ELECTRICAL ORDER FORM

EDLEN
The Power People

Advance Payment Deadline:

EDLEN ELECTRICAL EXHIBITION SERVICES INC
Tampa@edlen.com

TAMPA CONVENTION CENTER

TAMPA CONVENTION CENTER
333 S. Franklin Street
Tampa, FL 33602
Phone: (813) 517-1232
Fax: (407) 854-9992

COMPANY:		BTH #	

EVENT:

FACILITY: **TAMPA CONVENTION CENTER**

DATES:

ONLINE ORDERING AVAILABLE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, there is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete a floor plan layout of your booth space indicating outlet locations.

208/480V CONNECTIONS & POWER DELIVERY

All 208/480V Single & Three Phase must accompany a connection type - NEMA plug variable, large cam hookup, or hardwired. Edlen Electricians must make all high voltage connections and disconnects. Please complete a floor plan layout of your booth space indicating outlet locations.

There is a minimum 1.5 hour for installation & 1 hour for removal

ISLAND BOOTHS

There is a minimum labor charge of 1 hour for installation & 1/2 hour for removal. A scaled booth plan must accompany orders showing locations of electrical outlets and lighting equipment.

CALCULATING LABOR

If labor applies to your order, the following is a guide to calculate the quantity:
1-3 outlets = 1hr in/.5hr out
4-6 outlets = 2hrs in/1hr out
7-9 outlets = 3hrs in/1.5hrs out
10-12 outlets = 4hrs in/2hrs out
13+ outlets = contact for pricing

CEILING DROPS

Ceiling drops utilize electrical access from the ceiling as required for lighting, rigging, etc. In addition to the ceiling drop fee, exhibitor must order (1) 120V 20 amp, minimum 1 hour of labor for installation & 1/2 hour for removal.

DEDICATED OUTLETS

For a dedicated outlet, order a 120V 20 amp and indicate location on the floor plan.

MATERIAL DELIVERY

Material requested on this order form will be dropped in booth by an electrician. If not there, please visit the Edlen Service Desk.

ORDER CONFIRMATION

Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates.

TERMS & CONDITIONS

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

ELECTRICAL OUTLETS

Approximately 120V/208V A.C. 60 Cycle - All pricing includes 24-hour power

	QTY	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	ONSITE PRICE	TOTAL COST
120 VOLT - All pricing includes 24-hour power					
500 WATTS (5 AMPS)		114.00	171.00	200.00	
1000 WATTS (10 AMPS)		144.00	216.00	252.00	
2000 WATTS (20 AMPS)		173.00	261.00	305.00	
PLEASE CONTACT OUR OFFICE FOR PRICING ON 120V 30 AMPS OR 50 AMPS.					
208 VOLT SINGLE PHASE					
20 AMPS		387.00	536.00	672.00	
30 AMPS		465.00	649.00	743.00	
60 AMPS		586.00	831.00	954.00	
100 AMPS		782.00	1,125.00	1,299.00	
208 VOLT THREE PHASE					
20 AMPS		554.00	785.00	901.00	
30 AMPS		586.00	831.00	954.00	
60 AMPS		782.00	1,126.00	1,300.00	
100 AMPS		950.00	1,377.00	1,590.00	

ADDITIONAL EQUIPMENT & SERVICES

15' EXTENSION CORD			35.00	
POWER STRIP			35..00	
CEILING DROPS (PER DROP)		228.00	341.00	398.00	

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)	139.75	
OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays)	209.63	

SUB TOTAL	
SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: (FLORIDA AND FEDERAL GOVERNMENT ACCEPTED) **7.5% SALES TAX**	
PLACE TOTAL HERE	

PRINT NAME:

AUTHORIZED SIGNATURE: DATE:

EMAIL: PHONE:

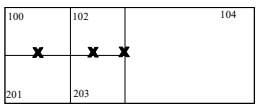
The "Method of Payment Form" must be completed and returned with this order form.

ELECTRIC TERMS & CONDITIONS

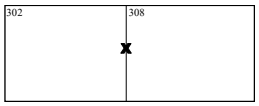
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than 21 days prior to the 1st contracted date for advance payment rates to apply. Regular rates apply after the advance deadline and onsite rates apply during exhibitor move in and duration of show. Rates are for the entire show. 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 phone of any such corrections.
3. Outlet rates listed include bringing the 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 locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and floor plan with booth orientation. Exhibitors are invited to contact the 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 - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
8. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors 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.
9. Material requested on this order form will be dropped in the booth by an electrician. If not there, please visit the Edlen Service Desk.
10. 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.
11. Surge protectors are recommended for computers and other sensitive equipment.
12. 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.
13. 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.
14. 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.
15. Exhibitors ARE NOT billed post-show for services provided. Payment in full **must be rendered during the event**. Services may be interrupted if payment is not received onsite.
16. The sharing of electrical power with other exhibitors is not allowed.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.
18. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
19. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
20. 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.
21. 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.
22. 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.
23. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

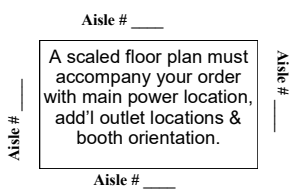
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



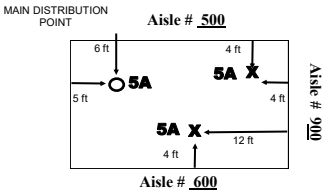
(INLINE BOOTHS) (PENINSULA)



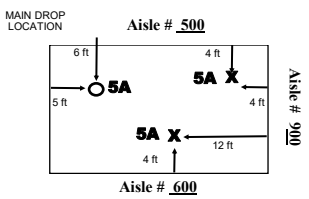
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

For further information please call our office at (813) 517-1232, or email at tampa@edlen.com

METHOD OF PAYMENT FORM

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EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:		CELL:
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card and Visa. Please indicate form of payment below.

☐ **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.

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event listed above on your remittance.

Checks can be mailed to:
5858 Lakehurst Drive, Orlando, FL 32819

☐ **VISA** ☐ **MASTER CARD** ☐ **AMEX**

CHECK AND CREDIT CARD INFORMATION

CHECK #			
CREDIT CARD NUMBER:		EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:		
EMAIL ADDRESS:		THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE			
ADDRESS:	CITY:	ST:	ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN	
	AUTHORIZED SIGNATURE
	PRINT NAME DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
SUB TOTAL	
7.5% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.	
TOTAL DUE	

ELECTRICAL LAYOUT FORM

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Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an inline booth this form is not necessary.

Indicate booth type: Island ☐ Peninsula ☐ Inline ☐ (Provide aisle or adjacent booth #'s for orientation)

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

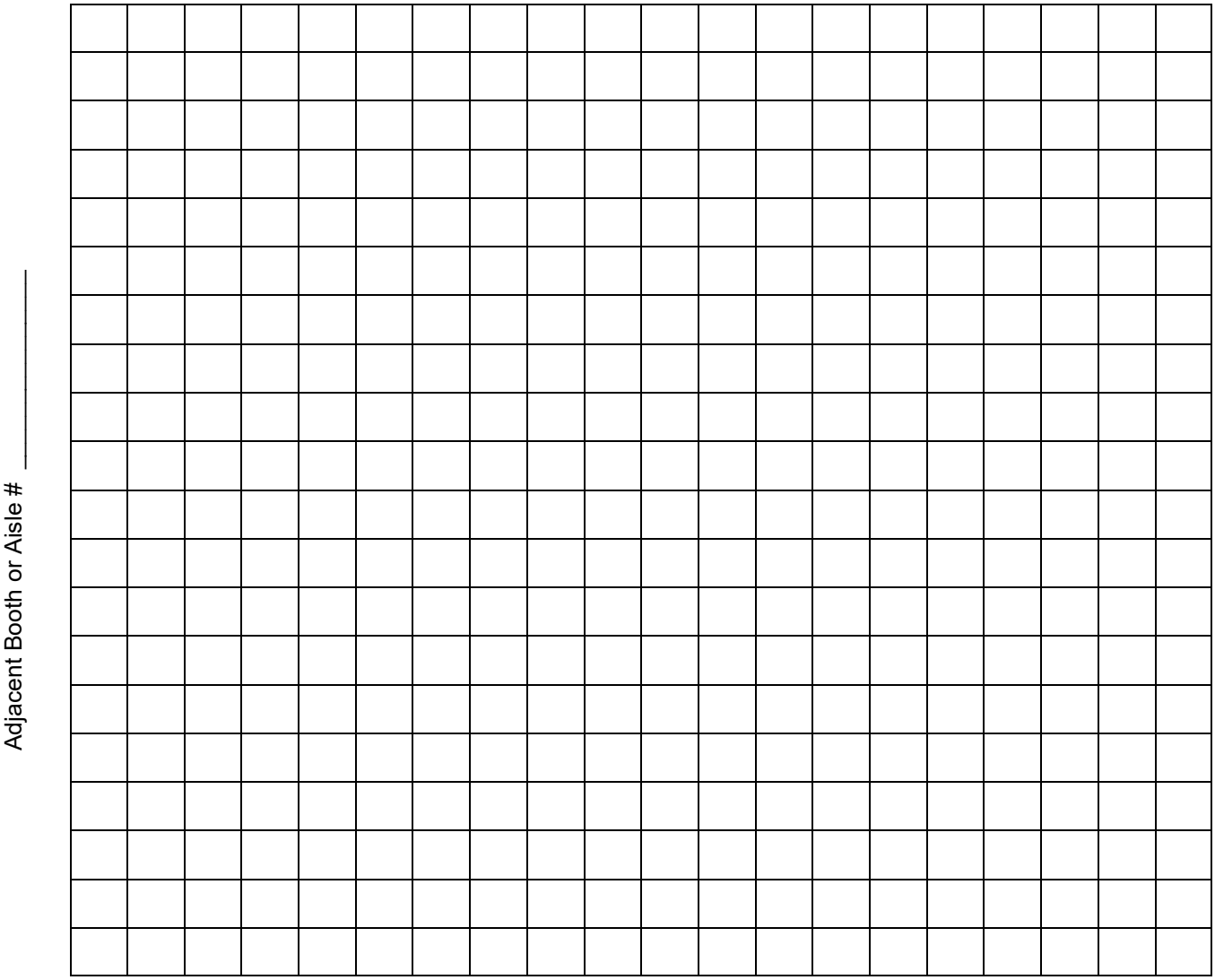
X = Main Distribution Point ◆ = 5amp/500watt ▲ = 10amp/1000watt ★ = 20amp/2000 watt ● = 30amp/3000 watt

P = Plumbing **A** = Air

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

_____Square = _____Ft Total Square Footage = _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

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