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EBA
JUNE 4-7, 2008
WESTIN DIPLOMAT RESORT & SPA

ELECTRICAL SERVICE ORDER FORM

ORDER MUST BE RECEIVED IN EDD HELMS OFFICE BY MAY 21, 2008 TO RECEIVE THE ADVANCED RATE

ORDER ONLINE AT www.eddhelms.com Event ID Number 409OMGR

EXHIBITING FIRM NAME:	DATE:	BOOTH #:
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ADDRESS:			NEW	ADDITIONAL	CHANGE
CITY:	STATE:	ZIP:	PHONE:	FAX:	
CONTACT AT SHOW:			EXHIBITORS E-MAIL:		

By signing this order form, exhibitors accept conditions and regulations from front & reverse side!

THE STANDARD LOCATION FOR OUTLETS IS THE REAR OF THE BOOTH. RATES QUOTED DO NOT INCLUDE LABOR OR MATERIAL CHARGES FOR CONNECTING EQUIPMENT.

POWER OUTLETS	All outlets are priced at 120V single phase.	STANDARD BOOTH LIGHTING	Power outlet and labor not included with lighting.
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QUANTITY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	SUBTOTAL	QUANTITY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	SUBTOTAL
	0 TO 1000 WATTS - 10 AMPS	\$99.00	\$148.00			150 Quartz Light (On Stantion)	\$108.00	\$134.00	
	1001 TO 1500 WATTS - 15 AMPS	\$117.00	\$172.00			Track Light with 3 - 75 Watt Fixtures	\$183.00	\$229.00	
	1501 TO 2000 WATTS - 20 AMPS	\$134.00	\$200.00						

Yes, 24 Hour Service - An additional 50% of the subtotal

208V SINGLE PHASE OUTLETS	All outlets are priced for 208V single phase. Outlets requiring 208V three phase, double the price.	ACCESSORIES	
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QUANTITY	DESCRIPTION	VOLTAGE	PHASE	ADVANCED RATE	STANDARD RATE	SUBTOTAL	QUANTITY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	SUBTOTAL
	5 AMPS			\$149.00	\$222.00			Multi-Outlet Strip	\$15.00	\$20.00	
	10 AMPS			\$200.00	\$299.00			Tri-Tap	\$6.00	\$8.00	
	20 AMPS			\$287.00	\$430.00			Extension Cord 25	\$19.00	\$25.00	
	30 AMPS			\$359.00	\$546.00						
	60 AMPS			\$509.00	\$765.00						
	100 AMPS			\$789.00	\$1,097.00						

Please contact us for price quotation for motor loads or 480 Volts

LABOR CHARGE	Special power requirements are not shown on this form. Please contact us for price quotation.	TOTAL OF CHARGES	
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ISLAND BOOTHS, 208V & HIGHER AND ANY SPECIAL REQUESTS FOR THE LOCATION OF OUTLETS, OTHER THAN THE REAR OF THE BOOTH, WILL REQUIRE A LABOR CHARGE. A LAYOUT OF THE SPECIAL LOCATIONS MUST BE ATTACHED WITH YOUR ORDER.

DESCRIPTION	QUANTITY	RATE PER HOUR	AMOUNT
MONDAY-FRIDAY (EXCEPT HOLIDAYS) 8:00 AM-4:30 PM		\$ 75 Reg.	
MONDAY-FRIDAY 4:30 PM-8:00 AM, SATURDAYS, SUNDAYS & HOLIDAYS		\$ 150 O.T.	
Minimum Labor Charge is 1 hour			

QUANTITY	ADVANCED RATE	STANDARD RATE	SUBTOTAL

SUBTOTAL	\$
Add Florida State Sales Tax 6%	
If Tax Exempt a valid Florida Tax Exemption certificate must accompany this order.	
TOTAL AMOUNT DUE	\$

METHOD OF PAYMENT: MAKE CHECKS PAYABLE TO EDD HELMS ELECTRIC

Payment in U.S. Dollars or Credit Card authorization must accompany order to process service request. Labor charges & additional usage may be assessed on the exhibit floor and payment in full must be rendered upon presentation of final invoice.

- PAYING BY: AMEX
 MASTER CARD
 VISA
 CHECK # _____

Make checks payable to Edd Helms Electric

Edd Helms Electric reserves the right to correct orders figured incorrectly

CREDIT CARD NUMBER: _____ Exp. Date: _____

CARD HOLDER'S NAME: _____

CARD HOLDER'S SIGNATURE: _____

ALL LABOR AND MATERIALS MUST BE SUPPLIED BY EDD HELMS ELECTRICAL SERVICE OR POWER WILL NOT BE TURNED ON. ORDERS MUST BE RECEIVED 14 DAYS PRIOR TO THE EVENT TO RECEIVE THE ADVANCE RATE.

All floor orders require an authorized signed credit card on file before any work can be performed.
 By signing this form you agree to Edd Helms Electric's terms and conditions.

ORDER ONLINE AT www.eddhelms.com Event ID Number 409OMGR

IMPORTANT CONDITIONS AND REGULATIONS

1. Orders must be received with payment a minimum of 14 days prior to first scheduled move-in day for advance rate.
2. Conditions for processing service order forms are:
 - a. Payment for service MUST accompany service request. Date payment is received shall determine the applicable rate.
 - b. Personal checks will be subject to credit verification.
 - c. Incomplete hook-up or power requirement information will delay processing.
 - d. Booth Number(s) must be identified on face of form.
 - e. Location of power in booth(s) must be designated (prints or layouts if available).
3. Electrical work, other than that listed in unit price schedule on reverse side, will be charged on any hourly rate as shown. Minimum charge is ONE hour.
4. Credit will not be given for electrical service installed and not used.
5. Under NO CIRCUMSTANCES shall anyone other than an Edd Helms Electric electrician install fixtures or make electrical connections.
6. All material and equipment furnished by Edd Helms Electric for this service order shall remain the property of Edd Helms Electric and shall be removed ONLY by Edd Helms Electric at the close of the show.
7. All equipment regardless of source of power, must comply with Federal, State, and local codes. Edd Helms Electric reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Edd Helms Electric is required to refuse connections where the exhibitor wiring is not in accordance with local electrical codes. You will be charged for inspections.
8. Permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
9. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachments plugs, or non-U. L. approved equipment is prohibited.
10. If your U.L. fixtures are not a permanent part of your booth, they MUST be installed by Edd Helms Electric
11. All exhibitors' cords must be of the 3-wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
12. All claims or disputes regarding service orders must be settled at the show and submitted in writing to the show service desk. No adjustments will be made after the show closes.
13. Labor rates are based upon current wage rates and are subject to change without notice.
14. All service connections and overload protection to equipment must be made by Edd Helms Electric
15. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
16. Electrical power for lights and displays will be turned on one half-hour prior to show opening and turned off one half hour after show closing.
17. Unless otherwise directed, Edd Helms Electric electricians are authorized to cut floor coverings to permit installation of service.
18. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment and special wiring. Island displays, special wiring connections, or service locations requested at other than edge of booth, shall incur additional charges for labor and material.
19. Standard electrical service available:
120 Volt, A.C. Single Phase, 60 Cycle
208 Volt, A.C. Single Phase, 60 Cycle
208 Volt, A.C. Three Phase, 60 Cycle
Special voltage available on request, 14 days prior to event.
20. Past due balances are subject to past due penalties (plus cost of collections).
21. Exhibitor holds Edd Helms Electric harmless for any and all losses of power beyond Edd Helms Electric 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.