



5931 West Campus Circle Drive  
Irving, Texas 75063  
Phone: (972) 751-9400  
Fax: (972) 751-9500  
www.packexposervices.com



March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

## Electrical Terms and Conditions

Discount Deadline:  
January 27, 2020  
(excludes labor)

# 1 Terms and Conditions

## ELECTRIC SERVICE ORDER TERMS & CONDITIONS

### 1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include proper forms and diagrams.
- c. For services and equipment not listed on the service order form, **call PES Services for availability and quotes at (972) 751-9400 or e-mail pack.east@packexposervices.com**

### 2. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **PACK EXPO Services**, and accepted credit cards. Service orders will not be processed without payment.
- b. Advance rates will be applicable to service orders complete with payment in full received by January 27, 2020. Service orders received after January 27, 2020 or orders received without payment will be billed at the standard rate.
- c. Outstanding balance for services will be automatically billed to the credit card on file.
- d. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%. Credit will not be given after installation.
- e. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- f. Cancellation of services must be received by PACK EXPO SERVICES 21 days prior to the event.
- g. Rates are based on current wages and are subject to change without notice.
- h. **Claims** regarding services provided by PES will not be considered unless filed by customer issued prior to the close of show.
- i. **Refunds** of overpayments will be issued by submitting request to PES within 30 days of the close of final invoicing.
- j. **International** exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- k. For companies exempt from sales tax, PES requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

### 3. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by PES. On site orders will be processed in the order that they are received at the PES Service Desk.
- c. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening. 24 hour electrical service is available for refrigeration, electronics and circulation pumps.

### 4. RULES & REGULATIONS FOR SERVICES

- a. Services provided may not be shared by multiple exhibits.
- b. All materials and equipment furnished by PES and/or its sub-contractors shall remain the property of PES and/or its Sub-contractors.
- c. PES and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- d. PES or its sub-contractors are not responsible for interruption or fluctuation of services.
- e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/ASM safety standards. All equipment is subject to inspection and approval by PES prior to connection to service.
- f. Customer is responsible for any lost or damaged equipment supplied by PES.

**RATES SUBJECT TO CHANGE**



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**Exhibitor must supply a detailed scaled floor plan.**

**Please detail an approximate date and time for machine hookup to ensure labor is available. See form 19e to pre-pay for labor.**

## Electrical Service

**Discount Deadline:  
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 (excludes labor)**

		Quantity	Advanced Rate	Standard Rate	Total
<b>1 Standard 120 Volt Service</b>	Service originates at back center in line booths. Electrical Labor required for other location, Island and Peninsula Exhibits.				
	500 Watt Service	X	\$ 132.00	\$ 188.55	=
	500 Watt Service - 24-Hour Power	X	\$ 205.70	\$ 293.85	=
	1000 Watt Service	X	\$ 170.50	\$ 243.55	=
	1000 Watt Service - 24-Hour Power	X	\$ 255.20	\$ 364.60	=
	2000 Watt Service	X	\$ 214.50	\$ 306.45	=
	2000 Watt Service - 24-Hour Power	X	\$ 321.20	\$ 458.85	=
	OTHER (Call for availability and quote)	X	Call for quote.		=

<b>2 208 Volt Motor/Machinery and Distribution Service</b>	Labor order and floor plans required for 208V Services. Labor and material charges will apply.				
	20 Amps Single Phase	X	\$ 451.00	\$ 644.30	=
	20 Amps Single Phase - 24-Hour Power	X	\$ 473.55	\$ 676.50	=
	30 Amps Single Phase	X	\$ 473.00	\$ 675.70	=
	30 Amps Single Phase - 24-Hour Power	X	\$ 496.65	\$ 709.50	=
	60 Amps Three Phase	X	\$ 880.00	\$1,257.15	=
	60 Amps Three Phase - 24-Hour Power	X	\$ 924.00	\$1,320.00	=
	100 Amps Three Phase	X	\$1,408.00	\$2,011.45	=
	100 Amps Three Phase - 24-Hour Power	X	\$1,478.40	\$2,112.00	=
	OTHER (Call for availability and quote)	X	Call for quote.		=
<b>Approximate Date and Time to Hook-Up 208V Equipment (Required) :</b> _____					

<b>Labor Rates (Order on form 19e)</b>	Straight Time:	Monday - Friday, (8:00 am - 4:30 pm)	\$167.20
	Overtime:	All other Weekday Times and All Day Saturday	\$250.80
	Double Time:	All Day Sunday and Holidays	\$334.40

**→** PACK EXPO Services (PES) has been retained by PMMI to provide a single source contact for Exhibitor Services. The Utility Services provided by Pennsylvania Convention Center are being processed by PES. Pennsylvania Convention Center rates have been adjusted to include a cumulative Service Charge. Pennsylvania Convention Center is not responsible for errors or omissions for services requested, or payments made to PES or refunds due from PES.

**Cancellation Policy:** Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%. Credit will not be given after installation.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An electrical floor plan must be provided with this order.	Subtotal _____
See form 19f	8% Sales Tax _____
____ Attached	Late Floorplan Fee (received after 2/17/20) \$500.00
____ To Follow (Must be received by Disc. Deadline for Advance Rate)	*See form 19d for requirements
____ Standard Location	<b>TOTAL</b> _____

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



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## Electrical Service

**Discount Deadline:  
 January 27, 2020  
 (excludes labor)**

		Quantity	Advanced Rate	Standard Rate	Total
<b>3</b> 480 Volt Motor/Machinery and Distribution Service	Labor order and floor plans required for 480V Services. Labor and material charges will apply.				
	20 Amps Three Phase	X	\$ 687.50	\$ 982.15	=
	20 Amps Three Phase - 24-Hour Power	X	\$ 721.60	\$1,030.85	=
	30 Amps Single Phase	X	\$ 825.00	\$1,178.60	=
	30 Amps Single Phase - 24-Hour Power	X	\$ 866.25	\$1,237.50	=
	30 Amps Three Phase	X	\$1,100.00	\$1,571.45	=
	30 Amps Three Phase - 24-Hour Power	X	\$1,155.00	\$1,650.00	=
	60 Amps Single Phase	X	\$1,100.00	\$1,571.45	=
	60 Amps Single Phase - 24-Hour Power	X	\$1,155.00	\$1,571.45	=
	60 Amps Three Phase	X	\$1,320.00	\$1,885.70	=
	60 Amps Three Phase - 24-Hour Power	X	\$1,386.00	\$1,980.00	=
	100 Amps Single Phase	X	\$1,430.00	\$2,042.85	=
	100 Amps Single Phase - 24-Hour Power	X	\$1,501.50	\$2,145.00	=
	100 Amps Three Phase	X	\$2,475.00	\$3,535.70	=
	100 Amps Three Phase - 24-Hour Power	X	\$2,598.75	\$3,712.50	=
	200 Amps Single Phase	X	\$2,970.00	\$4,242.85	=
	200 Amps Single Phase - 24-Hour Power	X	\$3,118.50	\$4,455.00	=
	200 Amps Three Phase	X	\$4,812.50	\$6,875.00	=
200 Amps Three Phase - 24-Hour Power	X	\$5,053.40	\$7,219.15	=	
OTHER (Call for availability and quote)	X	Call for quote.		=	
<b>Approximate Date and Time to Hook-Up 480V Equipment (Required) :</b> _____					

<b>Labor Rates (Order on form 19e)</b>	Straight Time:	Monday - Friday, (8:00 am - 4:30 pm)	\$167.20
	Overtime:	All other Weekday Times and All Day Saturday	\$250.80
	Double Time:	All Day Sunday and Holidays	\$334.40

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ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An electrical floor plan must be provided with this order. See form 19f	Subtotal _____
_____ Attached	8% Sales Tax _____
_____ To Follow <i>(Must be received by Disc. Deadline for Advance Rate)</i>	Late Floorplan Fee (received after 2/17/20) \$500.00
_____ Standard Location	*See form 19d for requirements
	<b>TOTAL</b> _____

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



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## Electrical Service

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		Quantity	Advanced Rate	Standard Rate	Total
<b>4 Rental Lights</b>	Price includes power/installation/one time focus on Straight Time with lighting grid.				
	4' Track w/ 3 90 Watt Halogen Lamps	X	\$ 192.05	\$ 274.35	=
	8' Track w/ 3 90 Watt Halogen Lamps	X	\$ 255.20	\$ 364.60	=
	Each Additional Track Lamp	X	\$ 22.00	\$ 31.45	=
	LED Clamp Stem Light	X	\$ 143.00	\$ 204.30	=
	1000 Watt Par Can Mounted from Ceiling	X	\$ 737.00	\$1,052.85	=
	Power Strip	X	\$ 33.00	\$ 47.15	=
	OTHER (Call for availability and quote)	X	Call for quote.		=

**\*\*\* A floorplan is required for all custom placement and higher voltage (208v and 480v) outlets. The floorplan needs to show what booths are on each side of exhibitor booth, and indicate where each outlet type is needing to be installed. The quantity of each outlet type ordered needs to match the floorplan. A correct floorplan needs to be submitted by 2/17/20 or a \$500 fee will be added to your billing. Floorplan revisions after 2/17/20 will also be considered late, and will be charged the \$500 late floorplan fee. \*\*\***



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ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An electrical floor plan must be provided with this order.	Subtotal _____
See form 19f	8% Sales Tax _____
<input type="checkbox"/> Attached	Late Floorplan Fee (received after 2/17/20) \$500.00
<input type="checkbox"/> To Follow <i>(Must be received by Disc. Deadline for Advance Rate)</i>	<i>*See above for requirements</i>
<input type="checkbox"/> Standard Location	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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**Exhibitor must supply a detailed scaled floor plan.**

**Please schedule a date and time for machine hookup to ensure labor is available.**

## Electrical Labor

**Discount Deadline:  
 January 27, 2020  
 (excludes labor)**

PACK EXPO East 2020

Exhibiting Firm: \_\_\_\_\_ Event Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Exhibitor Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Only PCC/ASM electricians under IBEW Jurisdiction perform the electrical installations listed below. Material (extension cords, feed cables, cord caps, etc.) and Lift Charges for overhead work will apply.

**PLEASE CHECK WORK REQUIRED**

Distribution of service under carpet from point of origin	Truss/Motors/Lights		
General & Deco Lighting	Exhibitor/Vendor Rental	PCC/SMG Rentals	
Hardware Lights & Electrical Equipment	Coax	VGA	Audio, Signal
208 & 480 Volt service connection/disconnection	Satellite Dish, Assembly/Dismantle/Cabling		
Suspended Electrical Signs w/ Lights and/or Motors	Computer Installation/Dismantle		
Network Data Cabling Distributions & Terminations	Close Circuit TV, Security Cameras/Monitors		
Install/Dismantle Booth Lighting	Overhead Service		

<b>Labor Rates</b>	Straight Time:	Monday - Friday, (8:00 am - 4:30 pm)	\$167.20
	Overtime:	Weekdays before 8:00 am and after 4:30 pm	\$250.80
	Overtime:	All Day Saturday	\$250.80
	Double Time:	All Day Sunday and Holidays	\$334.40

**ELECTRICAL TERMS AND CONDITIONS**

**A labor order and floor plan must be submitted with Electrical Service Order to complete order at advance rate.** Installation and dismantle labor is scheduled and billed at rates in accordance with show move-in/out. The minimum charge of 1 hour installation and 1/2-hour dismantle will apply. Scheduled supervised labor will result in 1/2-hour charge per electrician if supervision fails to report to the electrical labor desk or exhibit space on date and time requested. Time must be allowed for electrician(s) to gather necessary tools, materials, have work checked by exhibitor and to return to labor desk. **Dismantle labor of floor power will be automatically charged at 50% of the total installation hours unless requested. Dismantle of overhead services, signs, truss, motors and lights will be billed on actual hours.**

**PROCEED WITHOUT EXHIBITOR SUPERVISION FOR DISTRIBUTION UNDER CARPET**  
 Electrical diagram is required with locations shown in measurements or over a 1'x1' grid.

**PROCEED UNDER SUPERVISION**       **EXHIBITOR'S**       **EAC**      Contact Name: \_\_\_\_\_  
 Contact Cell: \_\_\_\_\_

**Distribution of cords/cables under carpet/flooring**      Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 **Connection to 208/480 Service**      Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 **Overhead Electrical Sign/Spinning Motor**      Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 **Install/Dismantle booth lights**  
 **Exhibitor's truss/motor/lights**      Submit a detailed schedule/diagrams

**To make final connections to machine(s):**      Date: \_\_\_\_\_ Time: \_\_\_\_\_

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**

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 (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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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: \_\_\_\_\_