

**ELECTRICAL LABOR ORDER FORM
MAIL OR FAX TO**



ELECTRICAL EXHIBITION SERVICES
715 Hundley Way Placentia, CA 92870

Phone (714) 985-1480 Fax (714) 985-1481
Web site: www.EDLEN.com Email: anaheim@edlen.com

COMPANY NAME:		BOOTH #:
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

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

AUTHORIZED TO PROCEED WITHOUT SUPERVISION Per enclosed floor plan, Edlen will proceed on straight time whenever possible and will follow carpet installation schedules provided by the decorator.

Under Carpet/Flooring Distribution Must Be Completed By: Date: _____ and time: _____

Authorized Signature: _____ Print Name: _____

Step 2 The **Authorized to Proceed-With Supervision** section should be completed for all other labor requirements such as High Voltage connections, installation of Lighting Fixtures, truss work and if you choose to be present during initial floor distribution.

AUTHORIZED TO PROCEED WITH SUPERVISION Per the floor plan provided:

A) **FLOOR WORK INSTALLATION:** Number of Electricians requested: _____ Date: _____ Time: _____ needed.

B) **TRUSS WORK INSTALLATION:** Number of Electricians requested: _____ Date: _____ Time: _____ needed.

C) **SCISSOR OR BOOM LIFT REQUEST: DATE:** _____ **START TIME:** _____ **APPROXIMATE DURATION NEEDED:** _____ **HOURS**

Please come to the electrical service desk upon arrival at show site to confirm your above requests.

Name of Supervisor: _____ Authorized Signature _____

I&D House: _____

Step 3 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 different credit card in settling final charges before the close of the show. Labor Rates: Straight Time – \$83.00 Mon-Fri 8 am-4:30 p.m., Overtime – \$166.00 Mon-Fri. 4:30 p.m.– 8:00 am all day Saturday, Sunday, and holidays.

Step 4 Mail or fax this order along with your electrical order form and a floor plan to the address noted above.

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

Credit Card # _____ Expiration Date: _____

Authorized Signature: _____ Print Name: _____

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

PLEASE CALL US IF YOU HAVE ANY QUESTIONS

