1. Orders must be received with payment a minimum of ten (10) business days prior to scheduled event set up or without payment will be charged at the floor order rates. Orders received less than ten (10) business days prior to scheduled event set up or without payment will be charged at the floor order rates.

2. Edlen electrical 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 service should be made by an Edlen Electrical electrician. Edlen Electrical will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than an Edlen Electrical electrician.

3. Separated locations require separate outlets (500 watt min.)

WHERE WILL MY OUTLET BE LOCATED?

Your outlet will be located as depicted below unless floor plan is received indicating otherwise.

1. Calculate your lighting needs by adding wattage in each location.

2. For other equipment, read the ratings from the metal plate attached to the unit (see example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.

3. Separate locations require separate outlets (500 watt min.)

EXTRANEOUS WIRING OR LABOR

Material and equipment furnished by EDLEN for this service order is furnished on a rental basis and remains the property of Edlen and shall be removed ONLY by EDLEN Employees. Price also includes all necessary disposable supplies.

3. A separate outlet must be ordered for each location where electricity is needed.

4. Rates listed for all connections include bringing the service to booth in the most convenient manner for EDLEN and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.

5. Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show. A minimum charge of one and a half (1 1/2) hour labor for installation and one (1) hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.

6. Additional service charges and labor charge may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.

7. 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 insure compliance with all codes. EDLEN is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.

8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at regular price for each piece of equipment to be connected.

9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.

10. All exhibitor's cords must be minimum of 14/3 with ground. ALL exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

11. A $25.00 service charge will be assessed for all returned checks and credit cards.

12. Material and equipment furnished by EDLEN for this service order is furnished on a rental basis and remains the property of Edlen and shall be removed ONLY by EDLEN Employees. Price also includes all necessary disposable supplies.

13. EDLEN Employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.

14. Claims will be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by an EDLEN Employee prior to close of event.

15. Credit will not be given for service installed and not used.

16. 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.

17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.

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. As the official Electrical Contractor, we will be responsible for:

   • All under carpet distribution of electrical wiring
   • All motor and equipment hook-ups requiring hardware connections
   • The above items require electrical labor, which may be ordered in the Electrical Labor sections on the reverse side

20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exists. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

   • All wiring must have a 3-wire grounded cord with a minimum of #14 gauge
   • The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
   • Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.

21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.
## SPECIAL REQUIREMENTS

Dedicated Circuit or 24 Hour Service Required?  
- [ ] yes  
- [ ] no  

If yes, double electrical outlet or electrical service connection charge.

RATES FOR HIGHER WATTAGES, VOLTAGE OR SPECIAL LIGHTING ON REQUEST - SPECIAL HANGING OR INSTALLATION DONE ON TIME AND MATERIAL BASIS.

There is a minimum labor charge of (1 1/2) one and a half hours for hook-up and (1) one hour to dismantle for special events, island booths and 208 Volt services.

Rates quoted cover any portion of a (7) seven day consecutive period.

### ELECTRICAL OUTLETS

Approximately 120V A.C. 60 Cycle

<table>
<thead>
<tr>
<th>120 VOLTS</th>
<th>QUANTITY</th>
<th>Advance Payment PRICE</th>
<th>Regular PRICE</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-500 WATTS (5 AMPS)</td>
<td></td>
<td>65.00</td>
<td>98.00</td>
<td></td>
</tr>
<tr>
<td>500-1000 WATTS (10 AMPS)</td>
<td></td>
<td>110.00</td>
<td>165.00</td>
<td></td>
</tr>
<tr>
<td>1001-1500 WATTS (15 AMPS)</td>
<td></td>
<td>132.00</td>
<td>198.00</td>
<td></td>
</tr>
<tr>
<td>1501-2000 WATTS (20 AMPS)</td>
<td></td>
<td>150.00</td>
<td>225.00</td>
<td></td>
</tr>
</tbody>
</table>

**For Outdoor Events 20 AMP Minimum Required**

### ELECTRICAL SERVICE CONNECTIONS

Approximately 208V A.C. 60 Cycle

208 VOLTS SINGLE PHASE Labor of 1 1/2 Hrs./Hook-up & 1 Hr./Dismantle will be charged for 208 Volt Services

<table>
<thead>
<tr>
<th>208 VOLTS THREE PHASE</th>
<th>QUANTITY</th>
<th>Advance Payment PRICE</th>
<th>Regular PRICE</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 AMPS</td>
<td></td>
<td>250.00</td>
<td>370.00</td>
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</tr>
<tr>
<td>30 AMPS</td>
<td></td>
<td>290.00</td>
<td>470.00</td>
<td></td>
</tr>
<tr>
<td>60 AMPS</td>
<td></td>
<td>445.00</td>
<td>680.00</td>
<td></td>
</tr>
<tr>
<td>100 AMPS</td>
<td></td>
<td>625.00</td>
<td>805.00</td>
<td></td>
</tr>
</tbody>
</table>

208 VOLTS THREE PHASE Labor of 1 1/2 Hrs./Hook-up & 1 Hr./Dismantle will be charged for 208 Volt Services

| 20 AMPS |          | 330.00                | 495.00        |      |
| 30 AMPS |          | 390.00                | 627.00        |      |
| 60 AMPS |          | 575.00                | 870.00        |      |
| 100 AMPS |         | 725.00                | 945.00        |      |
| 200 AMPS |         | 1245.00               | 1555.00       |      |
| 400 AMPS |         | 1845.00               | 2355.00       |      |

### LIGHTING EQUIPMENT

(Including Current Consumed)

<table>
<thead>
<tr>
<th>LIGHTING EQUIPMENT</th>
<th>QUANTITY</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>150 WATT FLOOD LIGHT</td>
<td></td>
<td>71.00</td>
</tr>
<tr>
<td>300 WATT FLOOD LIGHT</td>
<td></td>
<td>90.00</td>
</tr>
<tr>
<td>300 WATT QUARTZ LIGHT</td>
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<td>65.00</td>
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### EXTENSION CORDS

(Electricity Not Included)

<table>
<thead>
<tr>
<th>EXTENSION CORDS</th>
<th>QUANTITY</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>SINGLE OUTLET</td>
<td></td>
<td>20.00</td>
</tr>
<tr>
<td>QUAD OUTLET/POWER STRIP</td>
<td></td>
<td>27.00</td>
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</tbody>
</table>

### LABOR

<table>
<thead>
<tr>
<th>LABOR</th>
<th>QUANTITY</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST Mon.-Fri. 8:00am-4:30pm (Except Holidays)</td>
<td></td>
<td>60.00</td>
</tr>
<tr>
<td>OT Mon.-Fri. 4:30pm-8:00am (Sat/Sun/Holidays)</td>
<td></td>
<td>120.00</td>
</tr>
</tbody>
</table>

## FULL PAYMENT DUE PRIOR TO SHOW OPENING

- [ ] Master Card  
- [ ] Visa  
- [ ] AMX  
- [ ] Check

Credit Card# ___________________________  EXP DATE ___________________________

Cardholders Name (Print) ___________________________

Authorized Signature ___________________________

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**PAYMENT MUST ACCOMPANY ALL ORDERS 10 BUSINESS DAYS PRIOR TO SHOW SET UP FOR DISCOUNT PRICE TO APPLY**

**ALL ORDERS MUST BE PAID IN ADVANCE ON U.S. BANKS**

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**OSCEOLA HERITAGE PARK**

**ELECTRICAL ORDER FORM**

**MAIL TO**

EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO

11483 Rocket Blvd. • Orlando, Florida 32824 • Tel. (407) 854-9991  Fax (407) 854-9992  Email: support@edlenelectrical.com

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**FULL PAYMENT DUE PRIOR TO SHOW OPENING**

- [ ] 7% FL SLS TAX

**SUBTOTAL $ ___________________________**

**TOTAL DUE $ ___________________________**

---

**SHOW NAME**

**NAME OF FACILITY**

**FIRM NAME**

**SHOW DATES**

**ADDRESS**

**TELEPHONE#**

**CITY, STATE, ZIP**

**FAX#**

**SIGNATURE**

**PRINT NAME**

09/06  WHITE-EDLEN  YELLOW-CUSTOMER