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www.packexpolasvegas.com



Electrical Rental Information

Discount Deadline:
August 12, 2019
(excludes labor)

Electrical Package Overview and Key Points – New for 2019

PACK EXPO Services is excited to announce that we have developed an electrical bundle for PACK EXPO Las Vegas/ Healthcare Packaging EXPO 2019. The purpose of the bundle is to streamline the billing process, making it easier for exhibitors to budget and avoid surprises. Following is a recap of the program:

- ⇒ Cables, tape, cords and power strips will now be included in the outlet price which has been adjusted to bundle these into one rate. Custom material items like quad boxes, disconnects, transformers, or breaker panels etc. are not included in the bundle.
- ⇒ Exhibitors who order an outlet and incur labor charges will receive a 1 hour credit on inbound and ½ hour credit on outbound as part of the bundle. Regardless of total quantity of outlets ordered, the maximum credit per booth will be 1 hour on inbound and ½ hour on outbound.
- ⇒ The labor bundle adjustment will show as a credit on your final invoice for exhibitors who order an outlet and labor.
- ⇒ The labor credit will only be applied if additional booth work or floor work electrical labor is incurred as part of your electrical service. Examples include custom placement of an outlet, hanging of booth lights or equipment hookup.
- ⇒ The labor credit will not be applied to electrical labor charges incurred for Audio / Visual installation.

We are also excited to announce that the guaranteed Advanced rate will be applied rather than the standard rate for Electrical Hanging Sign labor provided the following conditions are met:

- ⇒ **All required Hanging Sign paperwork is submitted to PES (forms 14d-f) prior to 8/12/19 and sign has been approved by show management**
- ⇒ Hanging sign must be received at the Advanced Warehouse by Wednesday, 9/11/2019
- ⇒ Hanging sign must be separated and clearly labeled as a hanging sign with the Official Hanging Sign labels provided in the hanging sign section of this manual to ensure it is added to the pre-show installation schedule

1 Electrical FAQs

From under carpet wiring to overhead lighting, PACK EXPO Services has the power to simplify your electrical needs and installation. We've answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

How do I know how much power I need?

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it's an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as "load") (100 watts = 1 amp) of each piece of equipment at its location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.



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1 Electrical FAQs (cont.)

Do I need to order labor?

As the official service contractor, electrical installations must be performed by PACK EXPO Services union labor. Labor is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labor orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labor for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labor order form for further details, rules and regulations.

What is an electrical layout and why do I need one?

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, PACK EXPO Services makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

Is the price for power per day?

Outlet or connection prices are typically for an entire show.

What is 24 hour power?

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

Where does the power come from?

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with your Customer Account Manager for more information.

Where will my power be located?

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

What if I need power at another location besides the rear of my booth? What if I have multiple power locations?

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.



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1 Electrical FAQs (cont.)

How many places will I have to plug in? How many things can I plug in?

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.

Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

Can I run my extension cords under the carpet myself?

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show's electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

Will my floor work be completed before I arrive?

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labor and material charges apply.

When will my power be turned on?

Power is only guaranteed to be installed before the show opens. If PACK EXPO Services is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

Do I need lighting?

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

Can I hang my own lights?

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors themselves can hang up to 4 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.



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1 Electrical FAQs (cont.)

Do I need to order power for my lighting?

Exhibitors ordering Electrical Services lighting (those listed on the electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labor may be required to hang the lights.

Do I need to order labor to plug in my lights or equipment?

Most 120 volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

How can I save money and frustration when ordering electrical services?

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don't underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If you require carryover electrical labor, you must confirm at the electrical desk that you wish to use labor again the following day. Carryover requests should be confirmed by 2:00 pm each day.

If unsure about labor, call us for direction and if necessary, place a "will call" order before the discount price deadline date. You will only incur a charge if labor is dispatched to your booth but you'll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labor, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.



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Step-by-Step Guidelines to Completing Your Electrical Order Forms

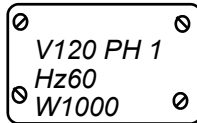
1 Guidelines

STEP 1

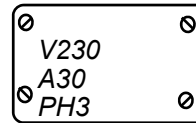
Total the single phase or three phase power requirements on all nameplates on your equipment. Complete Form 19k-19l, Electrical Service.

How much power do I need?

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.



120 Volt Single Phase
 60 Cycle
 1000 Watts



230 Volts
 30 Amps
 Three Phase

STEP 2

If you require any under carpet distribution, machinery hooked up, or the combination of all outlets and booth power is greater than 20 amperes and/or with a voltage greater than 120 volts, then you will require electrical labor and we require a copy of the floor plan of your booth.

STEP 3

To receive the advance rate, the booth layout Form 19o or a scaled plan for electrical distribution must be attached to this form or e-mailed to your Customer Account Manager on or before August 12, 2019. PDF, CAD, or JPG files are preferred. Complete Forms 19k-19l, Electrical Service Order Form.

**Remember these important facts when ordering labor:*

1. Labor is only guaranteed at 8:00 am.
2. There is a minimum 1 hour in, 1/2 hour out for all labor ordered.
3. Monday through Friday, 8:00 am to 5:00 pm is straight time. Holidays and weekends are billed at overtime rates.
4. **Labor dismantle is charged at up to 50% of total labor in. Overtime rates may apply.**
5. **Labor on Friday-Saturday must be ordered prior to the first day of show move-in. If labor is ordered on Friday-Saturday, work will not be guaranteed on Straight Time.**

(For more details regarding Electrical Contractor's responsibilities see mid-section of Electrical Regulations, Form 19g-19h.)

STEP 4

If you require a forklift, fork and basket, and/or a scissor lift for your electrical services, complete Form 19q.

STEP 5

If you require Stagehand Services, complete Form 19r.

*Stagehand jurisdictions can be found on the bottom of Form 19r.

***A late floor plan fee of \$500.00 goes into effect September 6, 2019. This fee will be assessed if a final, scaled floor plan is not submitted for electrical services. Resubmitting changes to existing floor plans after this date will be treated as a new floor plan.**

NOTE: Additional information concerning electrical services will be sent to each exhibitor prior to move-in. If you have any questions concerning your electrical services (number of connections, labor estimates, etc.), please contact your Customer Account Manager (CAM).

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

1 Electrical Code and Safety Guidelines

Too frequently, fires have been traceable to faulty wiring, sometimes because of the carelessness and sometimes because of lack of understanding of the risks involved. In the interest of public safety, exhibits at all 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 materials 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 can be made to convention facilities.

Serious risks are involved which can be eliminated by understanding the basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- 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, romex, 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.
- Cube taps and cobra heads are prohibited in Las Vegas.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
- It is your responsibility to refer to your specific facilities rules and regulations.

Please leave all 2-wire cords at home!

2 Timesaving Wiring Methods and a Distribution System

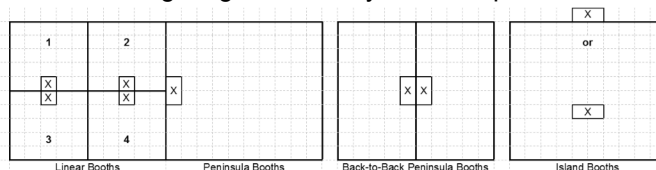
Whenever possible, in compliance with the electrical code, use multiconductor interconnecting cables with approved quick-connect plugs or fittings. For a list of the plugs that match our equipment receptacles, please see form 19j.

Exhibitors who require many standard outlets may wish to incorporate a power distribution system into their booth. Please contact your Customer Account Manager if you need more information at 972.751.9400.

3 Commonly Asked Questions

Where will my outlet be located?

There are four different types of trade show booths: Linear Booths, Peninsula Booths, Back-to-Back Peninsula Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol X represents the approximate location of the power outlets:



One drop within booth when power source is in ceiling or one location when power is in the floor.

Linear Booths, Peninsula Booths, or Back-to-Back Peninsula Booths: Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drupe line.

Island Booths: You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and materials basis. If you fail to provide us with a floor plan, we will bring power to one location at our discretion.

Electricity will be turned on thirty minutes prior to show opening and will be turned off within thirty minutes after show close.



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1 Electrical Regulations and General Information

1. PACK Expo Services is not responsible for any voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on any sensitive electronic equipment. All electrical installations and connections to all electrical service should be made by a PACK EXPO Services electrician. PACK EXPO Services will not be responsible for any damage or loss of 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 persons other than a PACK EXPO Services electrician. PES is not responsible for exhibitor supplied distribution equipment and materials.
2. Electricity will be turned on within 30 minutes of show opening and turned off 30 minutes after show closing.
3. 24-hour service to any outlet increases the cost of the outlet.
4. 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 materials basis. Overhead power to island booths will be dropped to one main location per the exhibitor's floor plan. If no plan is provided, the connection(s) to equipment is chargeable on a time and materials basis.
5. Local ordinances prohibit more than 2000 watts per lighting circuit and only one connection for power and motor outlets.
6. All wiring, motors, electrical installation, etc. must be approved. To prevent overloading circuits, exhibitors cannot add wattage except as ordered.
7. All electrical permits required by the Local Building and Safety Code will be obtained by the electrical contractor.
8. All flood light, column and wall outlets are not part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
9. Special hanging, hookups, repairs or installation of electrical will be done on a time and materials basis.
10. All equipment should be properly tagged and wired with full information as to current, voltage, phase, cycle, horsepower, etc. and "Ready for Connection."
11. All outlets over 20 amps and with a voltage of over 120 volts requires electrical labor. This includes a 1-hour minimum to inspect any exhibits that are pre-wired to plug into our system.
12. Any labor rates indicated on forms are based upon the current IBEW union contract at the time of printing forms. These rates are subject to change without notice based on prevailing union contract at the time of show.
13. Exhibitors are allowed to hang up to 4 arm lights. Additionally, they may repair their own equipment that requires their technicians as long as the technician is a company employee.

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

- All under-carpet distribution of electrical wiring.
- All facility overhead distribution of electrical and the distribution of same from product to booth and from booth to booth.
- All motor and equipment hook-ups requiring hard wire connections.
- Installation and/or repair of electrical fixtures, track lights, arm lights and/or low voltage if requested.
- 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.

2 Electrical Contractor's Responsibilities



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3 Electrical Code

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitor and are based on national Electric Codes and local ordinances. Too frequently, fires have been traceable to faulty wiring, sometimes because of the carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all 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 materials 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 can be made to convention facilities.

Serious risks are involved which can be eliminated by understanding the basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

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

Please leave all 2-wire cords at home!

Please note that there is a late fee of \$500.00 for any floorplans received after Sept. 6, 2019.



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2 Special Notes and Important Ordering Information

24-hour Power - When ordered, 24-hour power begins the evening before the first show day and is turned off on the last day at the close of the show. 24-hour power is available before or after these times for an additional charge. Contact your Customer Account Manager at PACK EXPO Services.

Labor Request - If you need to work past 5:00 pm during set-up, you must notify your PACK EXPO Services Customer Account Manager no later than 1:30 pm that same day. If you need to schedule man-power prior to 8:00 am for the following day, you must notify your Customer Account Manager by 1:30 pm the day before.

Send detailed floor plans showing locations for the services ordered.

We have 1000 watt Par Can Fixtures (see form 19m) that mount on the building steel at a height of 40 feet. They are used to highlight a machine or panel. They throw an 8-10 foot elliptical circle and a medium amount of light (see form 19m).

PES will conduct an audit of service usage. Exhibitors will be required to pay for any additional or unauthorized use. Exhibitors are not permitted to use a neighboring booth's service. Exhibitors will be charged on-site prices for use.

3 Terms and Conditions

1. **Straight Time and Overtime rates apply. Please contact PACK EXPO Services at 972-751-9400 for details.**
2. Labor wages are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
3. A minimum charge of 1 hour is applicable to all labor requests. Additional time on the same day (and the same labor ticket) is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour. Labor charges for dismantle will be one-half of the installation charge and will be automatically applied to your invoice.
4. Charges for labor commence at the time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
5. Labor charges will include the time for electricians to gather necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
6. Every effort will be made to dispatch electricians as requested but start times cannot be guaranteed. 8:00 am calls will be filled on a first-come-first-served basis as orders are received. Carryover labor must be confirmed at the electrical desk by 2:00 pm the day before it is needed. Carryover labor not confirmed will be fulfilled on a first-come-first-served basis.
7. Electrical services provided to Island booths require labor and material charges for distribution. Exhibitors may supply their own 14 gauge, 3 wire extension cords, and/or power strips, both of which must be grounded and UL approved.
8. Lift equipment required for installation and dismantle purposes can be rented on a one half hour basis, with a one hour minimum. At least one crew will be required to operate the equipment.
9. Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
10. PACK EXPO Services is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold PACK EXPO Services, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL PACK EXPO SERVICES BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold PACK EXPO Services, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorney's fees) arising out of or in any way connected with Exhibitor's actions or omissions under this agreement.



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4 Important Electrical Exhibiting Information

Exhibitors requiring electrical services should thoroughly read and understand the rules and regulations posted in the Exhibitor Service Manual.

All questions or concerns can be directed to your Customer Account Manager for clarification at 972-751-9400.

All exhibitor provided equipment for connection to PACK EXPO Services electrical or for distribution of power within the exhibit may require an inspection to ensure compliance with all Federal, State and Local Codes as listed on the Electrical Order Form.

Exhibitor provided equipment for distribution or equipment connection shall require PACK EXPO Services to make the final connection from PACK EXPO Services' power distribution equipment to the exhibit. This is required only to ensure proper voltage and connection prior to energizing any exhibits.

As an exhibitor, should you choose to provide equipment with electrical connectors to plug directly into PACK EXPO Services electrical equipment, the following list provided will ensure the proper connection:

500 Watts to 2000 Watts - Standard U-Ground 20 Amp Cord Cap

20/30 Amp 120 / 208 L2120P

60 Amp 208v & 480v Daniel Woodhead 5 Wire - Male Y560P (Pin and Sleeve)

100 Amp 208v & 480v Mini-Cam - Male Leviton 15SDM

200 / 400 Amp 208v & 480v Large-Cam - Male Hubbel HBL 400PT EKE

If you have a 100, 200 or 400 Amp outlet, and you are using a distribution panel, a female connector will also be needed. All of the above listed items may be found at your local electrical wholesale houses. Should you require additional information, please contact your Customer Account Manager.

Hopefully you find this information useful in planning your event. If we can provide further assistance, please don't hesitate to contact us at 972-751-9400.



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Exhibitor must supply a detailed scaled floor plan.
***Overhead Services may require scissor lift or condor lift time at our published rate with a 1 hour minimum. These costs are in addition to the actual service itself — See form 19q.**

Electrical Service

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 (excludes labor)

		Quantity	Advance Price	Standard Price	Total
1 120 Volt Outlets Labor Not Included	120 Volt - 500 Watt (5 Amp) Outlet	X	\$ 104.76	\$ 149.65 =	
	120 Volt - 500 Watt (5 Amp) Outlet - 24-HR	X	\$ 209.48	\$ 299.25 =	
	120 Volt - 1000 Watt (10 Amp) Outlet	X	\$ 228.62	\$ 326.60 =	
	120 Volt - 1000 Watt (10 Amp) Outlet - 24-HR	X	\$ 457.24	\$ 653.20 =	
	120 Volt - 1500 Watt (15 Amp) Outlet	X	\$ 241.01	\$ 344.30 =	
	120 Volt - 1500 Watt (15 Amp) Outlet - 24-HR	X	\$ 481.99	\$ 688.55 =	
	120 Volt - 2000 Watt (20 Amp) Outlet	X	\$ 311.57	\$ 445.10 =	
	120 Volt - 2000 Watt (20 Amp) Outlet - 24-HR	X	\$ 627.14	\$ 890.20 =	
	120 Volt - 3000 Watt (30 Amp) Outlet	X	\$ 369.36	\$ 527.65 =	
	120 Volt - 3000 Watt (30 Amp) Outlet - 24-HR	X	\$ 738.74	\$1,055.30 =	

2 *208 Volt 1Ø Outlets Labor Not Included	208 Volt - 10 Amp Outlet	X	\$ 327.71	\$ 468.15 =	
	208 Volt - 10 Amp Outlet - 24-HR	X	\$ 655.38	\$ 936.25 =	
	208 Volt - 20 Amp Outlet	X	\$ 467.67	\$ 668.10 =	
	208 Volt - 20 Amp Outlet - 24-HR	X	\$ 935.31	\$1,336.15 =	
	208 Volt - 30 Amp Outlet	X	\$ 494.69	\$ 706.70 =	
	208 Volt - 30 Amp Outlet - 24-HR	X	\$ 989.35	\$1,413.35 =	
	208 Volt - 60 Amp Outlet	X	\$ 667.77	\$ 953.95 =	
	208 Volt - 60 Amp Outlet - 24-HR	X	\$1,335.50	\$1,907.85 =	
	208 Volt - 100 Amp Outlet (overhead)	X	\$ 694.79	\$ 992.55 =	
	208 Volt - 100 Amp Outlet - 24-HR (overhead)	X	\$1,389.54	\$1,985.05 =	
	208 Volt - 200 Amp Outlet (overhead)	X	\$1,823.36	\$2,604.80 =	
	208 Volt - 200 Amp Outlet - 24-HR (overhead)	X	\$3,646.72	\$5,209.60 =	

- All 208 V 1Ø, 208 V 3Ø, 480 V 3Ø outlets require labor, maximum (1) connection per outlet.
- Electrical may be distributed from the ceiling - additional charges may apply.

Cancellation Policy: Cancellations received after installation will be billed at 100%.

ADDITIONAL INFORMATION

An electrical floor plan must be provided with this order. See form 19n.

Attached
 To Follow (*Must be received by Disc. Deadline for Advance Rate*)
 Standard Location

CALCULATING YOUR TOTAL

Subtotal _____
 (Transfer Subtotal to Form 19m)

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____



5931 West Campus Circle Drive
 Irving, Texas 75063
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 Fax: (972) 751-9500
 www.packexpolasvegas.com

Exhibitor must supply a detailed scaled floor plan.
***Overhead Services may require scissor lift or condor lift time at our published rate with a 1 hour minimum. These costs are in addition to the actual service itself — See form 19q.**

Electrical Service

Discount Deadline:
August 12, 2019
 (excludes labor)

		Quantity	Advance Price	Standard Price	Total
3 *208 Volt 3Ø Outlets Labor Not Included	208 Volt - 10 Amp Outlet	X	\$ 429.03	\$ 612.90 =	
	208 Volt - 10 Amp Outlet - 24-HR	X	\$ 858.03	\$ 1,225.75 =	
	208 Volt - 20 Amp Outlet	X	\$ 497.70	\$ 711.00 =	
	208 Volt - 20 Amp Outlet - 24-HR	X	\$ 995.40	\$ 1,422.00 =	
	208 Volt - 30 Amp Outlet	X	\$ 738.61	\$ 1,055.15 =	
	208 Volt - 30 Amp Outlet - 24-HR	X	\$ 1,477.18	\$ 2,110.25 =	
	208 Volt - 60 Amp Outlet	X	\$ 928.24	\$ 1,326.05 =	
	208 Volt - 60 Amp Outlet - 24-HR	X	\$ 1,856.44	\$ 2,652.05 =	
	208 Volt - 100 Amp Outlet (overhead)	X	\$ 1,232.98	\$ 1,761.40 =	
	208 Volt - 100 Amp Outlet - 24-HR (overhead)	X	\$ 2,465.93	\$ 3,522.75 =	
	208 Volt - 200 Amp Outlet (overhead)	X	\$ 2,002.04	\$ 2,860.05 =	
	208 Volt - 200 Amp Outlet - 24-HR (overhead)	X	\$ 4,004.04	\$ 5,720.05 =	
	208 Volt - 400 Amp Outlet (overhead)	X	\$ 4,935.56	\$ 7,050.80 =	
	208 Volt - 400 Amp Outlet - 24-HR (overhead)	X	\$ 9,871.12	\$14,101.60 =	

4 *480 Volt 3Ø Outlets Labor Not Included (All 480 Volt Drops will come from Overhead.)	480 Volt - 20 Amp Outlet	X	\$ 746.59	\$ 1,066.55 =	
	480 Volt - 20 Amp Outlet - 24-HR	X	\$ 1,493.17	\$ 2,133.10 =	
	480 Volt - 30 Amp Outlet	X	\$ 840.35	\$ 1,200.50 =	
	480 Volt - 30 Amp Outlet - 24-HR	X	\$ 1,680.70	\$ 2,401.00 =	
	480 Volt - 60 Amp Outlet	X	\$ 1,115.14	\$ 1,593.05 =	
	480 Volt - 60 Amp Outlet - 24-HR	X	\$ 2,223.24	\$ 3,186.05 =	
	480 Volt - 100 Amp Outlet	X	\$ 1,482.88	\$ 2,118.40 =	
	480 Volt - 100 Amp Outlet - 24-HR	X	\$ 2,965.76	\$ 4,236.80 =	
	480 Volt - 200 Amp Outlet	X	\$ 2,408.84	\$ 3,441.20 =	
	480 Volt - 200 Amp Outlet - 24-HR	X	\$ 4,817.72	\$ 6,882.45 =	

5 Transformers	Buck & Boost Transformer (Per Amp)	X	\$ 7.98	\$ 11.40 =	
	Transforming _____ V to _____ V				

- All 208 V 1Ø, 208 V 3Ø, 480 V 3Ø outlets require labor, maximum (1) connection per outlet.
- Electrical may be distributed from the ceiling - additional charges may apply.

Cancellation Policy: Cancellations received after installation will be billed at 100%.

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

An electrical floor plan must be provided with this order. See form 19n.

_____ Attached
 _____ To Follow (*Must be received by Disc. Deadline for Advance Rate*)
 _____ Standard Location

Subtotal _____
 (Transfer Subtotal to Form 19m)

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____



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Exhibitor must supply a detailed scaled floor plan.
***Overhead Services may require scissor lift or condor lift time at our published rate with a 1 hour minimum. These costs are in addition to the actual service itself — See form 19q.**

Electrical Service continued

Discount Deadline: August 12, 2019 (excludes labor)

	Quantity	Advance Price	Standard Price	Total
6 Lights				
Price includes Outlet and Labor for Light Only. Please call PES at 972-751-9400 for custom lights and lighting package information.				
Arm Light - 75 Watt (requires hard back wall)	X	\$ 62.86	\$ 89.90	=
Single 150 Watt Light Stand	X	\$ 91.35	\$ 130.50	=
Double 150 Watt Light Stand	X	\$ 159.74	\$ 228.20	=
1000 Watt Overhead ¹ Quartz Light	X	\$ 362.32	\$ 517.60	=

¹ May require labor and/or lift at additional charge, not available in some locations.

7 Conditions

- To honor discount prices we must receive your order with full payment prior to the deadline date along with a floor plan indicating the main power location and distribution points, if applicable (see below.)
- Any additional power drops or locations are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis.
- The combination of all outlets and booth power greater than 20 amps and/or with a voltage greater than 120 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. No credits will be issued on unused outlets or lights installed as ordered.
- ELECTRICAL LABOR (See Form 19r) - Labor rates are subject to labor contract effective at time of show. Labor before 8:00 am and after 5:00pm and Saturdays, Sundays and holidays will be at the Overtime rate.** Starting time can only be guaranteed when labor is requested for the start of the working day at 8:00 am. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Labor dismantle is charged at up to 50% of total install charges, overtime rates may apply. Time will commence per exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
- All booths requiring labor must send a booth floor plan to your Customer Account Manager. PDF, JPG and CAD files preferred. They can also be faxed to 972.751.9500. Please write your booth number and show name on the fax. To receive the advance rate, the booth layout form or a scaled plan for electrical distribution must be attached to this form or emailed to your Customer Account Manager.**
- Outlet prices for 120 Volt power include the delivery of the service to one location at the rear of the booth for peninsula and in-line booths. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, please see the Electrical Labor order form for rates and instructions.
- A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on reverse. If a power location in an island booth is not provided prior to show move-in, a location will be determined by PES in order to maintain delivery schedules. Relocation of the service will be charged on a time and materials basis.
- Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside of actual show hours, special arrangements should be made in advance. Additional charges may apply.
- If an uninterrupted power supply is required for the full duration of the show, please order 24-hour power.
- If a dedicated circuit is required, please order 2000 watts/20 amps.
- Separate outlets should be ordered for each piece of equipment and/or each power location.
- Extension cords and power strips are available at all PES Service Desks.

Cancellation Policy: Cancellations received after installation will be billed at 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An electrical floor plan must be provided with this order. See form 19n.	Subtotal _____
<input type="checkbox"/> Attached	Taxes and Fees for Lights Multiplied by 8.25% of Subtotal _____
<input type="checkbox"/> To Follow <i>(Must be received by Disc. Deadline for Advance Rate)</i>	Late Floorplan Fee (received after 9/6/19) \$500.00
<input type="checkbox"/> Standard Location	TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____



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On-Site Contact Information

Name: _____
 Email: _____
 Cell Number: _____

Electrical Floor Plan Template

**Discount Deadline:
 August 12, 2019
 (excludes labor)**

Using the legend below, please complete this form for all utility services you order. A change of location on an installed or partially installed utility service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- 1. Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
- 2. Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where power is required.*
- 3. Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for Island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Aisle or Booth # _____ (Back of Booth)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
20																					20
19																					19
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3																					3
2																					2
1																					1
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

Adjacent Booth#

Adjacent Booth#

↑
 Feet Back

→ Aisle # _____ (Front of Booth)

Feet Over

ELECTRICAL

COMMENTS



480V ELECTRICAL OUTLET



208V ELECTRICAL OUTLET



120V ELECTRICAL OUTLET

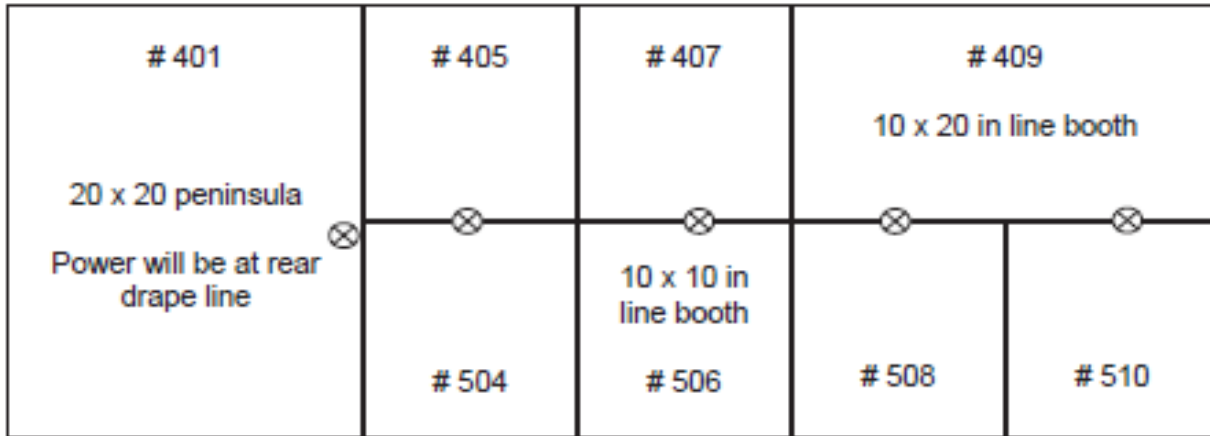
Exhibiting Company: _____

Booth Number: _____

SAMPLE LAYOUTS

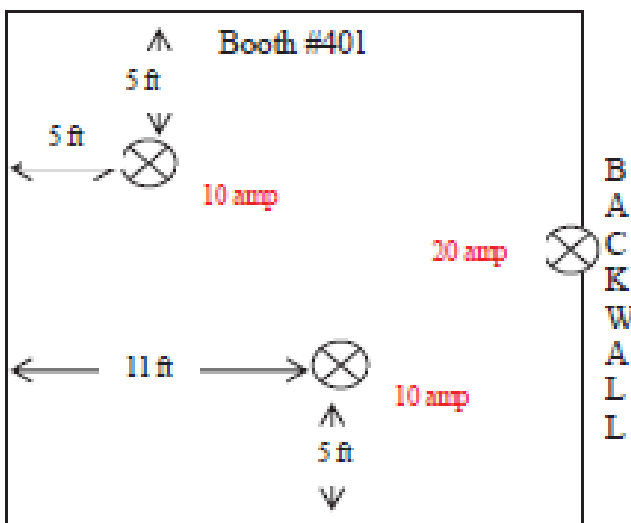
INLINE BOOTHS

Power is run or dropped to in line booths along the back walls or drupe line of multi booth sections. The "main power locations" therefore are always located at the back wall of in line and peninsula booths. Outlets may not be in exact center of the back wall. 120 volt outlets are shared by back to back booths. Example: Outlet = ⊗

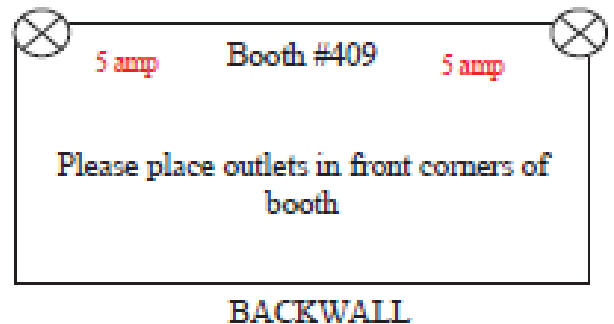


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on the above floor plan:

20 x 20 Peninsula - Booth # 401
Order = (2) 10 amp, (1) 20 amp outlets



10 x 20 In Line - Booth # 409
Order = (2) 5 amp outlets



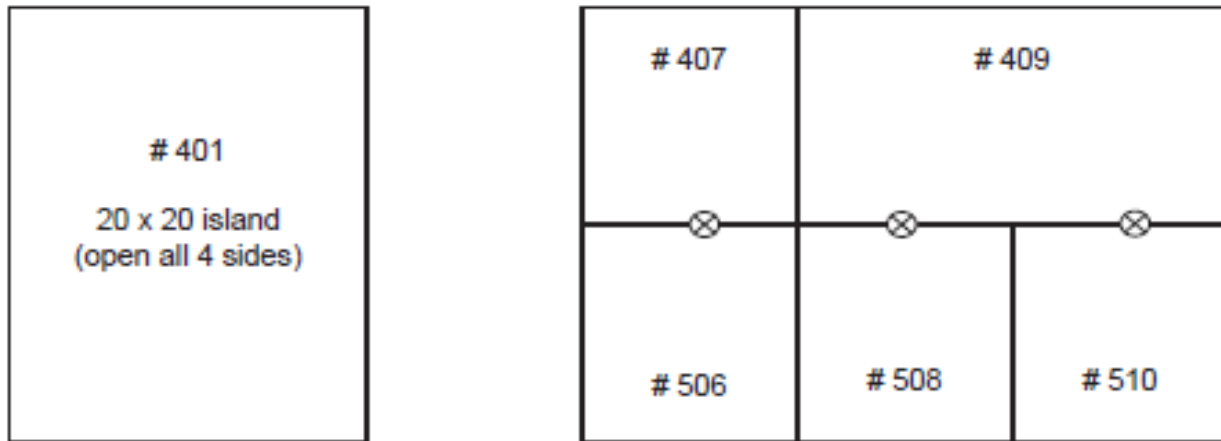
SAMPLE LAYOUTS

ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

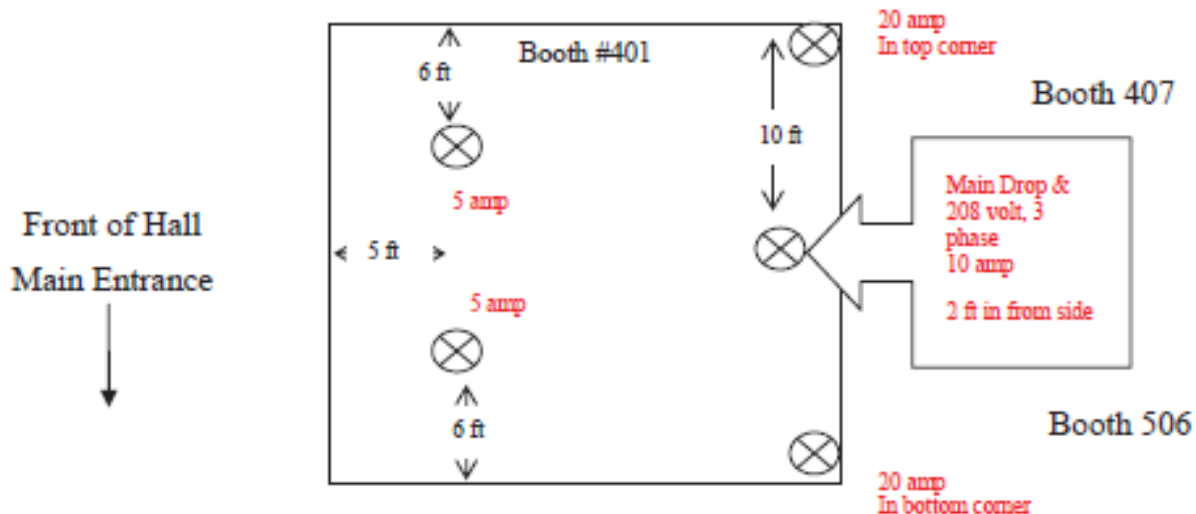
1. **Main Drop.** Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than 8" x 14" x 18") will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.
2. **Location and load of all outlets.** Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.
3. **Booth orientation.** Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island - Booth # 401

Order = (1) 208 volt, 3 phase, 10 amp + (2) 120 volt, 20 amp + (2) 120 volt, 5 amp outlets





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C O - L O C A T E D



September 23-25, 2019 • Las Vegas, Nevada USA

Electrical Equipment Rental

Discount Deadline:
August 12, 2019
 (excludes labor)

Exhibitors will require PES forklifts, fork & Basket, and/or scissor lifts for the installation of energized equipment, i.e.; lights, light boxes and structured mounted signs. Forklifts are required for energized electrical equipment weighing 200 lbs. or more and/or placed at heights greater than 5 feet to the bottom of the equipment. If you require a forklift, a crew will be assigned consisting of a forklift with an operator. If you do not require a forklift, order the number of laborers required.

- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check-in at an Electrical Desk to pick up labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Straight Time (ST): 8:00 am to 5:00 pm, Monday through Friday
 Overtime (OT): Before 8:00 am and after 5:00 pm, Monday through Friday; All day Saturday, Sunday and Holidays

		Quantity	Price	Total
1 Labor and Equipment Rates	Forklift with Operator - ST (Allow time for return of empty containers.)	X	\$348.55	=
	Forklift with Operator - OT (Allow time for return of empty containers.)	X	\$553.15	=
	Condor Lift (with crew) - ST	X	\$666.50	=
	Condor Lift (with crew) - OT	X	\$752.00	=
	Scissor Lift (with crew) - ST	X	\$457.05	=
	Scissor Lift (with crew) - OT	X	\$594.40	=
	Electrician - ST	X	\$108.65	=
	Electrician - OT	x	\$213.95	=

The minimum charge for labor and equipment is one (1) hour per electrician and forklift. Equipment and labor thereafter will be charged in half (1/2) hour increments. Equipment and labor cancelled without 24-hour notice will be charged a one (1) hour cancellation fee per electrician and forklift. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by PES. All rates are subject to change if necessitated by increased labor and material costs. If exhibitor fails to use the electricians and equipment at the time confirmed, a one-hour "No-Show" charge per electrician and forklift will apply.

Outbound rates will be calculated at one-half of inbound hours.

Reserve forklifts and/or labor below. Starting times can only be guaranteed when labor is requested for 8:00 am. Confirm labor and forklifts by 2:30 pm the day before date requested.

INSTALL/DISMANTLE	DATE	TIME	# OF FORKLIFT CREWS	# OF LABORERS	# OF HOURS	RATE	TOTAL - HOURS x MEN x RATE

*Allow time for return of your empty containers.

List any specific needs or notes here: _____

Cancellation Policy: Equipment and labor cancelled without 24-hour notice will be charged a one (1) hour cancellation fee per electrician and forklift.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	LABOR ON FRIDAY-SATURDAY MUST BE ORDERED 3 DAYS PRIOR TO THE FIRST DAY OF MOVE-IN IF LABOR IS ORDERED ON FRIDAY-SATURDAY, WORK WILL NOT BE GUARANTEED ON STRAIGHT TIME
	TOTAL _____

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Authorizer's Signature: _____



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Use this form to prepay estimated electrical labor.

Electrical Labor

PLEASE COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR NEEDED.

Discount Deadline:
August 12, 2019
 (excludes labor)

		Quantity	Price	Total
1	Labor and Equipment Rates			
	Electrical Labor - ST	X	\$108.65	=
	Electrical Labor - OT	X	\$213.95	=

Straight Time (ST): 8:00 am to 5:00 pm, Monday through Friday
 Overtime (OT): Before 8:00 am and after 5:00 pm, Monday through Friday; All day Saturday, Sunday and Holidays

PLEASE ORDER ELECTRICAL LABOR IF YOUR DISPLAY REQUIRES THE FOLLOWING.

- All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring, twisted pair, etc., 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 120 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. Exhibitor found using outlets without an order will be subject to the regular rate for outlets used.

CHECK ONE OF THE FOLLOWING.

- FLOOR WORK - UNDER CARPET DISTRIBUTION - PES SUPERVISED (OK TO PROCEED)
 PES will supervise labor to: (If this option is left unmarked and a floor plan has been received, PES will proceed with floor work.)
- Distribute power under carpet (**Requires floor layout form.**)
- FLOOR WORK - UNDER CARPET DISTRIBUTION - EXHIBITOR SUPERVISED (DO NOT PROCEED)
 Exhibitor will supervise,
- Indicate workers needed for installation using the grid below.

Starting time can be guaranteed only when labor is requested 24 hours in advance for the start of the working day at 8:00 am. All exhibit labor for 8:00 am starting times will be dispatched to booth space. For all other starting times, check-in at the electrical desk one hour before the time requested. Labor cancelled without a 24-hour notice shall be charged a one(1) hour cancellation fee per worker. If the 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 is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments. **Labor dismantle is charged at 50% of labor installation charges, overtime rates may apply.**

PLEASE SPECIFY, AS REQUIRED, IN "TYPE" COLUMN BELOW:

FW - Floor Work (under carpet distribution)

BW - Booth Work (installation and dismantling)

Please estimate the number of workers and hour per worker needed for installation and dismantling below.

Invoice will be calculated according to actual hours worked. Floor work and booth work should be scheduled in the space provided.

TYPE (FW/BW)	DATE(S)	START	END	# OF HOURS	QUANTITY ELECTRICIANS	RATE	TOTAL - HOURS x MEN x RATE

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	LABOR ON FRIDAY-SATURDAY MUST BE ORDERED 3 DAYS PRIOR TO THE FIRST DAY OF MOVE-IN IF LABOR IS ORDERED ON FRIDAY-SATURDAY, WORK WILL NOT BE GUARANTEED ON STRAIGHT TIME
	TOTAL _____

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Authorizer's Signature: _____