

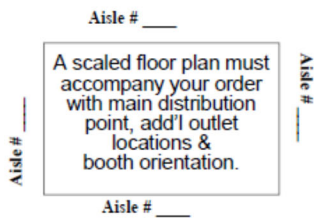
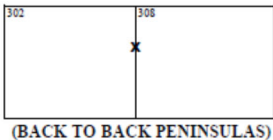
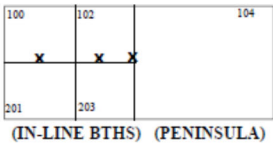
### TERMS & CONDITIONS

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 order form for advance payment rates to apply. Orders received 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. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen/The Expo Group reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
5. Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations 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/The Expo Group office to discuss any additional costs that may be incurred.
6. 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.
7. 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/The Expo Group will deliver to the most convenient location.
8. 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.
9. 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, plus material.
10. Edlen/The Expo Group Supervision—A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
11. For a dedicated outlet, order a 20 amp outlet.
12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
14. Edlen/The Expo Group employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
15. Edlen/The Expo Group 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/The Expo Group. It shall be removed only by Edlen/The Expo Group employees.
16. 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.
17. 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/The Expo Group.
18. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen/The Expo Group reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen/The Expo Group is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.

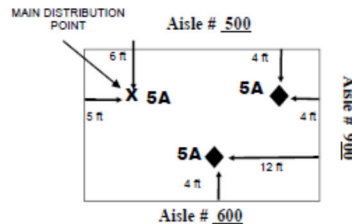
19. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
20. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
21. 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.
22. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen/The Expo Group (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen/The Expo Group will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
23. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
24. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
25. Exhibitor holds Edlen/The Expo Group harmless for any and all losses of power beyond Edlen/The Expo Group'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.
26. 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/The Expo Group its attorney fees or applicable agency fees.
27. 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.
28. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

**COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?**

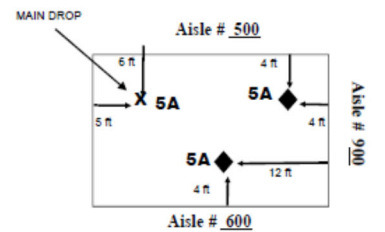
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen/The Expo Group to bring power inside the booth on a time and material basis.



**ISLAND BOOTHS**



**EXAMPLE-FLOOR POWER**



**EXAMPLE-CEILING POWER**



Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received by the discount deadline. Pricing for your electrical order is determined by the date when the floor plan is received.

*Note: Linear booths requiring standard placement [back center of booth] do not require a floor plan.*

Electrical Floor Plans received by The Expo Group less than 5 business day prior to the first day of exhibitor move in will be subject to an additional \$300.00 floor plan expedite fee. This is in addition to Standard Pricing for electrical.

		Quantity	Advance Price	Standard Price	Total
120 Volt	500 Watts (5 Amps)	X	\$ 115.00	\$ 164.29	=
	1000 Watts (10 Amps)	X	\$ 150.00	\$ 214.29	=
	1500 Watts (15 Amps)	X	\$ 180.00	\$ 257.14	=
	2000 Watts (20 Amps)	X	\$ 220.00	\$ 314.29	=
208 Volt Single Phase	20 Amps	X	\$ 420.00	\$ 600.00	=
	30 Amps	X	\$ 650.00	\$ 928.57	=
	60 Amps	X	\$ 935.00	\$1,335.71	=
208 Volt Three Phase	20 Amps	X	\$ 575.00	\$ 821.43	=
	30 Amps	X	\$ 900.00	\$1,285.71	=
	60 Amps	X	\$1,350.00	\$1,928.57	=

**Island Booths** - Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen/The Expo Group will deliver to the most convenient location.

**24-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.

**Dedicated Outlets** - For a dedicated outlet order a 20 amp outlet.

**Cancellation Policy:** Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen/The Expo Group (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen/The Expo Group will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An electrical floor plan must be provided with this order. See form 21h.	Subtotal _____
<input type="checkbox"/> Attached	Late Floorplan Fee (received after 9/26/21) \$300.00
<input type="checkbox"/> To Follow <i>(Must be received by Disc. Deadline for Advance Rate)</i>	<b>TOTAL</b> _____
<input type="checkbox"/> Standard Location	

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

# THE EXPO GROUP

5931 Campus Circle Drive West, Irving, Texas 75063  
 Phone: 972.580.9000  
 Email: [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com)  
 Order Services online at [theexpogroup.com](http://theexpogroup.com)



GEOINT 2021 Symposium  
 October 5-8, 2021 (Event)  
 October 6-8, 2021 (Exhibits)  
 America's Center Convention Complex  
 St. Louis, MO

## Electrical Service

**Discount Deadline:  
 September 7, 2021**

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received by the discount deadline. Pricing for your electrical order is determined by the date when the floor plan is received.

*Note: Linear booths requiring standard placement [back center of booth] do not require a floor plan.*

Electrical Floor Plans received by The Expo Group less than 5 business day prior to the first day of exhibitor move in will be subject to an additional \$300.00 floor plan expedite fee. This is in addition to Standard Pricing for electrical.

		Quantity	Advance Price	Standard Price	Total
Material Rental	15' Extension Cord	X	\$ 35.00	\$ 50.00	=
	Multi - Outlet Power Strip	X	\$ 35.00	\$ 50.00	=
Labor	Straight Time	X	\$115.00	\$164.29	=
	Overtime	X	\$157.60	\$225.15	=
	Double Time	X	\$196.00	\$280.00	=

**Island Booths** - Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen/The Expo Group will deliver to the most convenient location.

**24-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.

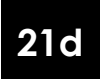
**Dedicated Outlets** - For a dedicated outlet order a 20 amp outlet.

**Cancellation Policy:** Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen/The Expo Group (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen/The Expo Group will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An electrical floor plan must be provided with this order. See form 21h.	Subtotal _____
<input type="checkbox"/> Attached	Late Floorplan Fee (received after 9/26/21) \$300.00
<input type="checkbox"/> To Follow <i>(Must be received by Disc. Deadline for Advance Rate)</i>	<b>TOTAL</b> _____
<input type="checkbox"/> Standard Location	

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_





**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.

**Step 2 Complete the Appropriate Form**

There is a different form 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 costs may be greater or lesser 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.

**Step 3 Return the following form**

Electrical Order, applicable Labor Forms and Electrical Layout.

**ELECTRICAL JURISDICTION**

**WORK REQUIRING EDLEN ELECTRICIANS**

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

**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.



**ELECTRIAL DISTRIBUTION UNDER CARPET**

**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 cannot 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 main distribution point. Power is delivered to that point and then distributed to other locations. In-line 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**

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.
Straight Time	Monday—Friday, 8:00 am—4:30 pm, except holidays
Overtime	Monday—Friday, 4:30 pm—8:00 am; Saturday
Double Time	Saturday after 8 hours of OT; all day Sunday and Holidays

**DISTRIBUTION LABOR ESTIMATE**

MAN HRS		RATE	TOTAL
_____	ST	\$164.29	_____
_____	OT	\$222.15	_____
_____	DT	\$280.00	_____

**BOOTH LABOR ESTIMATE**

MAN HRS		RATE	TOTAL
_____	ST	\$164.29	_____
_____	OT	\$222.15	_____
_____	DT	\$280.00	_____

**ADDITIONAL INFORMATION**

**CALCULATING YOUR TOTAL**

	Subtotal _____
--	----------------

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_





**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 served basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

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

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

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

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

**Installation of Booth Lighting**

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

**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.

**LABOR RATES AND HOURS**

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.
Straight Time	Monday—Friday, 8:00 am—4:30 pm, except holidays
Overtime	Monday—Friday, 4:30 pm—8:00 am; Saturday
Double Time	Saturday after 8 hours of OT; all day Sunday and Holidays

**DISTRIBUTION LABOR ESTIMATE**

MAN HRS		RATE	TOTAL
_____	ST	\$164.29	_____
_____	OT	\$222.15	_____
_____	DT	\$280.00	_____

**BOOTH LABOR ESTIMATE**

MAN HRS		RATE	TOTAL
_____	ST	\$164.29	_____
_____	OT	\$222.15	_____
_____	DT	\$280.00	_____

**ADDITIONAL INFORMATION**

**CALCULATING YOUR TOTAL**

	Subtotal _____
--	----------------

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_



**Return this information sheet with the Electrical Service order form.**

**Please provide the location of the electrical connection on your equipment (include dimensions), assign location numbers and describe the service requested.**

**Booth Size:** \_\_\_\_\_ x \_\_\_\_\_

**Aisle or Booth # \_\_\_\_\_ (Back of Booth)**

**Adjacent  
 Booth#**  
 \_\_\_\_\_

**Adjacent  
 Booth#**  
 \_\_\_\_\_

**Feet  
 Back**

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

**Aisle # \_\_\_\_\_ (Front of Booth)**

**Feet  
 Over**

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

