



2022 San Diego Spring Home Show
 Presented by American Consumer Shows
 January 14-16, 2022
 San Diego Convention Center

DÉCOR PACKAGE OPTION 1

DRAPE COLOR IS BLUE & WHITE: SKIRT COLOR: (CHOOSE BELOW)

Special applies to 10' x 10' exhibits only
 Décor Package will be available at show site

Substitutions not permitted



Option 1: 6' Draped Table, 10' x 10' carpet, 2 folding chairs, 1 wastebasket	
ADVANCED PRICE: \$141.00 + TAX AT SHOW SITE: \$172.00 + TAX	
Skirt Color (circle choice):	
Red Black White Blue Silver Hunter Green	
Carpet Color (circle choice):	
Red Black Blue Gray Hunter Green	
ENTER DÉCOR PACKAGE TOTAL HERE \$	
7.75% SALES TAX	
TOTAL	
COMPANY NAME	BOOTH #



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DÉCOR PACKAGE OPTION 2

DRAPE COLOR IS BLUE & WHITE: SKIRT COLOR: (CHOOSE BELOW)

Special applies to 10' x 10' exhibits only
 Décor Package will be available at show site

Substitutions not permitted



Option 2: 6' Draped Table, 2 folding chairs, 1 wastebasket	
ADVANCED PRICE: \$78.00 + TAX	AT SHOW SITE: \$99.00 + TAX
Skirt Color (circle choice):	
Red	Black
White	Blue
Silver	Hunter Green
ENTER DÉCOR PACKAGE TOTAL HERE	\$
7.75% SALES TAX	
TOTAL	
COMPANY NAME	BOOTH #



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STANDARD FURNISHINGS & ACCESSORIES

CHAIRS AND ACCESSORIES

Quantity	Description	Discount Price	Standard Price	Total
	Basic Side Chair	\$ 39.00	\$ 49.00	\$
	Folding Chair	\$ 22.00	\$ 28.00	\$
	Literature Stand	\$ 80.00	\$105.00	\$
	Waste Basket	\$ 12.00	\$ 13.50	\$
	Easel, Chrome	\$ 33.00	\$ 41.00	\$
	Café Table 30" round x 42" high	\$ 65.00	\$ 75.00	\$
	Bar Stool Black with Back Support	\$ 59.00	\$ 74.00	\$
	Bag Rack	\$ 45.00	\$100.00	\$

SPECIAL DRAPERY BACKGROUNDS—Ordered In 10' Increments

Check Color: Red Blue Black Teal Grey White

Quantity	Description	Discount Price	Standard Price	Total
	3' Drapery Installed, per linear foot	\$ 9.25	\$13.75	\$
	8' Drapery Installed, per linear foot	\$12.00	\$18.25	\$

DRAPED DISPLAY TABLES—30" High x 24" Wide

Check Color: Red Blue Black Teal Grey White Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$ 60.00	\$ 78.00	\$
	6' Draped	\$ 70.00	\$ 91.00	\$
	8' Draped	\$ 80.00	\$104.00	\$
	4th Side Draped	\$ 22.00	\$ 33.00	\$

DRAPED DISPLAY COUNTERS—42" High x 24" Wide

Check Color: Red Blue Black Teal Grey White Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$ 65.00	\$ 85.00	\$
	6' Draped	\$ 75.00	\$ 98.00	\$
	8' Draped	\$ 85.00	\$111.00	\$
	4th Side Draped	\$ 22.00	\$ 33.00	\$

TABLE RISERS AND DRAPING

Check Color: Red Blue Black Teal Grey White Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' x 10" x 12" Draped	\$35.25	\$47.50	\$
	6' x 10" x 12" Draped	\$45.00	\$60.75	\$
	8' x 10" x 12" Draped	\$57.75	\$78.00	\$

FOR ANY ADDITIONAL FURNISHINGS NOT LISTED ABOVE, PLEASE CONTACT THE EVENT COORDINATOR AT PME Expo Services FOR ORDERING AND PRICING DETAILS.

Subtotal \$

Tax @ 7.75% \$

EXHIBITING FIRM: _____

BOOTH #: _____

Total \$



STANDARD CARPET ORDER

CARPET - Carpet Ordered in Multiples are not Guaranteed a Color Match

Check Color: Black Blue Grey Burgundy Red

Quantity	Description	Discount Price	Standard Price	Total
	10' x 10'	\$ 90.00	\$105.00	\$
	10' x 20'	\$180.00	\$210.00	\$
	10" x 30'	\$270.00	\$315.00	\$
	10' x 40'	\$360.00	\$420.00	\$
	Carpet Padding per 10' x 10' space	\$55.00 x _____	\$75.00 x _____	\$

DELUXE & SPECIAL CUT CARPET ORDER

Enhance the impression of your booth, plus enjoy the added choices of designer colors, by ordering our custom carpeting. It is available for one-time rental or outright purchase for use at further shows at a very reasonable cost. Carpeting is 30 oz. stain-resistant Zeftron Nylon. Other colors may be available; please call the number below for additional colors and prices. Also consider foam padding for comfort and added luxury feeling.

- | | | | |
|-----------------------------------|--------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Gunmetal | <input type="checkbox"/> Misty Grey | <input type="checkbox"/> Bay Water | <input type="checkbox"/> Cherry Red |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Silver Mist | <input type="checkbox"/> Baby Blue | <input type="checkbox"/> Ebony |
| <input type="checkbox"/> Navy | <input type="checkbox"/> Sky Blue | <input type="checkbox"/> Dusty Rose | <input type="checkbox"/> Light Teal |

Please fill out your choice below. There is a minimum order of 200 square feet for custom carpet. If additional carpet is required to cover steps, skids and display cases, please send a floor plan. A quotation will be forwarded to you before we proceed.

RENTAL PRICE order includes installation, carpet padding, poly covering and removal.

Carpet Color _____ Booth Size _____ X _____ = _____ Sq. Ft. @ \$3.25/Sq. Ft. \$_____

PURCHASE PRICE order includes installation, carpet padding, poly-covering and removal.
Freight handling charges at the close of the show will be additional.

Carpet Color _____ Booth Size _____ X _____ = _____ Sq. Ft. @ \$4.25/Sq. Ft. \$_____

CARPET PADDING order includes installation and disposing of padding. Padding is only offered at the purchase price.

Carpet Color _____ Booth Size _____ X _____ = _____ Sq. Ft. @ \$0.95/Sq. Ft. \$_____

EXHIBITING FIRM: BOOTH #	Subtotal \$
	Tax @ 7.75% \$
	Total \$

DEADLINE DATE
January 10, 2022



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HARDWARE RENTAL ORDER FORM

Qty	Video Equipment	Discount Price	Standard Price	Total
	1/2" VHS With Auto Repeat	\$125	\$160	\$
	DVD Player (Standard)	\$190	\$240	\$
	20" TV / VCR Combo Unit	\$315	\$395	\$
	20" Video Monitor / Receiver	\$195	\$245	\$
	25" Video Monitor / Receiver	\$225	\$310	\$
	54" Roll cart Stand with Drape	\$50	\$95	\$

Qty	LCD & Plasma Monitors	Discount Price	Standard Price	Total
	17" Flat Screen LCD Monitor (1280 x 1024)	\$125	\$160	\$
	20" Flat Screen LCD Monitor (1280 x 1024) BLACK	\$150	\$195	\$
	20" Flat Screen LCD Monitor (1600x1200/Video Input/Audio Bar)	\$150	\$195	\$
	37" Plasma Display (1024 x 768, 4:3 Ratio)	\$250	\$325	\$
	42" Plasma Display (1024 x 768, 16:9 Ratio)	\$450	\$585	\$
	50" Plasma Display (1280 x 932, 16:9 Ratio)	\$650	\$845	\$
	Plasma Floor Stand (Cobra or Dual Post)	\$75	\$95	

Qty	Projection Equipment	Discount Price	Standard Price	Total
	XGA LCD Projector (1024 x 768, 1800 Lumens)	\$940	\$975	\$
	SXGA LCD Projector (1024 x 768, 3000 Lumens)	\$1,275	\$1,745	\$
	Overhead Projector (4000 Lumens)	\$115	\$145	\$
	6' Tripod Screen	\$75	\$95	\$
	8' Tripod Screen	\$95	\$120	\$

Qty	Audio Equipment	Discount Price	Standard Price	Total
	Powered Speak With Floor Stand (150 Watts)	\$75	\$95	\$

EXHIBITING FIRM:	BOOTH #	Delivery Charge	\$ 100.00
Please call for items not listed! A 40% surcharge applies to orders placed within 72 hours of delivery. No credits will be issued after delivery or attempted delivery. Exhibitor must be present in booth to accept delivery, or additional fees will apply. Appropriate cancellation fees will apply to orders cancelled within 15 days of delivery.			
		Tax @ 7.75%	\$
		Total	\$



FLORAL SERVICE ORDER FORM

QUANTITY	ITEM DESCRIPTION	UNIT PRICE	TOTAL
	Flower Arrangement	\$76.00	\$
	Seasonal Flowering Plants (ie: Mums, Azalea, etc.)	\$49.50	\$
	Large Fern	\$49.50	\$
	2' Green Plant	\$59.50	\$
	3' Green Plant	\$65.00	\$
	4' Green Plant	\$76.00	\$
	5' Green Plant	\$81.00	\$
	6' Green Plant	\$98.00	\$



Plants may vary from pictures in color and size.

Subtotal	\$
Tax @ 7.75%	\$
Total	\$

BOOTH CLEANING ORDER FORM

Cleaning orders placed on show floor will be charged an additional 25%.

CARPET SERVICE (Check One)

<input type="checkbox"/> Vacuum Booth Carpet—One time (Before Show Opens)	\$0.50/sq. ft. X _____ sq. ft. = _____	\$
<input type="checkbox"/> Vacuum Booth Carpet—Daily (Before show opens, and each morning before show opens)	\$0.40/sq. ft. X _____ sq. ft. X _____ days = _____ Indicate dates required: _____	\$

PORTER SERVICE

<input type="checkbox"/> Empty wastebaskets, police floor at 2 hour intervals.	\$67.00 per day Indicate dates required: _____	\$
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Booth Cleaning Total \$

NOTE: All rental carpets are clean upon delivery to your booth space. However, during set-up, the carpet can become soiled. We suggest that you order cleaning service at least once prior to the show opening.

Please include any specific instructions:

EXHIBITING FIRM:

BOOTH#



CREDIT CARD AUTHORIZATION FOR EXHIBIT SERVICES

Credit Card Charge Authorization

(All Information Must Be Provided)

MasterCard VISA American Express Corporate Personal

Account Number

EXPIRATION DATE / **CVS #**

Card Holders Name (Please Print)		
Billing Address		
City	State	Zip
Phone Number	Fax Number	
Email Address		
Card Holders Signature		
Company Name	Booth #	

Calculation of Orders	Total
Material & Handling	\$
Installation & Dismantle Labor	\$
Standard Furnishing & Accessories	\$
Carpet	\$
Rental Exhibits	\$
Floral Service	\$
Booth Cleaning	\$
Audio Visual Rental	\$
Custom Furniture	\$
Subtotal	\$
Bank Surcharge 3.0% of Subtotal (Credit Card Charges Only)	\$
Total	\$
To simplify payment, send a check payable to PME Expo Services for your entire order or note the amount to be charged to your credit card.	
FULL PAYMENT in U.S. funds drawn on a U.S. Bank	\$
Check #	
Please list all authorized persons for credit card use at show site below.	

Payment Policy

Payment for Services

PME Expo Services requires payment in full at the time services are ordered. PME Expo Services requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services which may include labor & material handling not covered by your first payment.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative for products and services rendered to your company for this event.

Method of Payment

PME Expo Services accepts MasterCard, VISA, American Express, & Check. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank.

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. PME Expo Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information with your orders for the show. PME Expo Services must receive your certificate with your order; otherwise tax will appear on your invoice.

Adjustments and Cancellations

Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Cancellation fees will apply if written notice of cancellation is not received within 15 business days of the show move-in. No credits will be issued after delivery or attempted delivery.

If you have any questions regarding our payment policy, please call exhibitor services at 407-730-3886 or visit our Service Desk at the show. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with PME Expo Services. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

CONVENTION ELECTRIC, INC.

San Diego Spring Home Show San Diego Convention Center January 14-16, 2022

Dear Exhibitor,

Convention Electric, Inc. is pleased to provide electrical and plumbing services at your event! You can now order your electrical or plumbing needs by fax, email or online. *Be sure to take advantage of the Advanced Price by placing your order early—**Advanced Deadline Date is January 3, 2022.***

- ✿ To fax, send your order to (909) 623-7222
- ✿ To email, send your order to info@conventionelectric.com
- ✿ For online, go to <https://conventionelectric.boomerecommerce.com>

Please call our Exhibitor Service Department at (909) 623-5192 or email us at info@conventionelectric.com and we will send you a temporary login to set up your account.

For any questions, please review the attached “Regulation and General Information” page for additional information or you can reach our Exhibitor Service Department at (909) 623-5192 and by email info@conventionelectric.com.

 Convention Electric

 @WePowerShows

 **SafePlug**[®]
Now using SafePlug. Smart. Safe. Eco-Friendly.

CONVENTION ELECTRIC, INC.

P.O.Box 63170 • Los Angeles, CA 90063 • 909.623.5192

NOTICE: Convention Electric Inc. (CEI) is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical services should be made by a CEI Electrician. CEI will not be responsible for any damage or loss to any equipment component, computer hardware or software and/or any damage or injury to any persons caused by the installation, connection or plugging into any Electrical outlet by any persons other than a CEI Electrician.

WHEN ORDERING ELECTRICAL SERVICES:

1. Check rating plates on item(s) and order outlets accordingly.
2. Lighting outlets supplied with (1) connection per outlet ordered.
3. Motor outlet supplied with (1) connection per outlet ordered.
4. Outlets requiring 24 HR. and/or dedicated circuits are double list price.
5. Equipment hook-ups, repairs and installations will be performed on a labor and material basis.
6. Island Booths require a minimum Labor charge of (1) hour to install power and 1/2 hour to dismantle, material charges may apply, all distribution is done by a CEI electrician.
7. 480 Volt Service(s) and price(s) are available upon request.

GENERAL INFORMATION

1. ALL outlets will be installed on the floor at the rear of the booth. For Island and Peninsula booths, outlets will be brought to one (1) location at our discretion if no information is provided. Additional Labor is required for any placement other than the rear of the booth.
2. The cost of 120-Volt outlets includes delivery to (1) location at the rear of inline booths only. If you require the outlets to be distributed to any other location, labor and material charges will apply. There is a minimum charge of 1 hour for installation and 1/2 hour for dismantle.
3. All wiring, motors and other installations must be approved to prevent over-loading of circuits.
4. Exhibitors are not permitted to add wattage unless ordered. Exhibitors found using outlets without an order will be subject to pay regular price per outlets used.
5. All Electrical permits required by the local Building and Safety Codes will be obtained by the Electrical Contractor. All equipment must meet safety code regulations, including motors, wiring, extension cords, etc.
6. Labor Rates are subject to local I.B.E.W. Union Contract effective at time of show. Overtime labor rates prevail before 8:00A.M. and after 4:30 P.M. on Weekdays, and all day Saturdays, Sundays and Holidays.
7. Hardwall booths must make arrangements with CEI to bring power inside the booth on a time, labor and material basis.

PAYMENT POLICY

Please fax your order to (909) 623-7222 or email your order to info@conventionelectric.com.

1. 100% Payment must accompany each order unless prior arrangements are made.
2. Advance pricing applies only to orders received by the above **Advance Deadline**. All other orders will pay regular prices.
3. Orders placed at the show site must be paid upon presentation of Invoice and will be charged to the credit card on file.
4. NO REFUND will be given for outlets installed and/or Services provided and not used. Claims will not be considered unless filed by the Exhibitor prior to the closing of the show. If CEI is required to bill you, a 30% handling charge will be assessed on all outstanding balance due.
5. In the event that totals are not calculated correctly CEI reserves the right to make the necessary corrections.

ELECTRICAL RENTAL ORDER FORM

San Diego Spring Home Show

Booth #:

San Diego Convention Center—January 14-16, 2022

Advanced Price Order Deadline Date: January 3, 2022

Quantity	Item	Advanced Price	Show Price	Sub Total
	120V			
	500 Watts or 5 Amps	\$153.13	\$229.69	
	1000 Watts or 10 Amps	\$273.44	\$410.16	
	2000 Watts or 20 Amps	\$353.13	\$529.69	
	208V-10 (Labor Required)			
	20 Amp or 1 ½ HP	\$675.00	\$1,012.50	
	30 Amp or 2 HP	\$907.81	\$1,361.72	
	60 Amp or 5HP	\$1,179.69	\$1,769.53	
	100 Amp or 10 HP	\$1,396.88	\$2,095.31	
	200 Amp or 25 HP	\$2,198.44	\$3,297.66	
	208V-30 (Labor Required)			
	20 Amp or 1 ½ HP	\$906.25	\$1,359.38	
	30 Amp or 2 HP	\$1,050.00	\$1,575.00	
	60 Amp or 5HP	\$1,376.56	\$2,064.84	
	100 Amp or 10 HP	\$2,068.75	\$3,103.13	
	200 Amp or 25 HP	\$2,960.94	\$4,441.41	
	Lighting (Includes Power)			
	(2) 150 Watt on Stanchion	\$187.50	\$281.25	
	1000 Watt Overhead	\$420.31	\$630.47	
	Materials			
	Cube Tabs	\$28.13	\$42.19	
	15 Amp Power Strips	\$39.06	\$58.59	
	15' Extension Cord	\$39.06	\$58.59	
	25' Extension Cord	\$46.88	\$70.31	
	50' Extension Cord	\$93.75	\$140.63	
	100' Extension Cord	\$187.50	\$281.25	
	12/5 Pigtails	\$46.88	\$70.31	
	6/5 Pigtails	\$93.75	\$140.63	
	Buck & Boost Transformer	\$178.13	\$267.19	
	Transformer	\$5.86	\$8.79	

Grand Total

PAYMENT AUTHORIZATION

Company:		Email:	
Billing Address:			Phone #:
City:	State:	Zip:	

Payment Type: Check Visa MC AMEX Discover A 3% processing fee will be added for all credit card orders.

Check #:	Check Amount:	
CC Number:	Security #:	Exp Date:
Card Holder (Print)		
Card Holder (Sign)		

LABOR ORDER FORM

Exhibitor Name _____ Booth # _____

San Diego Spring Home Show
 San Diego Convention Center—January 14-16, 2022
Advanced Price Order Deadline Date: January 3, 2022

ELECTRICAL LABOR INSTRUCTIONS

1. To determine if Electrical Labor is needed or to obtain floor plans, please contact us at info@conventionelectric.com.
2. Electrical layouts are required whenever an outlet is needed at any location other than the back of the booth.
3. In order to perform labor installation without Exhibitor's Representative present, CEI must have a detailed floorplan for power distribution accompanying this form denoting exact dimensions and surrounding areas.
4. If your representative chooses to be present during installation, Exhibitor should contact CEI to schedule date and time.
5. Please be advised, CEI may request an authorized supervisor to accompany our electrician to the labor desk when installation is complete in order to sign out the Electrician.
6. Final totals for Material and Labor will be determined once a CEI Electrician has completed installation according to your floorplan. By signing this form, you are authorizing CEI to charge your credit card on file for these final charges.
7. The minimum Labor charge will equal one (1) hour per man for installation and equipment. Labor thereafter is charged in 1/2 hour increments per worker.
8. Dismantle Labor is charged at 50% of installation Labor based on show move-out days/time and does not need to be scheduled.
9. Exhibitors with hard wall booths must make arrangements with CEI to bring power inside the booth on a time, labor and material basis.
10. In the event that totals are miscalculated, CEI reserves the right to make necessary adjustments.
11. JLG Lift Requirements: If lift equipment is required to hang special lighting (not including operator), the Exhibitor will be charged a (minimum) of 2 men 1 hour plus one hour (minimum) for the lift. Please see pricing to the right.

ELECTRICAL LABOR & LIFT RATES

Please be advised: 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 Convention Electric, Inc. Service Desk prior to each individual labor call to confirm that booth is ready for labor. If labor is dispatched at the requested time and no Exhibitor Supervisor is available a minimum of 1/2 hour labor charge per Electrician will apply.

Straight Time\$120.00 per hour
Monday-Friday 8:00am - 4:30pm, excluding holidays

Overtime\$ 240.00 per hour
Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

Scissors Lift (Does not include operator, Must order 2 men labor).....\$ 250.00 per hour
Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

Boom Lift (Does not include operator, Must order 2 men labor).....\$ 250.00 per hour
Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

TERMS & CONDITIONS

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

Credit Card information must be on file before any of the requested Labor is performed. Should CEI be required to bill you, a 30% handling charge will be assessed to the balance due.

LABOR RATES, are subject to I.B.E.W. union contract effective time of the show. Overtime Labor rates prevail prior to 8 a.m. and after 4:30 p.m. on weekdays, all day Saturday, Sundays and Holidays. Please verify all information is correct before sumitting order.

LABOR REQUEST

Contact: _____ Phone #: _____

- Exhibitor Supervision Required.
- No Exhibitor Supervision, Ok to proceed with install.
If supervision is not required, be sure floorplans for electrical layout are attached.

Date: _____ Time: _____ # of Men: _____ # of Hours: _____

Will a lift be needed? Yes No

Date: _____ Time: _____ # of Men: _____ # of Hours: _____

Additional Instructions: _____

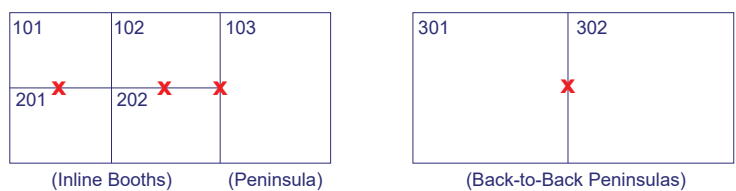
PAYMENT POLICY

Please fax your order to (909) 623-7222 or email your order to info@conventionelectric.com.

1. 100% Payment must accompany each order unless prior arrangements are made.
2. Advance price apply only to orders received by **January 3**. All other orders will pay regular prices.
3. Orders placed at the show site must be paid upon presentation of Invoice and will be charged to the credit card on file.
4. NO REFUND will be given for outlets installed and/or Services provided and not used. Claims will not be considered unless filed by the Exhibitor prior to the closing of the show. If CEI is required to bill you, a 30% handling charge will be assessed on all outstanding balance due.
5. In the event that totals are not calculated correctly CEI reserves the right to make the necessary corrections.

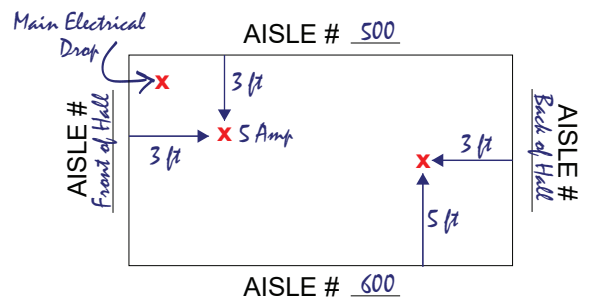
ELECTRICAL LAYOUTS

The below example is a standard electrical layout for inline and peninsula booths. Any other placement will require a labor request on a time and material basis.



For exhibitor booths requiring electrical placement other than the above standard layout, a Labor Request should be completed and a scaled floor plan must accompany your order.

The floor plan should note the main power location and any additional locations including booth orientation. See example:



- All electrical requirements must be ordered on the Electrical Order Form.
- Please fax your order with payment to (909) 623-7222 or email at info@conventionelectric.com.
- For further information, please visit our website at www.conventionelectric.com

- 1 Place your electrical order with full payment to secure the discount rate, orders faxed or mailed after deadline date will be processed at regular rate. A purchase or a photocopy of check is not considered valid forms of payment for securing advanced rate. If power is required for refrigeration, Computer systems, water pump, water pumps, heaters, etc. you are required to order 24 hour Electrical Services.
- 2 In the event order totals are calculated incorrectly, Convention Electric, Inc. reserves the right to make the necessary corrections and charge the correct 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 an in-line booth. If distribution is required you may use a Grid according to your exhibit space or provide your own floorplan. Indicate booth main power location(s), distribution location(s) with dimensions and orientation of your booth or ascending booths. For power distribution there is a minimum of (1) man (1) hour for install and a minimum of (1) man 1/2 hour for dismantle depending on your layout or the total time of installation. Multiple outlet locations will be charged on a labor and material basis.
- 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 location's regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact Convention Electric, Inc. to discuss any additional costs that may be incurred.
- 5 Island or Pavilion Booths: You may use our Grid sheet according to your exhibit booth space or provide your own floorplan. Indicate booth main power location(s), distribution location(s) with dimensions and orientation of your booth or ascending booths. For power distribution there is a minimum of (1) man (1) hour for installation and a minimum of (1) man 1/2 hour for dismantle depending on your layout or the total time of installation. Multiple outlet locations will be charged on a labor and material basis. If your Labor requires a special JLG Lift there will be lift charge, labor 2 men 1 hour min and material basis depending on requirement. If you fail to provide us with a floorplan prior to first move-in date, outlets will be placed at one location at Convention Electric, Inc. discretion.
- 6 Multiple outlet locations where an electrical power is required you must order separate power for each location the minimum amount of power can be a 5 amps or 500 watts. Power must be ordered according to peak ratings, check rating plates on your equipment to ensure that you will have the proper power to operate your display. If you require any special power contact us at info@conventionelectric.com.
- 7 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 (1) man (1) hour for installation and a minimum of (1) man 1/2 hour for dismantle depending on your layout or the total time of installation. Multiple outlet locations will be charged on a labor and material basis. Overtime Labor Rates prevail prior to 8 a.m. and after 4:30 pm on weekdays, all day Saturday, Doubletime Rates Saturday After 8 Hour, All day Sunday and Holidays.
- 8 Lift required In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift, material and labor charges will apply. (a minimum of (2) men (1) hour plus lift rate and material). Please contact our customer service department at (909) 623-5192 or via email at info@conventionelectric.com to discuss any additional charges that will apply for your Labor.
- 9 Convention Electric, Inc. employees are authorized to cut floor coverings when essential for installation of services unless directed otherwise.
- 10 Convention Electric, Inc. is the exclusive provider of all material and 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 and remains the property of Convention Electric, Inc. It shall be removed only by Convention Electric, Inc. employees. If you are found performing any Electrical work in your booth without it being a CEI Electrician is strictly forbidden you will be charged a labor and material inspection fee. See rule # 11
- 11 All equipment regardless of source of power, must comply with federal, state and local codes. Convention Electric Inc. reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Convention Electric, Inc. is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- 12 Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be issued for any unused items.
- 13 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 Convention Electric, Inc.
- 14 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.
- 15 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, noncurrent carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
- 16 Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may interrupted if payment is not received.
- 17 Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if canceled in writing and received by Convention Electric, Inc. within 14 calendar days prior to show opening. Except sales tax, Convention Electric, Inc. will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- 18 Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- 19 Exhibitor holds Convention Electric, Inc. harmless for any and all losses of power beyond Convention Electric Inc. control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused vandalism, faulty exhibitor equipment or overloads caused by exhibitor.
- 20 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 Convention Electric Inc. its attorney fees or applicable agency fees.
- 21 If CEI is required to bill you, a 30% handling charge will be assessed to the balance due and a service charge of 1.5% per month on any unpaid balances. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Convention Electric Inc. for all applicable rental taxes and will be assessed starting 10 days after date of invoice.
- 22 By signing any electrical forms and/or authorization forms, exhibitor hereby agrees to all terms and conditions on these electrical, plumbing and Labor order form, and floor plans. In the event that totals are calculated incorrectly Convention Electric, Inc. reserves the right to make necessary corrections
- 23 Exhibitors with hard wall booths must make arrangements with Convention Electric, Inc. to bring power inside the booth on a time, labor and material basis.