



**ELECTRICAL EXHIBITION SERVICES**  
 1201 Houston Street, Fort Worth, TX 76102  
 Phone: (817) 698-4687 Fax: (817) 698-4689  
 fortworth@edlen.com

E  M

**Advance Payment Deadline Date: 00/00/00**

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>			
<b>FACILITY:</b>	<b>WILL ROGERS MEMORIAL CENTER</b>		
<b>DATES:</b>		<b>EVENT #</b>	

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

ORDER INSTRUCTIONS	ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event				
<p><b>INLINE AND PENINSULA DELIVERY</b>                      The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).</p>	<b>QTY</b>	<b>QTY</b>	<b>ADVANCE</b>	<b>REGULAR</b>	<b>TOTAL</b>
	Show	24hrs/day	<b>PAYMENT</b>	<b>PAYMENT</b>	<b>COST</b>
	Hours Only	Double	<b>PRICE</b>	<b>PRICE</b>	
<p><b>ISLAND BOOTH DELIVERY ONE LOCATION</b>                      Island booths that only need power delivered to one location incur (1) hour labor charge for installation &amp; removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.</p>	<b>120 VOLT</b>				
	1000 WATTS (10 AMPS)		98.00	147.00	
	2000 WATTS (20 AMPS)		122.00	183.00	
<p><b>ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS</b>                      Island 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.</p>	<b>RV OUTLETS PLUS 1 HOUR OF PREVAILING LABOR RATE</b>				
	120 VOLT 30 AMP		195.00	293.00	
	208 VOLT 50 AMP		294.00	441.00	
<p><b>208/480V POWER DELIVERY AND CONNECTIONS</b>                      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.</p>	<b>208 VOLT SINGLE PHASE</b>				
	20 AMPS		176.00	264.00	
	30 AMPS		183.00	275.00	
	50 AMPS		331.00	497.00	
<p><b>MOTOR POWER</b>                      Order electrical services for motor power required on this form. If unsure of the electrical services required call for a quote.</p>	<b>208 VOLT THREE PHASE</b>				
	20 AMPS		248.00	372.00	
	30 AMPS		298.00	447.00	
	50 AMPS		426.00	639.00	
	100 AMPS		882.00	1323.00	
<p><b>24 HOUR SERVICES</b>                      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.</p>	<b>TRANSFORMER(S) Boost 208 Volt to 230 Volt</b>				
	Transformer (20 amp minimum charge)		Total Amps: _____	x 5.00 =	
<p><b>CANCELLATIONS</b>                      Credits will not be issued for services delivered and not used. See #13, 19 &amp; 20 on back of form for additional details.</p>	<b>LIGHTS (Cost of Arm &amp; Pole lights include power and 1 hour labor to install and remove)</b>				
	1000 WATT PAR CAN		68.00	102.00	
	8' POLE LIGHT—1 FIXTURE		74.00	111.00	
	8' POLE LIGHT—2 FIXTURES		87.00	131.00	
<p><b>TERMS &amp; CONDITIONS</b>                      I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.</p>	<b>120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)</b>				
	15' EXTENSION CORD			21.00	
	POWER STRIP			21.00	
<b>Please call for information on any services you require that are not listed here</b>					
<b>TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM</b>				<b>TOTAL</b>	
PRINT NAME: _____					
EMAIL: _____			PHONE: _____		

**ELECTRICAL DISTRIBUTION**

**Advance Payment Deadline Date: 00/00/00**



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**ELECTRICAL DISTRIBUTION UNDER CARPET**

**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.

- Provide an Electrical Layout Form:
  - The electrical layout must indicate each power outlet and its location with exact measurements.
  - The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
  - 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.
  - If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
- What date will you begin building your booth?
  - Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
  - Describe flooring: \_\_\_\_\_
  - Estimated date and time flooring installation will begin. Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Show site supervisor:
 

Name \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_ Company \_\_\_\_\_
- 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.
- 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.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
<b>Labor Minimums</b>	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.	<b>MAN HRS</b>	<b>RATE</b>	<b>TOTAL</b>
		ST	\$90.00	_____
		OT	\$180.00	_____
<b>Straight Time</b>	Monday - Friday, 8:00 AM - 4:30 PM.	<b>LIFT RENTAL</b>		
<b>Over Time</b>	Monday - Friday 4:30 PM - 8:00 AM. Saturday, Sunday & Holidays	<b>HOURS</b>	<b>RATE</b>	<b>TOTAL</b>
		_____	\$250.00	_____

<b>TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM</b>	<b>ESTIMATED TOTAL</b>	_____
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**AUTHORIZATION**

PRINT NAME:	DATE:
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<b>EXHIBITOR:</b>		<b>BTH #</b>	
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**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** **ADVANCE REGULAR TOTAL**

**COMPRESSED AIR: 90-100 LBS. PSI**

_____ Air Outlet (call for a quote for 24-hour Air)	365.00	548.00	_____
_____ Additional Connections within 20' of Outlet	165.00	248.00	_____

**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 = \_\_\_\_\_

Total CFM \_\_\_\_\_ x ADVANCE Rate 7.00 = \_\_\_\_\_

Total CFM \_\_\_\_\_ x REGULAR Rate 11.00 = \_\_\_\_\_

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

_____ Water Outlet	365.00	548.00	_____
_____ Additional Connections within 20' of Outlet	165.00	248.00	_____

# of connections required: \_\_\_\_\_ Size of connection: \_\_\_\_\_  
 PSI required: \_\_\_\_\_ GPM Required: \_\_\_\_\_

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

_____ Drain Outlet	365.00	548.00	_____
_____ Additional Connections within 20' of Outlet	165.00	248.00	_____

Number of connections required: \_\_\_\_\_ Size of connection required: \_\_\_\_\_

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

_____ 1 – 500 Gallons	221.00	332.00	_____
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**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)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM</b>	<b>TOTAL</b>	
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PRINT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_