Form FLO-0314SL