



# Electrical Order Form

E03W

RETURN TO: Tradeshow Electrical Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.842.2517 • FAX: 866.329.1437  
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact Us: http://www.ges.com/contact

## ISMRRM

Washington State Convention & Trade Center • May 7 - 11, 2006

DISCOUNT DEADLINE DATE:

April 20, 2006

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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### Exclusive Electrical Services Provider to the Washington State Convention & Trade Center

BY SIGNING AND DELIVERING THIS FORM TO TRADE SHOW ELECTRICAL, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM. TO RECEIVE THE ADVANCE RATE, WE MUST RECEIVE YOUR ORDER, ALONG WITH FULL PAYMENT, 14 DAYS PRIOR TO THE FIRST MOVE-IN DAY. ALL OTHER ORDERS WILL BE PROCESSED AT THE REGULAR RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED.

ITEM #	QUANTITY	*QUANTITY 24 HR/DED.	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL PRICE
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#### MOTOR & EQUIPMENT OUTLETS

<b>SPECIAL REQ. 208V 1Ø 120V</b>	6001		5 Amp/500 Watts	\$ 53.00	\$ 79.50		
	6002		10 Amp/1000 Watts	\$ 88.00	\$ 132.00		
	6003		15 Amp/1800 Watts	\$ 103.00	\$ 154.50		
	6004		20 Amp/2400 Watts	\$ 126.50	\$ 190.00		
	6006		15 Amp	\$ 114.00	\$ 171.00		
	6007		20 Amp	\$ 143.00	\$ 214.50		
	6008		30 Amp	\$ 179.50	\$ 269.50		
	24-HOUR SERVICE		Add 50% to service connection charge.				
	OVERHEAD SERVICE		Add 50% to service connection charge (Min. \$80).				
	208 VOLT 3-PHASE - Add 50% to Service Connection Charge.						
480 VOLT SERVICE		Call for Quotation 800/475-2098.					
Please note: Any special needs require 2 weeks advance notice.							

#### ADDITIONAL EQUIPMENT

<b>LIGHTS, ETC.</b>	6026		150 Watt Floodlight	\$ 46.00	\$ 69.00	
	6028		300 Watt Floodlight	\$ 61.00	\$ 91.50	
			15' Extension Cord	\$ 12.00	\$ 18.00	
			25' Extension Cord	\$ 12.00	\$ 18.00	
			Power Strip	\$ 15.00	\$ 22.50	

<b>LABOR</b>	<i>Charged in 1 hour increments. Min. charge 1 hr IN and 1/2 hr OUT.</i>					
	Straight time: Monday - Friday, 8am - 4:30pm (except holidays)					\$ 60.00
	Overtime: Monday - Friday 4:30pm - 8am, Saturdays & Sundays					\$ 90.00
	Overtime: Holidays					\$ 120.00
	# OF ELECTRICIANS X # OF HOURS X RATE					
Install (min. 1 hour)						
Uninstall (min. 1/2 hour)						

All outlets over 20 amps and/or with a voltage over 150 requires electrical labor to inspect equipment.

In addition, if the combined amps of all ordered outlets equals or exceeds 20 amps (e.g., 4 - 5 amp outlets = 20 amps) electrical labor will be required as well.

Note: Not all services are available in all locations, please call for availability.

Sub-Total	
8.8% WA Sales Tax*	
<b>Payment Enclosed</b>	

\*Applies to all exhibitors including non-profit and other tax exempt entities exhibiting within Washington State (RCW 82.04.070).

#### IMPORTANT INFORMATION

##### AGREEMENT

- Orders **MUST** be received a minimum of **FOURTEEN (14) DAYS** prior to decorator's first scheduled move-in day in order to qualify for the discount rate. Requests for service less than 14 days prior to decorator's first scheduled move-in day will be charged the standard rate.
- Conditions for processing order requests:
  - Payment **IN FULL** for service **MUST** accompany service order request.
  - Cancellations: Refunds will be computed on the following schedule:
    - After installation - No Refund
    - Before installation, but 7 days or less prior to 1st move-in day - 90%.
    - Before installation and more than 7 days prior to 1st move-in day full refund.
  - Incomplete service order requests will delay processing and service installation.
  - Date payment is received by Trade Show Electrical (TSE) shall determine the applicable rate.
  - Payment must be made by money order, credit card, or business check.
  - Reorder will be at the rate in effect at the time a complete service order request, together with payment as specified in subparagraph 2 (a, c, d) is received by TSE.
  - Booth number(s) must be identified on face of form.
  - All services not paid in advance are due and payable at the time of order on the show floor, and must be paid prior to installation of server. Payment for outstanding balance at the end of the show is due within thirty (30) days of invoice date. Interest at the lesser of one and one half percent (1 1/2%) per month or the maximum allowable rate will be charged on past due accounts. Purchaser agrees to pay all costs of collection, including reasonable attorney's fee.
  - Standard electrical service available shall be (1) 120 volt and 208 volt A.C. single phase, 60 cycle, or (2) 208 volt, A.C., three phase, 60 cycle. Special voltage may be available and shall be provided only on request received by TSE 30 days prior to decorator's first scheduled move-in day.
  - If a technical data sheet on equipment indicating connection and/or description of equipment to be connected is available, please attach sheet or description to this form.

#### IMPORTANT DETAILED FLOORPLAN REQUIRED

Send a copy of your floorplan, including locations of all electrical items and the wattage and/or amperage of each item. Indicate adjacent booth and aisle numbers. Please prepare a drawing using easy-to-work scales. Build additional outlets into your plan for more flexibility. If you have an Island Booth, be sure to indicate where you would like to have the main power source installed.

#### CREDIT CARD INFORMATION - REQUIRED

CREDIT CARD NUMBER \_\_\_\_\_

EXPIRES \_\_\_\_\_

TYPE \_\_\_\_\_

MASTERCARD  VISA  AMEX  DISCOVER  DINERS

PRINTED NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

**X**

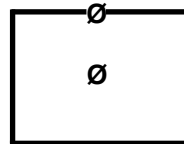
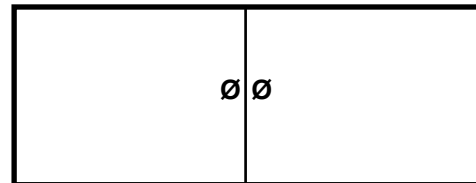
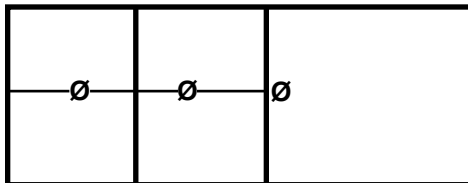
ADDRESS	CITY / STATE / ZIP	PHONE NUMBER
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## ELECTRICAL SERVICE REQUEST

### TERMS AND CONDITIONS

- Material and equipment furnished pursuant to this service order request shall be and remain the property of Trade Show Electrical (TSE) and shall be removed ONLY by TSE personnel at the close of the show.
- In the event of non-performance of the equipment or service delivered or installed as specified in the service order request the Exhibitor/Leasee's maximum recourse shall be a refund of the pro-rated payment based on the number of days of non-performance.
- Credit will not be given for service installed as requested in the service order request and NOT used.
- Exhibitors/Leasees are not allowed to share power.
- All electrical outlets will be installed on the floor at the center rear of the booth unless otherwise designated.
- All wiring, motors, electrical installations and connections must be TSE approved prior to use to prevent over-loading of circuits. Exhibitor/Leasee shall not be permitted to add wattage except upon ordering same.
- Unauthorized electrical connections by Exhibitor/Leasee are subject to surcharge of one and one half times the standard electrical rates in addition to any actual damages incurred by TSE as a result of unauthorized connections.
- Wall, column and permanent building utility outlets are not part of booth space and are not to be used by Exhibitor/Leasee. If services found to be used which have not been purchased, they will be disconnected or charged at 1-1/2 times the standard rate.
- After installation is complete, actual quantities installed will be verified. Invoices will reflect verified quantities.
- TSE is not responsible for voltage fluctuations or power failure because of temporary conditions.
- Electrical power for lights and displays will be turned on at 8:00AM the morning of the show and turned off 30 minutes after show closing time on a daily basis.
- TSE installers are authorized to cut floor coverings to permit installation, if necessary to fulfill the service order request. In no event shall TSE be liable for any damage done to floor coverings in order to fulfill the service order request.
- Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs is prohibited. All of Exhibitor/Leasee's cords must be of three (3) wire grounded type. All exposed non current carrying metal parts of fixed equipment which are liable to be energized shall be grounded. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc., and regardless of source of power, must comply with state and local safety codes. Exhibitor/Leasee shall have sole responsibility for strict compliance with requirements of this paragraph.
- Under no circumstances shall anyone other than persons, or entities designated by TSE make service connection: PROVIDED, HOWEVER, assembly, servicing, preparatory work and operation required to be performed only by engineers or technicians designated by the manufacturer or supplier of specialized equipment may be performed by persons, or entities designated by Exhibitor/Leasee and approved by TSE. Whenever possible, designation of such persons or entities should be noted by Exhibitor/Leasee on the service order request.
- TSE shall not be deemed in default if performance of any of the terms and conditions of this agreement is made impossible or impracticable due to any strike, lock-out, civil disturbance, war or war-like action, invasion, sabotage, act of God or other cause beyond the control TSE.
- TSE shall not be responsible for any loss, damage or injury caused by fire and Exhibitor/Leasee is expected to provide its own insurance against such loss, damage or injury.
- If either party shall bring suit to enforce this agreement and a judgement is entered, the substantially prevailing party shall be entitled to a reasonable sum such as attorneys' fees, and all costs and expenses in connection with such suit, which sum shall be included in any such judgement or decree.
- This is the entire agreement between the parties with respect to the transactions described in it. There have been and are no covenants, agreements, representations, warranties or restrictions between the parties other than those set forth in this agreement.
- TSE shall have right, without notice, to terminate this contract in the event of breach of any terms or conditions.
- Exhibitor/Leasee agrees to pay for any damages to or loss of goods, as an insurer, regardless of cause. Such payment for damage to or loss of goods shall be in addition to rental/lease charges for the same items. Customer also accepts responsibility and will pay for any equipment not available for pickup and return to TSE at the conclusion of the event.
- All under carpet electrical distribution will be done by TSE on a time and material basis.

**Where will my outlet be located?** There are four different types of trade show booths: Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol  $\emptyset$  represents the approximate location of power outlets:



**Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:** Your pre-ordered Electrical Outlet will be installed at the rear of your booth, at the drape line. **Island Booths:** You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a Labor and Material basis. For facilities with power originating in the floor, your Electrical Outlet will be placed at one location at our discretion. All other distribution will be done on a Time and Material basis. If you fail to provide us with a floorplan, we will bring your power to one location at our discretion.

#### How much power do I need?

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.

V120 PH1, Hz60, W1000 - 120 volts, Single Phase, 60 Cycle, 1000 watts  
 V230, A30, PH3 = 230 volts, 30 Amps, 3 Phase



# Air • Water • Drain Order Form

**K03W**

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COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**COMPRESSED AIR: 90-100 LBS. PSI - Plumber to make all connections.**

QTY.	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL PRICE
	1st outlet at rear of booth	<b>\$200.00</b>	\$ 300.00	
	Add'l outlet within same booth	<b>\$100.00</b>	\$ 150.00	
<b>Overhead Service Required — Add \$100 to service connection charge.</b>				

Maximum Air Line Supply 1/2". Larger requests, call for a Quote.

*Plumbing contractor will not be responsible for moisture, oil, or water in air lines or loss of pressure. Exhibitors should supply their own filters, air dryers and/or pressure regulators.*

**WATER: (Non - Potable) - Plumber to make all connections.**

	Service Charge for 1st Outlet	<b>\$110.00</b>	\$ 165.00	
	Add'l outlet within same booth	<b>\$ 55.00</b>	\$ 82.50	
<b>24 Hour Service: Add 100% to Service Fee</b>				

Size of Connection Required: \_\_\_\_\_

\*PSI Required: \_\_\_\_\_ GPM Required: \_\_\_\_\_

*\*Pressure may vary. No guarantee can be made of minimum or maximum pressure.*

**WATER: (Potable) - Plumber to make all connections.**

	Service Charge for 1st Outlet	<b>\$110.00</b>	\$ 165.00	
	Add'l outlet within same booth	<b>\$ 55.00</b>	\$ 82.50	
<b>24 Hour Service: Add 100% to Service Fee</b>				

Size of Connection Required: \_\_\_\_\_

\*PSI Required: \_\_\_\_\_ GPM Required: \_\_\_\_\_

*\*Pressure may vary. No guarantee can be made of minimum or maximum pressure.*

**DRAINS: - Plumber to make all connections.**

	Service Charge for 1st Outlet	<b>\$100.00</b>	\$ 150.00	
	Add'l outlet within same booth	<b>\$ 50.00</b>	\$ 75.00	

Size of Connection Required: \_\_\_\_\_

**ONE TIME FILL & DRAIN: (Labor Additional)**

	1 - 199 Gallons	<b>\$ 80.00</b>	\$ 120.00	
	200 - 399 Gallons	<b>\$120.00</b>	\$ 180.00	
	400 + Gallons	<b>\$240.00</b>	\$ 360.00	

Additional requests, please call for a Quote.

**NOTE:** Laying lines under carpet or flooring, or spotting from ceiling incur additional labor charges.

**LABOR:** Charged in 1 hour increments. (Min charge: 1 hr labor in and 1/2 hr labor out)

Straight time: Monday - Friday, 8am - 4:30pm (except holidays)	\$ 60.00
Overtime: Monday - Friday 4:30pm - 8am, Saturdays & Sundays	\$ 90.00
Overtime: Holidays	\$ 120.00

	# OF ELECTRICIANS	X	# OF HOURS	X	RATE
Install (min. 1 hour)					
Uninstall (min. 1/2 hour)					

**All orders are governed by the GES Payment Policy and Limits of Liability and Responsibility**

	Sub-Total
	8.8% WA Sales Tax
<b>PAYMENT ENCLOSED</b>	

**IMPORTANT CONDITIONS AND REGULATIONS**

1. Credit will not be given for connections installed but unused.
2. All materials and equipment furnished by TSE for this service order shall remain property and shall be removed ONLY by TSE at the close of the show.
3. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
4. All equipment must comply with state and local safety codes.
5. Claims will not be considered unless filed by exhibitor prior to close of exposition, no exceptions.
6. Prices based upon current wage rates and are subject to change without notice.
7. Under no circumstances shall anyone other than "Plumbing personnel" make service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without TSE "Plumbing Personnel," however, all service connections to such equipment must be made by TSE Plumbing personnel only.
8. Unless otherwise directed, TSE Plumbing personnel are authorized to cut floor coverings to permit installation of service.
9. Connection rates listed cover bringing service from main line to booth and do not include connecting equipment. Service work other than that listed in unit price schedule will be charged in increments of one-half hour, with a minimum of one hour. Connection to equipment, special rigging connections or installation will be charged on a time and material basis.
10. A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise. Exhibitor's equipment supplied for installation must be furnished complete in all respects, ready for attachment to service lines. It shall be sole responsibility of Exhibitor to ensure that all equipment, regardless of source of power, complies with state and local codes, and that all equipment using water has inlet and outlet properly tagged.
11. TSE must have 30 days notice in order to supply special regulators, strainers, traps, etc.
12. All utility outlets include up to 50 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and materials rates.
13. Available drain and water connections are limited to close proximity of permanent locations in the building. Contact your meeting planner to verify service is available in your booth location.
14. TSE plumbing will not be responsible for sediment, color or taste of water in water line.
15. All services will be disconnected at conclusion of show unless advance notice has been given and acknowledged.

**Note: A/W/D services are available in the 4th floor exhibit halls. All other locations, call for availability.**

**Note: A floorplan of your booth with the location of the air, water, or drain service must accompany your order. Please include dimensions to insure correct placement of services.**

**CREDIT CARD INFORMATION - REQUIRED**

CREDIT CARD NUMBER \_\_\_\_\_

EXPIRES \_\_\_\_\_

TYPE

MASTERCARD  VISA  AMEX  DISCOVER  DINERS

PRINTED NAME \_\_\_\_\_

AUTHORIZED SIGNATURE

**X** \_\_\_\_\_

ADDRESS

CITY / STATE / ZIP

PHONE NUMBER

## PLUMBING SERVICE REQUEST

### TERMS AND CONDITIONS

- 1 Orders **MUST** be received in the form specified in Paragraph 2 a minimum of **FOURTEEN (14) DAYS** prior to Decorator's First Scheduled move-in day in order to qualify for the advance rate. Requests for services less than 14 days prior to Decorator's First Scheduled move-in day will be charged the standard rate.
- 2 Conditions for processing order requests:
  - (a) Payment **IN FULL** for service **MUST** accompany service order request.
  - (b) Cancellations: Refunds will be computed on the following schedule:
    - (1) After installation - No Refund
    - (2) Before installation, but 7 days or less prior to 1st move-in day - 90% refund.
    - (3) before installation and more than 7 days prior to 1st move-in day - Full Refund.
  - (c) Incomplete service order requests will delay processing and service installation.
  - (d) Date payment is received shall determine the applicable rate.
  - (e) Payment must be made by money order, credit card, or business check.
  - (f) Reorder will be at the rate in effect at the time a complete service order request, together with payment as specified in subparagraph 2 (a, c, d) is received.
  - (g) Booth number(s) must be identified on face of form.
  - (h) Locations of services must be designated on the service request form.
  - (i) Available drain and water connections are limited to close proximity of permanent locations in the building. Contact your meeting planner to verify service is available in your booth location.
  - (j) Connection rates listed cover bringing service from main line to booth and do not include connecting equipment. A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise and whether or not connected by TSE designated personnel.
  - (k) All work performed by TSE within a booth, including without limitation attaching lines to equipment, will be charged on a time and material basis in addition to connections fees.
  - (l) Exhibitor's equipment supplied for installation must be furnished complete in all respects, ready for attachment to service lines. It shall be sole responsibility of Exhibitor to ensure that all equipment, regardless of source of power, complies with state and local codes, and that all equipment using water has inlet and outlet properly tagged.
  - (m) TSE shall not be responsible for moisture or water in air lines. Exhibitor must supply its own filter or other equipment to handle moisture or water.
  - (n) Service work other than that listed in unit price schedule will be charged in increments of one-half hour, with a minimum of one hour. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connection equipment for special connections. Connection to equipment, special rigging connections or installation will be charged on a time and material basis.

### GENERAL TERMS AND CONDITIONS

1. Material and equipment furnished pursuant to this service order request shall be and remain the property of TSE and shall be removed **ONLY** by TSE personnel at the close of the show.
2. All services not paid in advance are due and payable at the time of order on the show floor, and must be paid prior to installation of service.
3. In the event of non-performance of the equipment or service delivered or installed as specified in the service order request, the Exhibitor/Leasee's maximum recourse shall be a refund of the pro-rated payment based on the number of days of non-performance.
4. Refunds of overpayments or unused deposit in excess of \$15.00 will automatically be made. Claims for refunds for less than \$15.00 must be made in writing.
5. Credit will not be given for service installed as requested in the service order request and **NOT** used.
6. TSE installers are authorized to cut floor coverings to permit installation, if necessary, to fulfill the service order request. In no event shall TSE be liable for any damage done to floor coverings in order to fulfill the service order request.
7. Exhibitor shall have sole responsibility to ensure that all equipment, regardless of source of power, complies with state and local codes and regulations.
8. After installation is complete, actual quantities installed will be verified. Invoices will reflect verified quantities.
9. Under no circumstances shall anyone other than persons or entities designated by TSE make service connection: **PROVIDED, HOWEVER,** assembly, servicing, preparatory work and operation required to be performed only by engineers or technicians designated by the manufacturer or supplier of specialized equipment may be performed by persons or entities designated by Exhibitor/Leasee and approved by TSE. Whenever possible, designation of such persons or entities should be noted by Exhibitor/Leasee on the service order request.
10. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by Exhibitor/Leasee. If services are found in use which have not been purchased, they will be disconnected or charged at 1-1/2 times the standard rate.
11. TSE shall not be deemed in default if performance of any of the terms and conditions of this agreement is made impossible or impracticable due to any strike, lock-out, civil disturbance, war or war-like action, invasion, sabotage, act of God or other cause beyond the control of TSE.
12. TSE shall not be responsible for any loss, damage or injury caused by fire and Exhibitor/Leasee is expected to provide its own insurance against such loss, damage or injury.
13. If either party shall bring suit to enforce this agreement and a judgment is entered, the substantially prevailing party shall be entitled to a reasonable sum, such as attorneys' fees and all costs and expenses in connection with such suit, which sum shall be included in any such judgment or decree.
14. This is the entire agreement between the parties with respect to the transactions described in it. There have been and are no covenants, agreements, representations, warranties or restrictions between the parties other than those set forth in this agreement.