



Advance Payment Deadline Date:
10/20/19

ORDER

		BTH #
Diwali Festival of Lights		
Greater Ft. Lauderdale Broward County Conv. Ctr.		
November 9th, 2019		EVENT # 118018MI

INSTRUCTIONS

EXHIBITOR:

EVENT:

FACILITY:

DATES:

ELECTRICAL EXHIBITION SERVICES

16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor Forms as Required Forms

include the following:

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. Electrical Booth Work

This form is used to estimate electrical labor required in the construction of your booth.

C. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.



Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

ORDER_INSRUCT.BW.V1.MI.08.17

METHOD OF PAYMENT

Table with 4 rows: EXHIBITOR, BTH #, EVENT (Diwali Festival of Lights), FACILITY (Greater Ft. Lauderdale Broward County Conv. Ctr.), DATES (November 10, 2018), EVENT # 118018MI

ELECTRICAL EXHIBITION SERVICES
16110 NW 13th Avenue, Miami, FL 33169
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FINANCIALLY RESPONSIBLE COMPANY

Form with fields: 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, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

ACH ELECTRONIC PAYMENT TRANSFER

BANK WIRE TRANSFER INFORMATION *

Wells Fargo 3800 Howard Hughes Parkway, Las Vegas, NV 89169 ABA# 121000248 Acct: 4122636046 Bank
transfer to Wells Fargo Wire Transfer: * Please reference the

Phone: 800.289.3557 ABA#: 121000248 Acct: 4122636046 Event # listed above International Wire Transfer: and your Booth # on all
Please note the financial institution MUST be based in the US. In order Swift Code: WFBUS6S Acct: 4122636046 electronic payments. to avoid
a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer. * \$50 processing fee MUST
be included with transfer.

CREDIT CARD

COMPANY CHECK

charge Make check payable to: Edlen Electrical. All foreign checks must any remaining balances on your account
prior to event closing. be drawn on U.S. Banks only. Check must be received before A copy of final charges will be sent to the email
address the deadline date and you must include a credit card as provided in the payment information section. guarantee.
Please reference the Event # listed above on your

VISA, MASTERCARD, AMEX, DISCOVER remittance.

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:



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Greater Ft. Lauderdale Broward County Conv. Ctr.			
November 9th, 2019		EVENT # 118018MI	

SERVICE TOTALS	
BANK WIRE TRANSFER PROCESSING FEE	
ELECTRICAL ORDER	
ESTIMATED LABOR	
LIGHTING ORDER	
PLUMBING ORDER	
SUBTOTAL	
SALES TAX due unless 3rd party providing FL DR-13 or charitable org. providing FL DR-14 must accompany order	6% SALES TAX
TOTAL DUE	

AUTHORIZATION	
AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

CHECK #	
CREDIT CARD NUMBER:	EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:
EMAIL:	THIRD PARTY PAYMENT? 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 completed service order forms.



Advance Payment Deadline Date: 10/20/18



ELECTRICAL ORDER E M

EXHIBITOR:

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16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
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EVENT:

FACILITY:

DATES:



EDLEN
The Power People

Advance Payment Deadline Date:
10/20/19

FOR YOUR
CONVENIENCE PLACE
YOUR ORDER ONLINE
AT WWW.EDLEN.COM

	BTH #	
Diwali Festival of Lights		
Greater Ft. Lauderdale Broward County Conv. Ctr.		
November 9th, 2019	EVENT # 118018MI	



ORDER INSTRUCTIONS

Advance Payment Deadline Date: 10/20/18

INLINE AND PENINSULA DELIVERY
 The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).

ISLAND BOOTH DELIVERY ONE LOCATION
 Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS
 Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

208/480V POWER DELIVERY AND CONNECTIONS
 Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.

HOUR SERVICES
 Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

CANCELLATIONS
 Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.

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

TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	TOTAL	
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PRINT NAME:

EMAIL:	PHONE:
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Advance Payment Deadline Date:
10/20/19

VOLT SINGLE PHASE

	BTH #	
Diwali Festival of Lights		
Greater Ft. Lauderdale Broward County Conv. Ctr.		
208	November 9th, 2019	EVENT # 118018MI

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

	<u>QTY</u> Show Hours Only	<u>QTY</u> 24hrs/day Double rate	<u>ADVANCE</u> <u>PAYMENT</u> <u>PRICE</u>	<u>REGULAR</u> <u>PAYMENT</u> <u>PRICE</u>	<u>TOTAL</u> <u>COST</u>
120 VOLT					
500 WATTS (5 AMPS)	_____	_____	87.00	132.00	_____
1000 WATTS (10 AMPS)	_____	_____	462.00 120.00	180.00	_____
2000 WATTS (20 AMPS)	_____	_____	688.00 182.00	272.00	_____
			987.00		_____
			2086.00		_____
20 AMPS			3233.00		_____
		292.00	417.00		_____
30 AMPS			348.00	497.00	_____

Please call for information on any services you require that are not listed here.

480 V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event

480 VOLT THREE PHASE					
20 AMPS	_____		778.00	1164.00	_____
30 AMPS	_____		924.00	1386.00	_____
60 AMPS	_____		1376.00	2064.00	_____
100 AMPS	_____		1974.00	2962.00	_____

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD	_____			26.00	_____
POWER STRIP	_____			26.00	_____
60 AMPS	_____		517.00	738.00	_____

208 VOLT THREE PHASE					
20 AMPS			388.00	582.00	
30 AMPS	693.00				
60 AMPS	1032.00				
100 AMPS	1481.00				
200 AMPS	3129.00				
400 AMPS	4850.00				

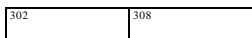
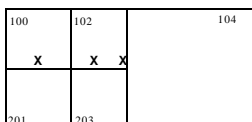
TRANSFORMER(S) Boost 208 Volt to 230 Volt Transformer (20 amp minimum charge) Total
Amps: _____ x 5.00 = _____

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 the deadline date on the front of this form for advance payment rates to apply. 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. **EVENT: Diwali Festival of Lights**
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 fax of any such corrections. **ELECTRICAL EXHIBITION SERVICES FACILITY: Greater Ft. Lauderdale Broward County Conv. Ctr.**
3. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
4. Outlet rates listed include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations. Phone: (305) 623-5335 Fax: (305) 623-5337 **DATES: November 10, 2018** **EVENT # 118018MI** within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. 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 - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
8. 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 of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
9. For a dedicated outlet, order a 20 amp outlet.
10. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
11. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
12. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor 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.
13. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
14. 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.
15. 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.
16. 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.
17. 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.
18. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
19. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
20. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
21. 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.
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 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.
24. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTIONS - 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.



A scaled floor plan must accompany your order with main distribution point, add'l outlet locations & booth orientation.



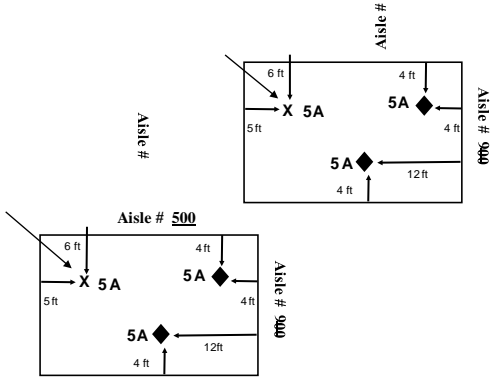
Advance

Payment

Deadline Date: 10/20/18

MAIN	X	Aisle # _____
MAIN		Aisle # <u>500</u>
(IN)		DISTRIBUTION POINT DROP LINE BTHS) (PENINSULA)

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Greater Ft. Lauderdale Broward County Conv. Ctr.		
November 10, 2018		EVENT # 118018MI



Aisle # _____
Aisle # 600
Aisle # 600

ISLAND BOOTHS
EXAMPLE-FLOOR POWER
EXAMPLE-CEILING POWER

(BACK TO BACK PENINSULAS)

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

T&CELEC.V1.MI.08.17_PG 3

ELECTRICAL LABOR INSTRUCTIONS



ELECTRICAL EXHIBITION SERVICES
16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com

EXHIBITOR:
EVENT:
FACILITY:
DATES:

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.



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Step 2

Complete the Appropriate Form

There are 2 different forms utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

B. Electrical Booth Work

This form is used to estimate electrical labor required in the construction of your booth.

Step 3

Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss
7. Motor, truss, rigging installation and cabling

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

LABORJUR.BW.V1.MI.08.17_PG 4

ELECTRICAL

DISTRIBUTION

EXHIBITOR:

EVENT:

FACILITY:

DATES:

ELECTRICAL EXHIBITION SERVICES

16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com



Advance

Payment

Deadline Date: 10/20/18

BTH #

ELECTRICAL DISTRIBUTION UNDER CARPET

Diwali Festival of Lights

Greater Ft. Lauderdale Broward County Conv. Ctr.

November 10, 2018

EVENT # 118018MI

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location

other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:

- A.** The electrical layout must indicate each power outlet and its location with exact measurements.
- B.** The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
- C.** Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
- D.** If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

2. What date will you begin building your booth?

A. Date: _____ Time: _____

3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

A. Describe flooring: _____

B. Estimated date and time flooring installation will begin. Date: _____ Time: _____

4. Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____

5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.

6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
		ST	\$87.00	
		OT	\$174.00	
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	LIFT RENTAL		
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	HOURS	RATE	TOTAL
			\$250.00	



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		BTH #	
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TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM

ESTIMATED TOTAL

AUTHORIZATION

PRINT NAME:

DATE:



Advance Payment Deadline Date: 10/20/18

ELECTRICAL BOOTH WORK

ELECTRICAL EXHIBITION SERVICES
16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com

Table with event details: BTH #, Diwali Festival of Lights, Greater Ft. Lauderdale Broward County Conv. Ctr., November 10, 2018, EVENT # 118018MI

EXHIBITOR:
EVENT:
FACILITY:
DATES:

BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Table with columns: Day, Date, Time, # Elec, Hrs. Each, Total

Connection of High Voltage Services (208V - 480V)

Table with columns: Day, Date, Time, # Elec, Hrs. Each, Total

Installation of Booth Lighting

Table with columns: Day, Date, Time, # Elec, Hrs. Each, Total

General Booth Work (Any other work not described above where an electrician is required)

Table with columns: Day, Date, Time, # Elec, Hrs. Each, Total

OVERHEAD LIGHTING / OVERHEAD SIGNS / LIGHTING REQUIREMENTS

Assembly & Installation of Lighting Hung from Ceiling or in Booth (Complete Lighting Order Form)

Installation, Removal & Wiring of Overhead Signs (Complete Hanging Sign & Overhead Sign Placement Form)

LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

Table with two columns: LABOR RATES AND HOURS, BOOTH LABOR ESTIMATE



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Diwali Festival of Lights		
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November 10, 2018	EVENT # 118018MI	

Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
		ST	\$87.00	
		OT	\$174.00	
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.			
LIFT RENTAL				
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	HOURS	RATE	TOTAL
			\$250.00	

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM	ESTIMATED TOTAL	
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AUTHORIZATION

PRINT NAME:	DATE:
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BOOTHWORK.BW.V1.MI.08.17_PG 6

ELECTRICAL LAYOUT

EXHIBITOR:
EVENT:
FACILITY:
DATES:

ELECTRICAL EXHIBITION SERVICES
16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com

Go to the exhibitors tab at space.

www.edlen.com for an exact grid to match your booth

POWER ORIGINATES FROM THE FLOOR IN THIS VENUE

Power is delivered from a floor port to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND
----------------------------	---	----------------------



EDLEN
The Power People

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															BTH #			
Diwali Festival of Lights																		
Greater Ft. Lauderdale Broward County Conv. Ctr.																		
November 10, 2018															EVENT # 118018MI			

Adjacent Booth or Aisle # _____

GRID_F.V1.MI.08.17_PG 7

LIGHTING ORDER

EXHIBITOR:

EVENT:

FACILITY:

DATES:

5335 Fax: (305) 623-5337
miami@edlen.com

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10/20/18

		BTH #	
Diwali Festival of Lights			
Greater Ft. Lauderdale Broward County Conv. Ctr.			
November 10, 2018		EVENT # 118018MI	

ELECTRICAL EXHIBITION SERVICES

16110 NW 13th Avenue, Miami, FL 33169 Phone: (305) 623-

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

OVERHEAD LIGHTING (Does not include labor or lift time to install or remove)



- Ceiling mounted fixture
- Light up booth signage
- Focus on booth product
- Narrow or wide beam
- Color Gels available

Call for a quote for labor & lift cost	QTY	ADVANCE PRICE	REGULAR PRICE	TOTAL COST
1000 WATT OVERHEAD LIGHT		247.00	372.00	
ST LABOR (Install and/or remove fixture)	87.00		87.00	
OT LABOR (Install and/or remove fixture)		174.00	174.00	
LIFT (Install and remove fixture)	E 250.00		250.00	
	M			

Advance Payment Deadline Date: //

TRACK LIGHTING (Track & fixture includes power and 1 hour labor for install and removal)^{5A}

MAIN DROP LOCATION

- LED Par 38 3000K5xA
- Adjustable fixtures x 4 ft
- Beam spread 23-26°
- High intensity, output lights

4 ft
Aisle # 900
Aisle # 500
5A
5A

6' TRACK WITH 2 FIXTURES



- Low heat⁶ 12 ft
Aisle # 600

QTY	ADVANCE	REGULAR	TOTAL
	143.00	229.00	

- Color consistency for jewelry & art

MAIN DISTRIBUTION POINT



Advance Payment Deadline Date:

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6' TRACK WITH 3 FIXTURES

6' TRACK WITH 4 FIXTURES

ADDITIONAL LIGHT FIXTURES

		BTH #
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Greater Ft. Lauderdale Broward County Conv. Ctr.		
November 10, 2018		EVENT # 118018MI

⁵x^A 173.00 259.00

45 ft 203.00 289.00

Aisle # 600 42.00

42.00

IMPORTANT! Cross bars and stanchions to mount track must be ordered through the decorator. Aisle # 900

Aisle # 500

x ARM & POLE LIGHTS

(Lights include power and 1 hour labor for install and removal)



- Arm lights must be mounted to hard wall location than at the side rail or rear of
- Pole lights are placed at side rail or rear of booth
- Additional labor and material charges will apply for installation of pole lights in any structure other inline booths

	QTY	ADVANCE	REGULAR	TOTAL
ARM LIGHT	_____	101.00	152.00	_____
8 FOOT POLE LIGHT WITH 1 FIXTURE	_____	82.00	123.00	_____
8 FOOT POLE LIGHT WITH 2 FIXTURES	_____	164.00	246.00	_____

FLOOR PLAN	TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM	TOTAL	
Send floor plan indicating light locations for overhead lights and pole lights	PRINT NAME:		
	EMAIL:	PHONE:	

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 the deadline date on the front of this form for advance payment rates to apply. 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 fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. 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. 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 of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. 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.
11. 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 not issued for unused items.
12. 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.
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, 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 be 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 cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen 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 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.
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 Edlen its attorney fees or applicable agency fees.
21. 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.
22. 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.

100	102	104
x	x x	
201	203	

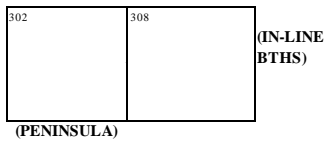
MAIN DISTRIBUTION

Advance Payment Deadline Date:
10/20/18

		BTH #
Diwali Festival of Lights		
Greater Ft. Lauderdale Broward County Conv. Ctr.		
November 10, 2018		EVENT # 118018MI

ELECTRICAL EXHIBITION SERVICES

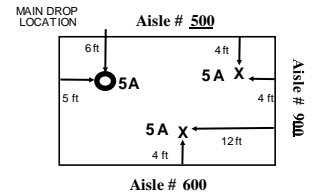
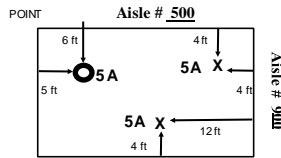
16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-



Aisle # _____

A scaled floor plan must accompany your order with main power location, add'l outlet locations & booth orientation.

Aisle # _____



Aisle # _____

Aisle # 600

ISLAND BOOTHS

EXAMPLE-FLOOR POWER

EXAMPLE-CEILING POWER

(BACK TO BACK PENINSULAS)

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

PLUMBING

ORDER E M

EXHIBITOR:

EVENT:

FACILITY:

DATES:

5335 Fax: (305) 623-5337
miami@edlen.com

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM



Advance Payment Deadline Date:
10/20/18

		BTH #
Diwali Festival of Lights		
Greater Ft. Lauderdale Broward County Conv. Ctr.		
November 10, 2018		EVENT # 118018MI

ELECTRICAL EXHIBITION SERVICES

ni, FL 33169

IMPORTANT NOTES

ADDITIONAL CONNECTIONS

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

AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.

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.

LABOR NOTES

OUTLET DELIVERY

There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

OUTLET DISTRIBUTION

Once outlets have been delivered, the raming and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.



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ELECTRICAL EXHIBITION SERVICES

16110 NW 13th Avenue, Miami
Phone: (305) 623-

UTILITY SERVICES	ADVANCE	REGULAR	TOTAL
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<p>OUTLET CONNECTIONS</p> <p>Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.</p>
<p>TERMS & CONDITIONS</p> <p>agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.</p>

LABOR

TRANSFER TOTAL TO BOX #5 ON METHOD OF PAYMENT FORM	TOTAL	
PRINT NAME:		



Advance Payment Deadline Date: 10/20/18

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ELECTRICAL EXHIBITION SERVICES

16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-

EMAIL:	PHONE:
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COMPRESSED AIR: 90-100 LBS. PSI

Air Outlet (call for a quote for 24-hour Air) 225.00 338.00 _____ Additional Connections
 within 20' of Outlet 115.00 174.00 _____ **CFM REQUIREMENTS**

Must order CFM with air services. Refer to # 9 on Plumbing Terms, Conditions & Regulations.

CFM (There is a 5 CFM minimum charge per outlet/connection) Total CFM =
 Total CFM _____ x ADVANCE Rate 8.00 =
 Total CFM _____ x REGULAR Rate 11.00 =

WATER LINES (Edlen is not responsible for sediment or the color or taste of water.)

Water Outlet 203.00 305.00 _____ Additional Connections within 20' of Outlet
 116.00 174.00 _____ # of connections required: _____ Size of connection:
 _____ PSI required: _____ GPM Required: _____

DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)

Drain Outlet 145.00 218.00 _____ Additional Connections within 20' of Outlet
 _____ 116.00 174.00 _____ Number of connections required: _____
 _____ Size of connection required: _____

FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

1 - 50 Gallons 80.00 120.00 51 - 200 Gallons 120.00 180.00
 201 - 500 Gallons 240.00 360.00 **Each additional** 100 Gallons up to 1,000 Gallons
 25.00 38.00

Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.



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ELECTRICAL EXHIBITION SERVICES
16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-

PLUMBING DISTRIBUTION

EXHIBITOR:

EVENT:

FACILITY:

DATES:

5335 Fax: (305) 623-5337
miami@edlen.com

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
• Installation of lines delivered from overhead
• Distribution of Air, Water & Drain lines under carpet

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater. Outlet Connections

C. Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:

- 1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: Estimated time:

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

- 1. Describe flooring:



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16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-

- E. What time do you estimate needing the physical connection to your equipment? Date: _____ Time: _____
- F. Show site supervisor: _____ Company: _____
Cell #: _____ Email: _____
- G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

LABOR ESTIMATE		
MAN HOURS	RATE	TOTAL
ST	\$73.00	
OT	\$138.00	

WORK RATE SCHEDULE	
ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
OT	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday,

ESTIMATED TOTAL	
TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM	

AUTHORIZATION
PRINT NAME:
DATE:

PLUMBINGLABOR.V1.MI.08.17_PG 11

PLUMBING LAYOUT

EXHIBITOR:
EVENT:
FACILITY:
DATES:

5335 Fax: (305) 623-5337
miami@edlen.com

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

PLUMBING SERVICES ORIGINATE FROM THE FLOOR IN THIS VENUE

Air, water & drain services are delivered from a floor port to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if these services are needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND
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 Phone: (305) 623-

Island _____ Inline

 Peninsula _____

Example: 1 Square = 1 Foot
 _____ Square = _____ Ft
 Total Square Footage = _____

X = Main Distribution Point
W = Water
D = Drain
A = Air
AC = Add'l connection

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle #

Adjacent Booth or Aisle #



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ELECTRICAL EXHIBITION SERVICES

16110 NW 13th Avenue, Miami, FL 33169

Phone: (305) 623-

Adjacent Booth or Aisle # _____



PLUMBING TERMS, CONDITIONS & REGULATIONS **Advance Payment Deadline Date: 10/20/18**

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
EVENT: Diwali Festival of Lights
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 fax of any corrections made. This facility includes adding the required minimum CFM Greater Ft. Lauderdale Broward County Conv. Ctr. charges when applicable and labor charges.
16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337 **DATES: November 10, 2018** **EVENT # 118018MI**
3. 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.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. 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.
8. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. 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.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
15. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. 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.
19. 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.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event; no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.

23. Payment in full for all plumbing services provided must be made in full prior to close of the event.
24. 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.
25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
26. 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 visit our web site at www.edlen.com
or call the number on the Plumbing Order form