

ELECTRICAL ORDER FORM
MAIL OR FAX TO

Questions? Visit www.edlen.com



ELECTRICAL EXHIBITION SERVICES
1 West Pratt Street, Baltimore, MD 21201
Ph: (410) 649-7321 Fax: (410) 649-7327
baltimore@edlen.com

COMPANY:		BTH #	
EVENT:	BALTIMORE BOAT SHOW		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	JANUARY 19-24, 2012	EVENT#	012049BA

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

	QUANTITY For Show Hours Only	QUANTITY For 24hrs Double price	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT - EXHIBIT HALLS A—G & BALLROOM					
0 - 500 WATTS (5 AMPS)	_____	_____	86.00	120.00	_____
501 - 1000 WATTS (10 AMPS)	_____	_____	106.00	148.00	_____
1001—1500 WATTS (15 AMPS)	_____	_____	128.00	179.00	_____
1501 - 2000 WATTS (20 AMPS)	_____	_____	148.00	207.00	_____
120 VOLT - ALL OTHER AREAS					
0 - 500 WATTS (5 AMPS)	_____	_____	93.00	140.00	_____
501 - 1000 WATTS (10 AMPS)	_____	_____	114.00	171.00	_____
1001 - 1500 WATTS (15 AMPS)	_____	_____	133.00	200.00	_____
1501 - 2000 WATTS (20 AMPS)	_____	_____	160.00	240.00	_____
208 VOLT SINGLE PHASE - ALL AREAS					
20 AMPS	_____	_____	275.00	330.00	_____
30 AMPS	_____	_____	320.00	448.00	_____
60 AMPS	_____	_____	425.00	595.00	_____
100 AMPS	_____	_____	780.00	1092.00	_____
200 AMPS	_____	_____	1400.00	1680.00	_____
400 AMPS	_____	_____	1800.00	2353.00	_____
208 VOLT THREE PHASE - ALL AREAS					
20 AMPS	_____	_____	305.00	427.00	_____
30 AMPS	_____	_____	450.00	630.00	_____
60 AMPS	_____	_____	625.00	875.00	_____
100 AMPS	_____	_____	1100.00	1540.00	_____
200 AMPS	_____	_____	1850.00	2220.00	_____
400 AMPS	_____	_____	2400.00	2940.00	_____
TRANSFORMER TO BOOST 208V up to approx. 230V - \$3 per amp with 20 amp min.					

MATERIAL (Electricity not included)

15' EXTENSION CORD	_____	25.00	_____
MULTI OUTLET STRIP	_____	25.00	_____

LABOR

ST (Mon - Fri 8:00 am - 5:00 pm, excluding Holidays)	_____	80.00	_____
OT (Mon - Fri 5:00 pm - 8:00 am, Sat, Sun & Holidays)	_____	120.00	_____

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 29, 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 is 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 24 hour power at double the outlet rate.

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS

FOR OFFICE USE ONLY

DATE RECEIVED	_____
PAYMENT METHOD	_____
AMOUNT RECEIVED	_____
RECEIPTED BY:	_____

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

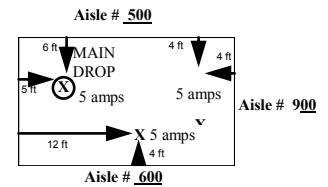
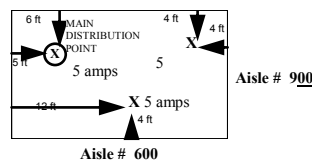
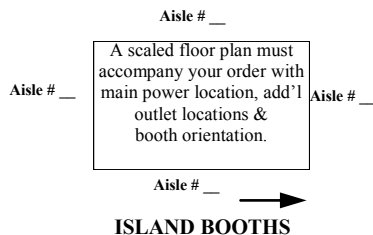
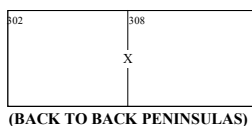
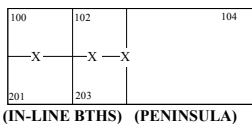
COMPANY NAME:	PHONE:	FAX:
ADDRESS:	CITY:	ST: ZIP:
SIGNATURE:	PRINT NAME:	Country:
EMAIL ADDRESS:		
PAID BY: CK AMX VISA MC DISC DINER	EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:	
CREDIT CARD BILLING ADDRESS (If different from address above)		
ADDRESS:	CITY:	ST: ZIP:

VERY IMPORTANT TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. 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 that the totals are calculated incorrectly on the front of this form, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsula booths. All services provided to island booths require labor and material for distribution. If floor plan showing main power location is not submitted prior to Edlen move-in date, Edlen will bring the main power to a convenient location at Edlen's discretion. Please refer to item #6.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, distribution of electrical services or labor. Distribution from the power source to all other locations in a booth space *regardless of booth type* requires labor and is performed on a time and material basis. 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. Labor rates are based on current wage scales and 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.
7. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will be applied to hang the lights as requested. Please contact our office to determine if any additional charges will apply.
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 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.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
11. Standard wall and other permanent building utility outlets or sockets are not part of booth space and 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 and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
14. All Exhibitor's 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. 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 & received by Edlen within 14 calendar days prior to show opening. Edlen will not refund overpayment, except sales tax, in amounts less than \$50.00 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 Edlen its attorney fees or applicable agency fees.
20. 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.
21. By signing this form, exhibitor hereby agrees to all terms and conditions on this order form.

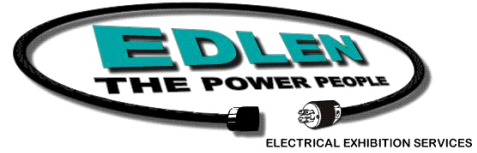
COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

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.



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
 OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**

ELECTRICAL LABOR ORDER FORM



IMPORTANT!!

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

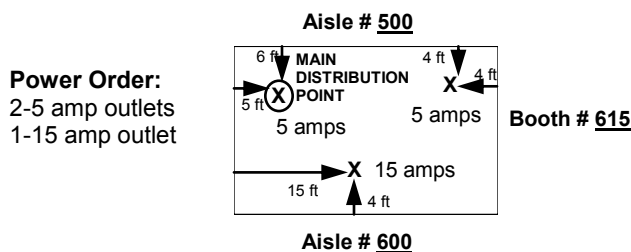
Step 1 Please read the list of work below. If you require any of this work to be performed in your booth space, it must be performed by Edlen Electricians. This work falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free 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. Lighting used as spot or flood lights. 5. All special lighting and static lighting for displaying or product. 6. Installation of all lighting hung from truss or beams (overhead lighting) and distribution of power cables throughout the truss. 7. Coaxial (network) cable runs within booth or overhead. (cable must be supplied by exhibitor) 8. Wiring of overhead signs. 	<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.

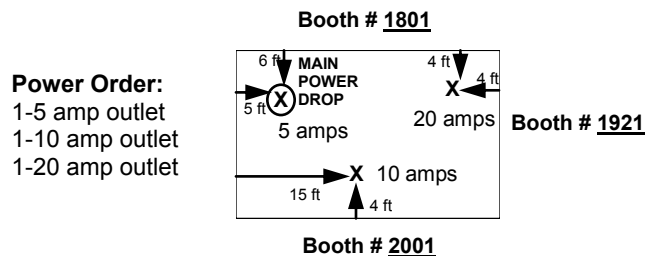
Step 2 If any of the work listed above is required, the following information **MUST** be provided in order to avoid delay of electrical installation:

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. Power comes from the floor at the Santa Clara, San Jose and Moscone Convention Centers. Power comes from the walls at most hotel convention facilities.

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 or Fax Order to:



1 West Pratt Street, Baltimore, MD 21201
 Phone (410) 649-7321 Fax (410) 649-7327
 Baltimore@edlen.com www.edlen.com

Company:		Booth#
Contact:		
Phone:	Fax:	
Event:	Baltimore Boat Show	
Facility	BALTIMORE CONVENTION CENTER	
Dates	January 19-24, 2012	Event #012049BA

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 installation.

Authorized Signature: _____ Print Name: _____
When would you like your floor work completed by: 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.

PLUMBING SERVICES

Questions or order online - visit www.edlen.com



ELECTRICAL EXHIBITION SERVICES
 1 West Pratt Street, Baltimore, MD 21201
 Ph: (410) 649-7321 Fax: (410) 649-7327
 baltimore@edlen.com

COMPANY:		BTH #	
EVENT:	Baltimore Boat Show		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	January 19-24, 2012	EVENT#	012049BA

For discount price to apply payment must be received 14 days prior to show opening Deadline Date:

COMPRESSED AIR: 90-100 LBS. Psi - You must order labor and your CFM (cubic feet per minute) requirements in addition to compressed air services.	Advance Price	Regular Price	Total
_____ # of Compressed Air Connections	\$225.00 ea.	\$315.00 ea.	_____
_____ CFM requirements. Multiply your total CFM requirements by the rate listed. There is a 5 CFM minimum charge. This charge is \$35.00 at advance price and \$45.00 at the regular rate.	\$7.00/cfm	\$9.00/cfm	_____
_____ Labor requirements. Straight time \$80/hr Overtime \$120/hr. See details below before ordering		Labor Total	_____

Note: If 24 hour air is needed please call for a quote. Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment.

WATER LINE:

_____ # of Water Line Connections	\$300.00 ea.	\$435.00 ea.	_____
_____ Labor requirements. Straight time \$80/hr Overtime \$120/hr. See details below before ordering		Labor Total	_____
_____ Size of connection(s) required: _____			_____

Note: 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.

DRAINS LINE:

_____ # of Drain Line Connections	\$125.00 ea.	\$175.00 ea.	_____
_____ Labor requirements. Straight time \$80/hr Overtime \$120/hr. See details below before ordering		Labor Total	_____
_____ Size of connection(s) required: _____			_____

Note: Time and material charges will apply when pumps are required to drain services

FILL & DRAINS

_____ 0 – 200 Gallons	\$195.00	\$274.00	_____
_____ Each additional 200 Gallons	\$50.00	\$70.00	_____
_____ Labor requirements. Straight time \$80/hr Overtime \$120/hr. See details below before ordering		Labor Total	_____

Note: If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it. Edlen is not responsible for sediment or the color or taste of the water.

MISCELLANEOUS REQUIREMENTS (Call for a quote)

LABOR INSTRUCTIONS: There is a minimum charge of 1 hour for the installation and 1/2 hour for the removal of all air, water, drain and fill & drain services. Straight time is Monday-Friday from 8:00 am - 5:00 pm. Overtime is Monday-Friday 5:00 pm-8:00 am, all day Saturday, Sunday and Holidays. In deciding whether the work is done on straight time or overtime, please determine what day you are moving in & what day you are moving out.

TOTAL PAYMENT:

COMPANY NAME:		PHONE:		FAX:	
ADDRESS:		CITY:		ST:	ZIP:
SIGNATURE:			PRINT NAME:		Country:
EMAIL ADDRESS:				CC VERIFICATION	
NO:				EXP DATE:	
PAID BY: CK AMX VISA MC DISC DINER					
CARD HOLDER SIGN:			PRINT NAME:		
CREDIT CARD BILLING ADDRESS (If different from address above)					
ADDRESS:		CITY:		ST:	ZIP:
FOR OFFICE USE ONLY		Date Received	Payment Method	Amt Received	Received by:

IMPORTANT TERMS/CONDITIONS AND REGULATIONS

1. Order (with payment) must be received a minimum of 14 days prior to the scheduled event opening for advanced payment rates. Orders faxed or mailed without payment will not guarantee advance rates, payment must be received as well. Orders received less than 14 days prior to scheduled event opening will be charged at the regular rates.
2. In the event that the totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. 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 dropped to one location in the booth. Edlen will make every attempt to deliver this services to a location convenient to the exhibitor.
4. 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 may also apply for overhead distribution.
5. *Qualified technicians employed by the exhibitor may make connections to their equipment. Connections made by Edlen plumbers will be provided on a time and material basis. (need to note type of connection for each service)*
6. There is a minimum labor charge to provide each of the services listed on the front of this form. Please read "Labor Instructions" box located on the front of the form. Labor charges are based upon current wage rates and are noted on the front of the form.
7. In some instances a pump is required to drain services out of an exhibitors booth. When this occurs, time & material charges will apply. Exhibitors are encourage to contact Edlen to discuss any potential additional costs.
8. Service outlet size is determined by the volume required. Airline size is dictated by the CFM requirements. Standard airlines terminate with a 1/2" female iron pipe valve.
9. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours please 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. (4oz.) Call for price quote when available.
14. All equipment using water must have inlet and outlet properly tagged.
15. All equipment must comply with state and local codes.
16. 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.
17. For gas cylinders or any other special requirements call Edlen for a quote at the number below. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
18. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
19. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
20. Credit will not be given for connections installed and not used.
21. Payment in full for all plumbing services provided must be made in full prior to close of the event.
22. 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.
24. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
25. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

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

For Further Information please visit our web site at www.edlen.com