

ELECTRICAL ORDER FORM



The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO, INC

Support@edlenelectrical.com

Advance Payment Deadline: 07/26/19



TAMPA CONVENTION CENTER
333 S. Franklin Street
Tampa, FL 33602
Phone: (407) 854-9991
Fax: (407) 854-9992

COMPANY:		BTH #	
EVENT:	DoDIIS Intelligence Conference		
FACILITY:	TAMPA CONVENTION CENTER		
DATES:	August 18-21		

ONLINE ORDERING AVAILABLE AT WWW.EDLEN.COM
POWER USAGE GUIDE—<http://www.edlen.com/exhibitor-resources/>

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

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, there is a minimum charge of 1 hour for installation & removal. Complete a floor plan layout of your booth space indicating outlet locations.

208/480V CONNECTIONS & POWER DELIVERY

All 208/408V Single Phase must accompany a NEMA plug variable. All 208/408V Three Phase need to inquire if Edison or large cam hookup. Edlen Electricians must make all high voltage connections and disconnects. Please complete a floor plan layout of your booth space indicating outlet locations.

ISLAND BOOTHS

There is a minimum labor charge of 1 hour for installation & removal. A scaled booth plan must accompany orders showing locations of electrical outlets and lighting equipment.

CALCULATING LABOR

If labor applies to your order, the following is a guide to calculate the quantity:
1-6 outlets = 1hr (\$82.00)
7-13 outlets = 2hrs (\$164.00)
14+ outlets = 3hrs (\$246.00)

CEILING DROPS

Ceiling drops utilize electrical access from the ceiling as required for lighting, rigging, etc. There is a fee for each drop installed from the ceiling in addition to the electrical power charge. Please contact our office for more information.

24 HOUR SERVICES

All prices include 24 hour power. Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing.

DEDICATED OUTLETS

For a dedicated outlet, order a 20 amp and indicate location on the floor plan.

MATERIAL DELIVERY

Material requested on this order form will be dropped in booth by an electrician. If not there, please visit the Edlen Service

ORDER CONFIRMATION

Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates.

TERMS & CONDITIONS

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

	QTY	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	ONSITE PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)	_____	101.00	151.00	176.00	_____
1000 WATTS (10 AMPS)	_____	127.00	191.00	223.00	_____
2000 WATTS (20 AMPS)	_____	153.00	230.00	269.00	_____
3000 WATTS (30 AMPS)	_____	234.00	352.00	410.00	_____
5000 WATTS (50 AMPS)	_____	288.00	432.00	504.00	_____
208 VOLT SINGLE PHASE; 1-HR LABOR INCLUDED IN PRICE					
20 AMPS	_____	342.00	473.00	593.00	_____
30 AMPS	_____	410.00	573.00	655.00	_____
60 AMPS	_____	517.00	734.00	842.00	_____
100 AMPS	_____	690.00	993.00	1146.00	_____
208 VOLT THREE PHASE; 1-HR LABOR INCLUDED IN PRICE					
20 AMPS	_____	489.00	693.00	795.00	_____
30 AMPS	_____	517.00	734.00	842.00	_____
60 AMPS	_____	690.00	994.00	1147.00	_____
100 AMPS	_____	838.00	1215.00	1404.00	_____

ADDITIONAL EQUIPMENT & SERVICES

15' EXTENSION CORD				34.00	_____
POWER STRIP				34.00	_____
CEILING DROPS (PER DROP)		201.00	301.00	351.00	_____

120 VOLT ELECTRICAL LABOR

1-hr min labor for island booth				82.00	_____
1-hr min labor for power other than back of booth				82.00	_____

SUB TOTAL		
SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: (FLORIDA AND FEDERAL GOVERNMENT ACCEPTED)		
8.5% SALES TAX		
PLACE TOTAL HERE		
PRINT NAME:		
AUTHORIZED SIGNATURE:		DATE:
EMAIL:		PHONE:

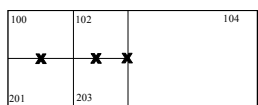
The "Method of Payment Form" must be completed and returned with this order form.

ELECTRIC TERMS & CONDITIONS

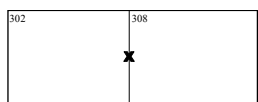
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than 21 days prior to the 1st contracted date for advance payment rates to apply. Regular rates apply after the advance deadline and onsite rates apply during exhibitor move in and duration of show. Rates are for the entire show. 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 order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or phone of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of inline and peninsula booths.
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 locations *regardless of booth type* require labor and floor plan with booth orientation. 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. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Electricity will be turned on 30 minutes prior to show opening and turned off within 30 minutes after the show closes.
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 and 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. Material requested on this order form will be dropped in the booth by an electrician. If not there, please visit the Edlen Service Desk.
11. 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 Edlen.
12. Surge protectors are recommended for computers and other sensitive equipment.
13. 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.
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 Exhibitors' 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.
16. Exhibitors ARE NOT billed post-show for services provided. Payment in full **must be rendered during the event**. Services may be interrupted if payment is not received onsite.
17. The sharing of electrical power with other exhibitors is not allowed.
18. Credit will not be given for services installed and not used. Notification of cancellation of services **MUST** be postmarked in writing a MINIMUM of 14 days prior to the first scheduled show date to receive a full refund, less a \$75 administrative fee. If notification of cancellation is received less than 14 days prior to the first scheduled show date, no refund will be issued. Edlen will not refund overpayments, except sales tax, in amounts less than \$15.00, unless specifically requested in writing.
19. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
20. 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.
21. 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.
22. 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.
23. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

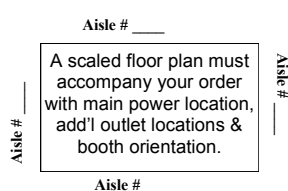
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



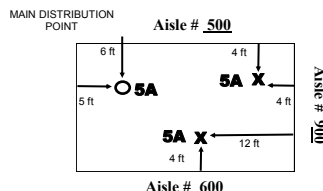
(INLINE BOOTHS) (PENINSULA)



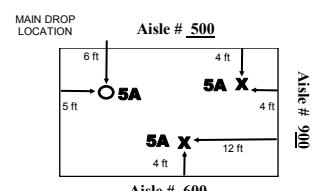
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

For further information please call our office at (407) 854-9991, or email at support@edlenelectrical.com

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EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card and Visa. Please indicate form of payment below.

CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event listed above on your remittance.

Checks can be mailed to 2456 Commerce Park Drive, Suite 300, Orlando, FL 32819.

VISA **MASTER CARD** **AMEX**

CHECK AND CREDIT CARD INFORMATION

CHECK #											
CREDIT CARD NUMBER:										EXP DATE:	
CARD HOLDER SIGN:						PRINT NAME:					
EMAIL ADDRESS:										THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE											
ADDRESS:						CITY:			ST:		ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN	
	AUTHORIZED SIGNATURE
	PRINT NAME DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
SUB TOTAL	
8.5% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.	
TOTAL DUE	

PLUMBING ORDER FORM



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ORDER INSTRUCTIONS

LABOR REQUIREMENTS

The cost of all air, water and drain outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1-hr for installation & removal included in rate.

ADDITIONAL CONNECTIONS

If you have more than one machine, or multiple connections on a machine order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you *must order another outlet*.

OUTLET DISTRIBUTION

Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths.

SERVICE CONNECTIONS

All service connections are to be made by Edlen plumbers. Material charges may apply.

AIR LINE RESPONSIBILITIES

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 as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.

WATER PRESSURE

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.

WASTE WATER

If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.

ORDER CONFIRMATION

Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates.

TERMS & CONDITIONS

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

UTILITY SERVICES

	Advance	Regular	Onsite	Total
COMPRESSED AIR: 90-100 LBS. Psi				
_____ Air Outlet	348.00	480.00	546.00	_____
_____ CFM requirements (There is a 5 CFM min. charge per outlet)	6.00/ CFM	9.00/ CFM	11.00/ CFM	_____

If 12+ CFM are needed, call our office at (407) 854-9991 to order.

Remember to order CFM with air services. Connection size see # 8 on back of form.

WATER, FILL & DRAIN (Edlen is not responsible for sediment or the color or taste of the water.)

Please note that all prices include 1 hour of labor.

_____ Water Outlet	285.00	386.00	437.00	_____
_____ Drain Outlet	256.00	343.00	570.00	_____
_____ 0 - 49 Gallons	117.00	134.00	143.00	_____
_____ 50 - 99 Gallons	146.00	179.00	194.00	_____
_____ 100 - 199 Gallons	175.00	222.00	295.00	_____
_____ 200 - 499 Gallons	204.00	265.00	322.00	_____
_____ Each additional 1,000 Gallons	116.00	132.00	141.00	_____

Connections more than 20 ft. require additional air & water lines. Please call for quote.

Please Specify:

Connection Size Requirement: _____ Total # of Connections: _____ PSI Required: _____

GPM Required: _____ Continuous: _____ Intermittent: _____

GAS & MISC. REQUIREMENTS (Call for an estimate)

SUB TOTAL	
SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: (FLORIDA AND FEDERAL GOVERNMENT ACCEPTED)	
8.5% SALES TAX	
PLACE TOTAL HERE	
PRINT NAME:	
AUTHORIZED SIGNATURE:	DATE:
EMAIL:	PHONE:
The "Method of Payment" form must be completed and returned with this order form.	

UTILITIES TERMS, CONDITIONS & REGULATIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than 21 days prior to the 1st contracted date for advance payment rates to apply. Regular rates apply after the advance deadline and onsite rates apply during exhibitor move in and duration of show. Rates are for the entire show. 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 totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or phone of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All booths will require 1 hour of labor and a scaled floor plan.
4. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
5. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitor equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
6. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
7. Edlen plumbers make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
8. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements. Standard air lines 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 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. Gas & Cylinders: When available 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
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 on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
18. Edlen must have 14 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 outlets installed or connections made and not used. Notification of cancellation of services MUST be postmarked in writing a MINIMUM of 14 days prior to the first scheduled show date to receive a full refund, less a \$75 administrative fee. If notification of cancellation is received less than 14 days prior to the first scheduled show date, no refund will be issued. Edlen will not refund overpayments, except sales tax, in amounts less than \$15.00, unless specifically requested in writing.
21. Payment in full for all plumbing services provided must be made 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.
23. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
24. 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 call our office at (407) 854-9991, or email at support@edlenelectrical.com

METHOD OF PAYMENT FORM



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CARD HOLDER SIGN:						PRINT NAME:					
EMAIL ADDRESS:										THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE											
ADDRESS:						CITY:			ST:		ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN	
	AUTHORIZED SIGNATURE
	PRINT NAME DATE

SERVICE TOTALS

PLUMBING	
SUB TOTAL	
8.5% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.	
TOTAL DUE	

