

WPPI Expo 2019
February 27 - March 1, 2019

To receive up to a 30% discount on services, ORDER ON-LINE AT www.mandalaybayexhibitorservices.com, it is secure, easy and provides immediate receipts! Or fax orders to 702.318.8220.

Exhibiting Company Name:			BOOTH #:		
Street Address:		City:	State:	Postal Code:	
Phone #:		EXT:	Fax #:		
Print Name:		Signature:			
Contact's E-mail:		On-site Contact/Cell #:			

Exclusive Electrical services provided by:



For questions call Edlen Electrical (702)322-5707 or email mandalaybay@edlen.com

ORDERING INSTRUCTIONS
120 VOLT POWER DELIVERY

The cost of one 120-volt outlet includes delivery to the rear-center of inline or peninsula booths. If you require an outlet distributed to any other location, material and labor charges apply.

208/480V POWER DELIVERY & CONNECTIONS

If you require 208 volt or higher services, call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Complete the Electrical Labor Form to schedule estimated connection time and return it with this order.

ISLAND BOOTHS

There is a minimum labor charge of (1) hour to deliver power to all island booths. All additional distribution is done by Edlen electricians on a time and material basis. Complete and return the Electrical Labor Order Form along with a floorplan layout of your booth space indicating all outlet locations, measurements and orientation. If a main power drop/delivery location is not indicated on the floorplan, Edlen will deliver to the most convenient location.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening & 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.

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet.

IMPORTANT NOTE ABOUT PLACEMENT

Arm lights must be mounted to a hard wall structure. Pole lights are placed at the side rail or rear of inline booth. Additional labor & material charges will apply for installation of pole lights in any other location than at the side rail or rear of in-line booths.

TERMS & CONDITIONS

Your signature denotes acceptance of all terms and conditions. MGMRI is not responsible for terms and conditions and/or order forms that may have been removed. Credits will not be issued for services delivered and not used.

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

RATE	X	QTY	or	QTY	=	TOTAL COST
		Show Hours Only		24hrs/day Double rate		
120 VOLT						
500 WATTS (5 AMPS)	X				=	
1000 WATTS (10 AMPS)	X				=	
1500 WATTS (15 AMPS)	X				=	
2000 WATTS (20 AMPS)	X				=	
208 VOLT SINGLE PHASE						
20 AMPS	X				=	
30 AMPS	X				=	
60 AMPS	X				=	
100 AMPS	X				=	
208 VOLT THREE PHASE						
20 AMPS	X				=	
30 AMPS	X				=	
60 AMPS	X				=	
100 AMPS	X				=	
200 AMPS	X				=	
480 VOLT THREE PHASE						
20 AMPS	X				=	
30 AMPS	X				=	
60 AMPS	X				=	
100 AMPS	X				=	
TRANSFORMER(S) Boost 208 Volt to 230 Volt						
Transformer (20 amp minimum charge)			X		=	
ARM & POLE LIGHTS - (Lights include power & 1 hour labor for install & removal of in-line booths only)						
ARM LIGHT			X		=	
8 FT POLE LIGHT - 1 FIXTURE			X		=	
8 FT POLE LIGHT - 2 FIXTURES			X		=	
ELECTRICAL LABOR						
ST (Mon-Fri, 8am-4:30pm, excluding holidays)			X		=	
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)			X		=	

Total

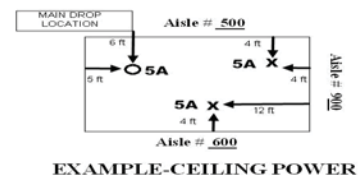
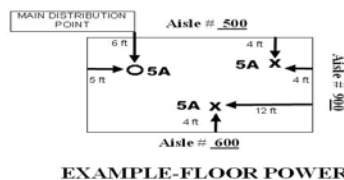
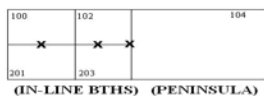
ELECTRICAL/LIGHTING TERMS AND CONDITIONS

ORDER ON-LINE AT www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!

- 1 Order with payment and floor plan (for island booths or any booths or any booth requiring distribution of electrical services) must be received no later than 21 days prior to show opening. Orders faxed or mailed without payment & required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the show rate. A purchase order or photo copy of a check are not considered valid forms of payment for securing the advance rate.
- 2 In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections & charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
- 3 Outlet rates listed include bringing the services to one location at the rear of in-line & 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 is performed on a time and material basis. Exhibitors are invited to contact the 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. If you require a hoist a separate electrical service must be ordered for your motor power.
- 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 Labor rates are based on current wage scales & are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) 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.
- 8 Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- 9 Edlen is the exclusive provider of all material & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor's booth space. This material is provided on a rental basis ONLY & remains the property of Edlen. It shall be removed only by Edlen employees.
- 10 Any extension cords or power strips should be ordered at the service desk. Credit will not be not issued for unused items.
- 11 Standard wall & other permanent building utility outlets or sockets are not part of a booth space & may not be used by exhibitors unless electrical services have been ordered through Edlen.
- 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 & 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 and cannot be used under carpet or concealed on the ground. 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 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.
- 16 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 within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50 unless specifically requested in writing.
- 17 Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- 18 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.
- 19 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 all attorney fees or applicable agency fees.
- 20 By signing the order and/or the Method of Payment form, exhibitor hereby agrees to all terms & conditions on the 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 & material basis.



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ELECTRICAL JURISDICTION - The work described below falls within the jurisdiction of the electrical union & cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Electrical distribution under carpet or concealed 2. Connection of all 208V or higher services 3. Hardwiring of any electrical apparatus 4. Condor lift for installation of electrical signs &/or rotators under 200lbs. 5. Assembly & hanging of all ground supported static lighting & truss | <ol style="list-style-type: none"> 6. Overhead power distribution 7. Assembling & rigging of overhead signs under 200lbs. 8. Forklift for installation of electrical headers &/or light boxes 9. Installation, removal, maintenance & repair of all portable electrical wiring & electrical equipment 10. All electrical equipment, lighting fixtures & any electrical apparatus that requires electrical & mechanical fastening to the exhibit or display |
|---|---|

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

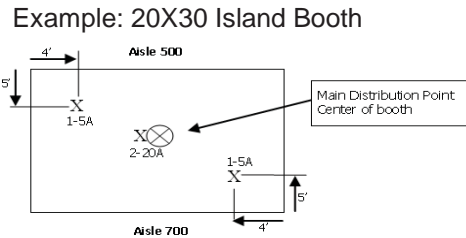
1. Floor Plan layout of your booth space:
 - A. Floor plans must include exact outlet locations with dimensions or be to scale.
 - B. Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers.
 - C. Power comes from the floor. Identify the main distribution point where power will be delivered/distributed.
2. Date you will begin building your booth _____
 Estimated time _____
3. Show Site Contact with authority to make additions or changes to your order:

Contact Name _____

Contact Company _____

Contact Cell # _____

Contact Email _____
4. Credit card information must be on file before any labor begins in your booth space. Please provide this information on your electrical order form.



ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time & no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

- LABOR RATES** Straight time.....\$102.00 per hour
 Monday-Friday 8:00am - 4:30pm, excluding holidays
- LABOR RATES** Overtime.....\$204.00 per hour
 Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & holidays
- LIFT RATES** Lift.....\$227.00 per hour
 Lift charges will apply for all overhead work such as power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

CREDIT CARD INFORMATION MUST BE ON FILE BEFORE ANY REQUESTED LABOR IS PERFORMED



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Phone #:		EXT:	Fax #:	
Print Name:		Signature:		
Contact's E-mail:		On-site Contact/Cell #:		

Exclusive Air & Water services provided by:



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ORDERING INSTRUCTIONS

LABOR REQUIREMENTS

There is a minimum labor charge of 2 hour for delivery and 1 hour for removal of each air, water and drain outlet.

ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine, order an additional connection for each machine or connection within 20 feet of the outlet ordered, otherwise another outlet will be required.

OUTLET DISTRIBUTION

Outlets are delivered to the rear of inline & peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on time and material basis. Lift charges will apply for overhead drops or distribution.

SERVICE CONNECTIONS

All service connections are to be made by Edlen plumbers. Material charges may apply.

AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil or water in air lines, loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.

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.

WASTE WATER

If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.

TERMS & CONDITIONS

Your signature denotes acceptance of all terms and conditions. MGMRI is not responsible for terms and conditions and/or order forms that may have been removed. Credits will not be issued for services delivered and not used.

COMPRESSED AIR: 90-100 LBS. Psi	RATE	X	QTY	=	TOTAL
Air Outlet	\$680.00	X		=	
Additional Connections within 20' of Outlet	\$357.00	X		=	
CFM requirements (5 CFM min. charge per outlet)	\$71.25/cfm	X		=	

Remember to order CFM with air services. **Connection size see # 8 in Utility Terms & Conditions.**

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

Water Outlet	\$680.00	X		=	
Additional Connections within 20' of Outlet	\$357.00	X		=	

of connections required: _____ Size of connection: _____

PSI required: _____ GPM Required: _____

DRAIN LINES

Drain Outlet	\$680.00	X		=	
Additional Connections within 20' of Outlet	\$357.00	X		=	

of connections required: _____ Size of connection: _____

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

1 - 50 Gallons	\$213.75	X		=	
51 - 200 Gallons	\$570.00	X		=	
201 - 500 Gallons	\$712.50	X		=	
Each additional 100 Gallons up to 1,000 Gallons	\$107.00	X		=	

HAND WASHING STATIONS (require 1 hour of labor per day to refill hot water)

Hand Washing Station	\$210.00	X		=	
ST (Mon-Fri, 8am-4:30pm, excluding holidays)	\$95.00	X		=	
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)	\$190.00	X		=	

There is a minimum labor charge of 2 hour for delivery and 1 hour for removal of each air, water and drain outlet.

When do you move-in? When do you move-out? Take this into consideration when pre-paying estimated labor cost for delivery and removal of air, water & drain outlets.

PROPANE & MISC. GASES REQUIREMENTS (call for quote)

	\$	X		=	
	\$	X		=	

Total

UTILITIES TERMS AND CONDITIONS

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- 1 In the event that the 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.
- 2 All outlets will be installed on the floor at the back wall of in-line 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.
- 3 Distribution of services throughout the booth space, whether its under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges will apply for overhead distribution.
- 4 Additional footage charges will apply when exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
- 5 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.
- 6 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.
- 7 Edlen plumbers are to make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
- 8 Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements.
- 9 Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
- 10 Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
- 11 Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
- 12 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.
- 13 Natural Gas "when available" is not regulated by Edlen and is at the facility pressure 7" water column or .25 PSI. Call for price quote when
- 14 Gas & Cylinders: Credit will not be provided on unused cylinders.
- 15 All equipment using water must have inlet and outlet properly tagged.
- 16 All equipment must comply with state and local codes.
- 17 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.
- 18 For gas cylinders or any other special requirements call Edlen for a quote at the number on the order form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
- 19 Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
- 20 Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
- 21 Credit will not be given for outlets installed or connections made and not used.
- 22 Payment in full for all plumbing services provided must be made in full prior to close of the event.
- 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 attorney fees or applicable agency fees.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM**

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