



Attention Exhibitor - Urgent Notice: 24-Hour Power

It is important for businesses to meet the needs of the present without compromising the potential of future generations to meet their needs. This philosophy has been the focus of Edlen Electrical Exhibition Services "Green" policies in respect to both trade shows and exhibits and within our own offices.

In working with the Washington State Convention Center on energy conservation, Edlen is required to turn off all exhibit hall power 30 minutes after the show closes each day and turn it back on 1 hour before show opens. Exhibitor participation is appreciated in turning off the power in your booth at the close of each day. **Power will be cut off to your booth unless you order 24-hour power. Edlen recommends that exhibitors shut off power to any devices in their booth at show closing, especially computers.**

If you require your power to be left on 24 hours a day please be sure to mark this on your order form. If you have already placed your order with us, you may send in a revised order adding 24 hour power to your order.

Please note that power is left on during show move-in to allow for early morning and late night booth work.

If you have any questions or concerns please feel free to contact our offices at 206-781-2411, by fax at 206-781-2270 or by email at Seattle@edlen.com so that we may assist you.

Thank you for your cooperation.

Edlen Electrical Exhibition Services
Seattle, Washington

ELECTRICAL ORDER FORM

MAIL OR FAX TO

Questions? Visit www.edlen.com



Washington State
Convention Center
www.wsccl.com

ELECTRICAL EXHIBITION SERVICES
5931 4th Ave. South, Seattle, WA 98108
Ph: (206) 781-2411 Fax (206) 781-2270
Email: seattle@edlen.com

COMPANY:		BTH #	
EVENT:	Seattle Wedding Show 2012 <u>**One 120volt 500watt outlet is provided per booth,**</u>		
FACILITY:	Washington State Convention Center		
DATES:	January 7-8, 2012	EVENT#	012005SE

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

	QUANTITY (For Show Hours Only)	QUANTITY (For 24 hrs/day Add 50%)	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
0 - 500 WATTS (5 AMPS)	_____	_____	80.00	120.00	_____
501 - 1000 WATTS (10 AMPS)	_____	_____	110.00	165.00	_____
1001 - 1500 WATTS (15 AMPS)	_____	_____	130.00	195.00	_____
1501 - 2000 WATTS (20 AMPS)	_____	_____	150.00	225.00	_____

208 VOLT SINGLE PHASE

15 AMPS	_____	_____	170.00	255.00	_____
20 AMPS	_____	_____	190.00	285.00	_____
30 AMPS	_____	_____	240.00	360.00	_____
60 AMPS	_____	_____	420.00	630.00	_____
100 AMPS	_____	_____	567.00	850.50	_____

208 VOLT THREE PHASE

15 AMPS	_____	_____	240.00	360.00	_____
20 AMPS	_____	_____	300.00	450.00	_____
30 AMPS	_____	_____	380.00	570.00	_____
60 AMPS	_____	_____	550.00	825.00	_____
100 AMPS	_____	_____	851.00	1,276.00	_____

TRANSFORMER TO BOOST 208V up to approx. 230V - \$3 per amp with 20 amp min. _____

LIGHTING EQUIPMENT (Including current consumed) Include drawing showing light location.

300 WATT ARM LIGHT 1	_____	_____	82.00	123.00	_____
150 WATT POLE LIGHT 2	_____	_____	56.00	84.00	_____
300 WATT POLE LIGHT 2	_____	_____	70.00	105.00	_____
1000 WATT QUARTZ LIGHT 3	_____	_____	Quote	Quote	_____

1. Require hard wall for installation. 2. Cost includes installation at rear or side rail of in-line booths. Other locations require labor & material. 3. Time & material will apply when lift is required to mount overhead. Please see #7 on back.

MATERIAL (Electricity not included)

15' & 25' EXTENSION CORDS	_____	_____	20.00	_____	_____
MULTI OUTLET STRIP	_____	_____	20.00	_____	_____

LABOR—Installation and Removal labor is chargeable. Minimum labor charges will apply.

ST (Mon - Fri 8:00 am - 4:30 pm, excluding Holidays)	_____	_____	88.00	_____	_____
OT (Mon - Fri 4:30 pm - 8:00 am, Saturday & Sunday)	_____	_____	132.00	_____	_____
DT (All day on Holidays)	_____	_____	176.00	_____	_____

SALES TAX IS DUE UNLESS TAX EXEMPTION CERTIFICATE ACCOMPANIES ORDER— Signature required on orders and indicates acceptance of all T&Cs	Sub Total	_____
	Add 9.5% State Sales Tax	_____
	Total Payments	_____

All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.

FOR ADVANCE PAYMENT PRICE to apply we must receive your order, payment and floor plan showing main power location and distribution points (see item #1 on reverse) prior to this

DEADLINE DATE OF:
December 24, 2011
Avoid Duplication !!

If you fax this form with credit card info, do not mail the original form or send another form of payment.

ON LINE ORDERING
This show may be available on line. Visit www.edlen.com. Use the event # above as your password.

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 & material basis.

208V & HIGHER VOLTAGES
There is a minimum labor charge of (1) hour for installation & 1/2 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form please call for a quote.

DEDICATED OUTLETS
Dedicated outlets require a 20 amp outlet.

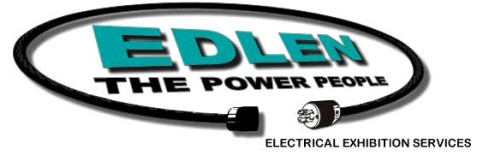
24 HOUR SERVICES
Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order

ADDITIONAL TERMS AND CONDITIONS listed on reverse. Client accepts all T&Cs upon order submission .

FOR OFFICE USE ONLY	
DATE RECEIVED	_____
PAYMENT METHOD	_____
AMOUNT RECEIVED	_____
RECEIPTED BY:	_____

COMPANY NAME:	PHONE:	FAX:
ADDRESS:	CITY:	ST: ZIP:
REQUIRED SIGNATURE:	PRINT NAME:	Country:
EMAIL ADDRESS:		
PAID BY: CK AMX VISA MC DISC DINER		EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:	
CREDIT CARD BILLING ADDRESS (If different from address above)		
ADDRESS:	CITY:	ST: ZIP:

ELECTRICAL LABOR ORDER FORM



IMPORTANT!!

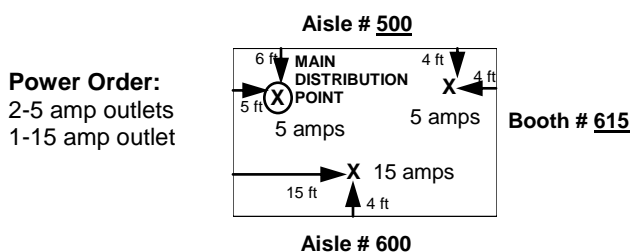
**THE REVERSE SIDE OF THIS
FORM MUST BE COMPLETED AND
RETURNED WITH ELECTRICAL
ORDER FORM**

Step 1 Please read the list of work below. If you require any of this work to be performed in your booth space, it must be performed by Edlen Electricians. This work falls within the jurisdiction of the electrical union and 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.

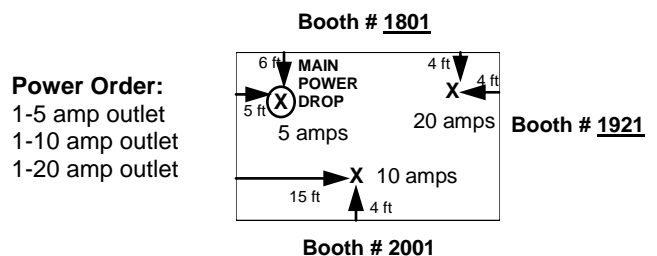
WORK REQUIRED	IMPORTANT RULES AND INFORMATION
<ol style="list-style-type: none"> 1. Electrical distribution under carpet and flooring. 2. Electrical distribution overhead and/or through booth structure. 3. Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment. 4. Wiring of overhead signs. 5. Condor (for installation of electrical signs and/or rotators). 	<ol style="list-style-type: none"> 1. Please be advised that whenever possible, Edlen requests an authorized supervisor to accompany our electrician to the labor desk when they have completed their work in your booth, in order to sign out the electrician. 2. The minimum labor charge will equal one (1) hour per man for installation and one-half (1/2) hour per man or one half the installation time for dismantle. Please refer to the Electrical Order Form for labor rates and terms. 3. When an electrician goes to a booth for requested labor "With Supervision" and no supervision is available, there will be a minimum charge of one (1) hour labor per man requested. 4. 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. 5. Time must be allowed for the electrician to gather necessary equipment, have their work checked by the exhibitor and return tools and equipment to the supply office prior to being signed out.

Step 2 If any of the work listed above is required, the following information **MUST** be provided in order to avoid delay of electrical installation:

A scaled floor plan with exact outlet locations, including dimensions, booth orientation reflecting surrounding booth or aisle numbers & main power drop location for island booths. You can download blank floor plan grids from our website at www.edlen.com. Most power comes overhead at the WSCTC. Floor power is available in select locations only. You must order a separate outlet for each outlet location on your floor plan. *Example:*



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

REVERSE SIDE MUST BE COMPLETED

ELECTRICAL LABOR ORDER FORM

Mail , Fax or email Order to:



5931 Fourth Avenue South
Seattle, WA 98108
Ph (206) 781-2411 Fax (206) 781-2270
seattle@edlen.com www.edlen.com

Company:		Bth#
Contact:		
Phone:	Fax:	
Event:	Seattle Wedding Show 2012	
Facility	Washington State Convention Center	
Dates	January 7-8, 2012	Event # 012005SE

BE SURE TO COMPLETE COMPANY INFORMATION ABOVE

Step 3 If none of the work listed on the reverse of this form is required in your booth, please sign below and return with the Electrical Order Form.

I have read the "Work Required" list on the front of this form. My booth does not require electrical labor.

Authorized Signature _____ Date _____

Step 4 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 a different credit card in settling final charges before the close of the show.

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

Credit Card # _____ Expiration Date _____

Authorized Signature: _____ Print Name: _____

Step 5 Exhibitors requiring distribution under carpet or flooring should complete the "Authorized to Proceed-Without Supervision" below. **This allows Edlen to distribute your electrical services on the floor prior to your arrival, expediting your carpet installation, freight move-in and booth installation.** If you or your representative prefer to be present during electrical distribution, complete step 6 below.

AUTHORIZED TO PROCEED-WITHOUT SUPERVISION, per the attached floor plan. Edlen will proceed on straight time whenever possible, however, Edlen must follow event installation schedules which may require overtime or double time installation or removal.

Authorized Signature: _____ Print Name: _____

Estimated date and time of booth installation: Date: _____ Time: _____

Step 6 Authorized to Proceed With Supervision, **per the attached floor plan.** Edlen will proceed on straight time whenever possible. However, Edlen must follow event installation schedules. Please be advised that all supervised labor will be provided on a first-come, first-served basis. You must check in at the Edlen Service Desk at least one hour prior to the time you request below to confirm your labor call.

I or my representative wish to be present during electrical distribution.

Estimated Date: _____ Time: _____ # of electricians: _____ Please come to the Edlen Service Desk at least one hour prior to requested date and time to confirm labor call.

Name of Supervisor: _____ Authorized Signature: _____

I & D House: _____ Telephone Number: _____

Step 7 If you require any additional electrical work in your booth, please provide us with a production schedule or complete the section below. This will assist us in accommodating labor requirements. Example:

Day Monday Date 1/5 # of electricians 2 Time 8am Work requested Hang track lights

Day Monday Date 1/5 # of electricians 1 Time 2pm Work requested Hook up 208 volt service

Day Tuesday Date 1/6 # of electricians 4 Time 8am Work requested Hang and power up static lighting

Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____

Please be advised that labor will not be automatically dispatched according to production schedule. A representative must come to Edlen's Service Desk at least one hour prior to each individual labor call to confirm that booth is ready for such labor.