ELECTRICAL LABOR ORDER FORM MAIL OR FAX TO

ELECTRICAL EXHIBITION SERVICES

715 Hundley Way Placentia, CA 92870

Web site: www.EDLEN.com Email: anaheim@edlen.com

Phone (714) 985-1480 Fax (714) 985-1481

COMPANY NAME:		воотн#:			
PHONE #:	FAX #:				
SHOW NAME: Pacific Media Expo					
LOCATION: Long Beach Convention Center					

IF YOU REQUIRE THE FOLLOWING WORK, COMPLETE THIS FORM

(This work cannot be performed by other Unions, I&D Houses or Exhibitors) Place a check mark next to the service/services your booth may require

- 1) Electrical distribution under your carpet and
- 2) Connection and Hardwiring of all 208 volt or higher equipment and electrical motors.
- 3) Installation of all Lighting hung from Truss or beams (overhead lighting) and distribution of power cables throughout the Truss.
- 4) Electrical distribution overhead or throughout the booth structure.
- 5) Connections to dimmers, disconnects or sound & projection equipment
- 6) Coaxial cable runs within booth or overhead booth to booth (coaxial cable must be supplied by the exhibitor)
- 7) Wiring of overhead signs

*THE ABOVE SERVICES MUST BE PERFORMED BY EDLEN ELECTRICAL ELECTRICIANS ON A TIME AND MATERIAL BASIS.

COMPLETE THE FOLLOWING STEPS!!

Step 1 Exhibitors requiring distribution under carpet should complete the Authorized to Proceed-Without Supervision section below. This allows Edlen to distribute your electrical services on the floor prior to your arrival, expediting your booth installation.

	ORIZED TO PROPERTY OF THE PROP						eed on straight time
Under (Carpet/Flooring	Distribution Mus	st Be Complet	ted By: Date:		and time:	
Authori	zed Signature:			Print	Name:		
						r all other labor required to be presented as a second control of the presented as a	uirements such as esent during initial floor
AUTHO	ORIZED TO PRO	OCEED WITH S	UPERVISIO	N Per the floo	r plan provided	:	
A) FLOC	OR WORK INSTALL	ATION: Number of	of Electricians	requested:	Date:	Time:	needed.
B) TRUS	S WORK INSTALL	TION: Number of	f Electricians r	requested:	Date:	Time:	needed.
Please o	(circle one) come to the electri	cal service desk u	pon arrival at s	show site to couthorized Signa	nfirm your abov		NEEDED:HOURS
Step 3	Complete the crecinformation is a g in settling final ch Overtime – \$166.0	it card information parantee for service arges before the cl 100 Mon-Fri. 4:30 p	n below. No la les rendered. It ose of the show .m.– 8:00 am a	bor is perform may be exchan w. Labor Rates: ill day Saturday	ged for cash, a co Straight Time – Sunday, and ho	•	fferent credit card m-4:30 p.m.,
Step 4	Mail of fax this o	der along with yo	our electrical or	der form and a	noor plan to the	address noted above	2
Credit C	Card Information:	☐ Master Card	□ Visa □ A	merican Expre	ss Diners C	lub □ Discover	
Credit C	Card #				Exp	iration Date:	
Authori	ized Signature:			Print	Name:		

Enclose a floor plan that is to scale and denotes exact outlet locations. Show surrounding booth numbers for booth Step 5 orientation, and identify main power drop location (power in this facility comes from overhead).

IMPORTANT RULES

* The minimum labor charges are (1) hour per man for all installation work and for removal (1/2) hour or (1/2) the total installation time.

(Please see our Electrical Order form or the front of this form for labor rates)

- * When an electrician is dispatched for a "With Supervision" scheduled installation, a representative for the booth must be present. If no supervision is available, there will be a minimum (1) hour charge per man requested.
- * Exhibitors may supply their own flat 14 gauge, 3 wire extension cords and/or multi-plug strips, both of which must be grounded and UL approved.
- * 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.
- * Time must be allowed for workman to gather necessary tools, have their work checked by the exhibitor and return tools to service area.

FACILITIES USING FLOOR POWER: Miami Beach Convention Center, Moscone Convention Center,

Palm Springs Convention Center, San Diego Convention Center,

San Jose Convention Center, and Various Hotels.

<u>FACILITIES USING CEILING POWER:</u> Anaheim Convention Center, Cashman Field House, Las Vegas

Convention Center, Long Beach Convention Center, Pasadena Convention Center, Santa Clara Convention Center, Reno/Sparks

OUTLET & DISTRIBUTION LOCATION GRID

(Please use this grid should you not have your own floor plan to send to us)

- 1. Please designate a location for our "main" power drop (ie: storage closet) and identify it as such.
- 2. Indicate the surrounding booth #'s or aisle #'s for orientation.

3. Please write in the exact measurements or use the boxes as a scale for outlet locations.

Each	square =	FT

4. Mark the amount of power required at <u>each</u> location. Separate locations require separate outlets. 500 watt minimum.

ADJACENT BOOTH OR AISLE #

ADJACENT BOOTH OR AISLE #_