



Electrical Rental Order Form

FOR ELECTRICAL SERVICE ONLY

RETURN TO: 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • Fax: 866.329.1437
 email: esnolahilton@ges.com

SHOW NAME _____

SHOW DATES _____

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

☞ 100 % payment must accompany each order and be received 21 days prior to show move-in date to qualify for advance discount price.
 ☞ No orders can be processed without payment.
 ☞ Electricity will be turned on within 30 minutes of show opening & off within 30 minutes of show closing.
 ☞ Cancellation fee after installation is 100% of original cost.

POLICY STATEMENT: 100 % payment must accompany each order. The prices quoted are for RENTAL equipment and include delivery and pick-up at the booth. All orders without 100% payment and orders received at the Service desk will be charged floor price which the customer agrees to pay in full upon receipt of equipment or service unless credit has been previously established with us. All orders placed on behalf of customers by display builders or others must have a written authorization from the customer and the customer agrees to be responsible for such orders. **Customers who prepay 21 days before show move-in date qualify for the advance discount price.** All additional charges incurred will be added to the credit card listed below. If customer fails to pay in accordance with this policy, customer agrees to pay a 1.5% per month late charge fee, and all costs of collection including attorney's fees. No credit will be given for outlets installed or services provided and not used. Requests for refunds must be submitted in writing to the above GES address. Customer agrees that GES shall not be liable for, and shall hold GES harmless from any damages caused by negligence of non-GES employees and/or from events outside of GES control such as strikes, accidents, fires, acts of God, delays, etc. Customer agrees to submit any claims for damages to GES Service Desk before show closing or customer waives any right to make a claim.
NON-USA EXHIBITORS agree to pay only by international money order, credit card, traveler's checks, or cash.

Quantity	ELECTRICAL OUTLETS	Discount Price	Standard Price	TOTAL PRICE	
	120 Volt 60 Cycle Alternating Current				
	Outlet 500 Watts (5 Amps)	\$ 89.25	\$126.00		
	Outlet 1,000 Watts (10 Amps)	\$152.25	\$220.50		
	Outlet 1,500 Watts (15 Amps)	\$168.00	\$241.50		
	Outlet 2,000 Watts (20 Amps)	\$199.50	\$304.50		
Quantity	FLOODLIGHT (* In Line Booths Only)				
	150 Watt Floodlight - Clamp on	\$ 94.50	\$136.50		
	150 Watt Floodlight on Stanchion*	\$ 99.75	\$135.00		
	300 Watt Floodlight - Clamp on	\$ 105.00	\$157.50		
	300 Watt Floodlight on Stanchion*	\$ 110.25	\$162.75		
Quantity	POWER SERVICE & MOTOR OUTLETS - All 208V connections require labor				
	20 Amp 208V Single Phase	\$304.50	\$462.00		
	20 Amp 208V Three Phase	\$346.50	\$519.75		
	30 Amp 208V Single Phase	\$367.50	\$540.75		
	30 Amp 208V Three Phase	\$430.50	\$630.00		
				SUB TOTAL	

PROOF

Provide 24 Hour Power Service - Double The Published Rate
 Transformer(s) To Boost From 208V: \$125 (Discount) \$150.00 (Standard Price)
 Labor To Install Wire Under Carpet

SHADED AREAS FOR OFFICE USE ONLY

	LABOR:
	MATERIAL:
AUTHORIZATION FOR TIME & MATERIAL: PLEASE INITIAL _____ SUB TOTAL:	
	9% TAX
	2% PARISH TAX
GRAND TOTAL:	

Power Strips and Extension Cords are available for rent at showsite.

By signing and delivering this form, customer agrees to all terms, conditions, and limits of liability printed on all pages of this form.

Company Name _____ Phone Number () _____
 Address _____ Fax Number () _____
 City _____ Authorized Signature x _____
 State _____ Zip Code _____ Printed Authorized Signature _____
 Date of Order _____ Check # _____
 Credit Card: American Express Visa Master Card Discover Diner's Club
 Credit Card# _____ Exp. Date _____
 Printed Name of Cardholder _____ Signature of Cardholder x _____



Electrical Regulations & General Information

1. *Trade Show 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 a Trade Show Electrical electrician. Trade Show Electrical will not be responsible for any damage or lost equipment, component, computer hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a Trade Show Electrical electrician.*
2. Electricity will be turned on within 30 minutes of show opening and turned off within 30 minutes after show closing.
3. 24 hour service to any outlet will be double the listed price.
4. Dedicated power is double the listed price, and can only be guaranteed before show opening with advance arrangements for date needed.
5. All electrical outlets will be installed on the floor at the draped backwall of in-line booths and peninsula spaces. Exhibitors with hardwall displays must arrange for power to be dropped inside the booth if necessary; this will be done on a time and material basis. Overhead power to island booths will be dropped to one main location per the exhibitor's floorplan. If no plan is provided, the power will be installed at our discretion. Additional power drops are chargeable on a time and material basis. Distribution and connection(s) to equipment is chargeable on a time and material basis. For further information, please refer to the Exhibitor Electrical Information insert.
6. Local ordinances prohibit more than 2000 watts per lighting circuit and only one connection for power and motor outlets.
7. All wiring, motors, electrical installations, etc. must be approved. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered.
8. All electrical permits required by the Local Building and Safety Code will be obtained by the electrical contractor.
9. All flood light, column, and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
10. Special hanging, hookups, repairs or installation of electrical will be done on a time and material basis.
11. Installation is subject to Local Union Contract and jurisdiction.
12. All equipment should be properly tagged and wired with full information as to current, voltage, Phase, cycle, horsepower, etc. and ready for connection.
13. All outlets over 20 amps and with a voltage of over 150 volts require electrical labor. This includes a 1 hour minimum to inspect exhibitors that are pre-wired to plug into our system.

PROOF

ELECTRICAL CONTRACTOR'S RESPONSIBILITIES

As the Official Electrical Contractor, we will be responsible for:

- All under-carpet distribution of electrical wiring.
- All facility overhead distribution of electrical wiring - including coaxial cable, fiber optics and the distribution of same from product to booth and from booth to booth.
- All motor and equipment hookups requiring hard wire connections.
- Installation and/or repair of electrical fixtures.
- Installation of electrical motors to be energized and electrical apparatus.

The above items require electrical labor, which may be ordered in the Electrical Labor section on the reverse side.

ELECTRICAL CODE

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national Electrical Codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. 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 before shipment is made to convention facilities.

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 minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- 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 strictly prohibited.



Electrical Labor Order Form

RETURN TO: 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • Fax: 866.329.1437
 email: esnolahilton@ges.com

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified.



SHOW NAME _____ Discount Deadline Date: _____
 SHOW DATES _____

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

YOU MUST INCLUDE YOUR CREDIT CARD INFORMATION ON THE ELECTRICAL RENTAL ORDER FORM BEFORE LABOR WILL BE PERFORMED.

**PLEASE COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR NEEDED.
 TO DETERMINE IF YOU NEED ELECTRICAL LABOR, PLEASE READ THIS FORM CAREFULLY.**

- All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, twisted pair, etc., and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor and equipment is one (1) hour per electrician and equipment for installation and one (½) hour for dismantle. Labor thereafter is charged in half (½) hour increments per electrician and equipment. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES.** All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Electrician Per Hour	Discount	Regular	Show-Site
Straight Time	\$ 85.00	\$ 102.00	\$ 122.40
Overtime	\$ 127.50	\$ 153.00	\$ 183.75
Double Time	\$ 170.00	\$ 204.00	\$ 245.00

Electrician with Lift per hour, please call 504.556-3749.

PROOF

- Straight Time: Monday through Friday 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday, and all day on Saturdays & Sundays.
- Double Time: All day on Holidays.
- Discount Rate: Rate applies to orders placed on or before the above discount deadline date.
- Regular Rate: Rate applies to orders placed after the above discount deadline date, but before the first day of exhibitor move-in.
- Show-Site: Rate applies to orders placed at show site.

Please Indicate Service

- TSE SUPERVISED (OK TO PROCEED)**
Requires floor plan. Please complete "Booth Layout Form" form, or provide your own detailed floor plan, including drop and outlet locations and orientation to adjacent booths.
 TSE will supervise labor to:
- Distribute power under carpet.
- A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

- EXHIBITOR SUPERVISED (DO NOT PROCEED)**
 Exhibitor will supervise.
- Indicate electricians needed for installation and dismantling

TSE IS RESPONSIBLE FOR THE FOLLOWING: PLEASE SPECIFY, AS REQUIRED, IN THE "LABOR TYPE" COLUMN ABOVE.

- Power Distribution**
 E1 - Concealed wiring in walls, headers, or displays
 E2 - In front of hard walls at the back of the booth
 E3 - Above tile floor
 E4 - Distribution from outlets to equipment
- Equipment Connections**
 E5 - Electrical motors and/or controls
 E6 - Breaker panels or power distribution panels
 E7 - Interconnection between equipment
 E8 - Electrical apparatus equipment wiring

- Lights**
 E9 - Separately attached light tracks
 E10 - Track light heads
- General Lighting**
 E11 - Fluorescent/Incandescent
 E12 - Overhead
 E13 - Lighting mounted separate to exhibit structure
 E14 - Light boxes
 E15 - Neon
- Other Electrical**
 E19 - Specify

Place Order Here

LABOR TYPE	SCHEDULE DATES	SCHEDULE START TIME	SCHEDULE END TIME	# OF HOURS	# OF ELECTRICIANS	RATE/HR	TOTAL
		AM	AM				\$
		PM	PM				\$
		AM	AM				\$
		PM	PM				\$
		AM	AM				\$
		PM	PM				\$
1. Total Labor Ordered							\$
2. 20% (\$25.00) GES Supervision							\$
3. 9% Applicable							\$
4. Payment Enclosed							\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature: _____ X

Please estimate the number of electricians and hours per electrician needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

SAVE TIME WITH GES ONLINE AT: www.ges.com



Booth Layout Form

7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • Fax: 866.329.1437 • email: esnolahilton@ges.com

FORM DEADLINE DATE:
21 Days Before Move-In

(Show Name)

(facility name) • (Show Dates)

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

This grid must be attached to the following order forms to ensure proper placement of items in your booth. Please photocopy as needed.

Electrical Forms (For Non-standard Distribution) — Form E-1

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

BACK OF BOOTH (Indicate Adjacent Booth or Aisle Number: _____)

PROOF

Indicate Adjacent Booth or Aisle Number:

Indicate Adjacent Booth or Aisle Number:

FRONT OF BOOTH (Indicate Adjacent Booth or Aisle Number: _____)