



5931 Campus Circle Drive West
Irving, Texas 75063
Phone: (972) 751-9400
Email: pack.east@packexpo.com
www.packexpo.com



March 21-23, 2022
Pennsylvania Convention Center
Philadelphia, PA USA

General Utility Information

Exhibitors can perform some in-booth utility work themselves; including using their own ladders, power tools, and installing their own signs, graphics and props. See Exhibitor Rights and Labor form for more information.

- 1 Carpet Cutting**

Many of the electric, compressed air, water, gas and telecom services are provided from utility floor ports. PACK EXPO Services (PES) technicians will make every attempt to notify you in advance. However, if you are not present when we arrive to install service, your carpet may be cut without prior notification so that we may complete the installation.
- 2 Tile, Solid Floors or Hardwood**

If you intend to use any of these floor materials, it is necessary that you leave access to the utility floor ports. Please contact your Customer Account Manager (CAM) to discuss your booth utility installation, and make sure to make a note of the special flooring on your order form.
- 3 Ramping**

All ramping in aisles is performed by PACK EXPO Services carpenters and must be pre-approved by Show Management and PACK EXPO Services. All ramping in a client's booth space is performed by PES. The general rule for ramping charges is that if an exhibitor's service must be fed from a port that crosses an aisle, the exhibitor is responsible for paying all ramping fees. Call your CAM for an estimate.
- 4 Work Orders**

Once your utility services have been installed, you will sign the work order. This work order is a detailed list of the necessary labor performed to install the services during set-up, plus any changes in utility services that may have occurred from your original order. **Please review the work order carefully before signing it.**
- 5 Targets**

Every attempt will be made to have your utilities and carpet installed by the close of business the day prior to your target date. Incomplete or missing orders/information will cause delays/additional charges to your booth setup. It is the responsibility of the exhibitor to ensure your booth order is complete prior to move-in.
- 6 Utility Floor Plans**

Each utility service **must** be accompanied by a detailed floor plan to ensure proper installation and completion of your order.

A late floor plan fee of \$500.00 goes into effect after February 25, 2022. This fee will be assessed if a final, scaled floor plan, showing orientation to surrounding booths, is not submitted for each services that requires it. Resubmitting changes to existing floor plans after this date will be treated as a new floor plan, subject to the fee.

Review the Electrical section, Internet section, and Plumbing section for more information.



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Electrical Terms and Conditions

1 Terms and 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 floor plans.
- c. For services and equipment not listed on the service order form, contact your CAM for availability and quotes at (972)751-9400 or pack.east@packexpo.com.

2. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order forms.** 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, wire transfer, 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 February 7, 2022. **Service orders received after February 7, 2022, 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 after February 27, 2022 without 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. Rates are based on current wages and are subject to change without notice.
- g. **Claims** regarding services provided by PES will not be considered unless filed by customer issued prior to the close of show.
- h. **Refunds** of overpayments will be issued by submitting request to PES within 30 days of the close of final invoicing.
- j. 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 (1) hour after the close of show each day and restored one (1) 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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Electrical Terms and Conditions

1 Terms and Conditions continued

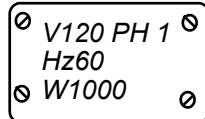
1. **Straight-Time, Overtime and Double-Time rates apply. Contact PACK EXPO Services at 972-751-9400 for details.**
2. Labor wages are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
3. A minimum charge of one (1) hour is applicable to all labor requests. Additional time on the same day (and the same labor ticket) is billed in one half (1/2) hour increments. Continuations to another day are a minimum of one (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 half (1/2) 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.
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 (1/2) hour basis, with a one (1) 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.

2 Guidelines For Completing Your Electrical Order Forms

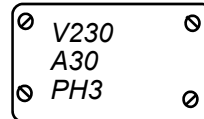
STEP 1—ELECTRICAL OUTLETS

Total the single phase or three phase power requirements on all nameplates on your equipment. Order your Electrical Services from pages 11-13.

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—ELECTRICAL LABOR

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 will be required to submit a utilities floor plan of your booth. Electrical Labor Order forms are pages 8-12.

Remember these important facts when ordering labor:

1. Labor is only guaranteed at 8:00 am.
2. There is a minimum one (1) hour in, one half (1/2) hour out for all labor ordered.
3. Straight-time is Monday through Friday, 8:00 am to 4:30 pm. Overtime is weekdays before 8:00 am and after 4:30 pm, and all day Saturday. Double-time is all day Sunday and Holidays.
4. Dismantle Labor is charged at up to 50% of total install labor, with a one half (1/2) hour minimum. Overtime rates may apply.

STEP 3—UTILITY FLOOR PLAN / ELECTRICAL GRID

To receive the Advance Rate, the booth layout grid on page 13, or a scaled plan for electrical distribution (with orientation to surrounding booths), must be attached to your order, or e-mailed to your CAM on or before February 7, 2022. PDF, CAD, or JPG files are preferred.

A late floor plan fee of \$500.00 goes into effect after February 25, 2022. This fee will be assessed if a final, scaled floor plan, showing orientation to surrounding booths, is not submitted for electrical services. Resubmitting changes to existing floor plans after this date will be treated as a new floor plan.

STEP 4—ELECTRICAL EQUIPMENT RENTAL

If you require a Condor or a Scissor Lift for your electrical services, complete page 14.

Complete all Electrical Service Order forms that apply. Contact your CAM with questions or concerns.

3 Electrical Code and Safety Guidelines

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

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 required to correct the problems. This work will be performed off of a labor ticket. 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 the fire prevention bureaus at the convention center.
- Cube taps and cobra heads are prohibited.
- 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.
- Extension cords must be rated to 'extra hard usage' per code.

4 Wiring Methods & Distribution Systems

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 page 3.

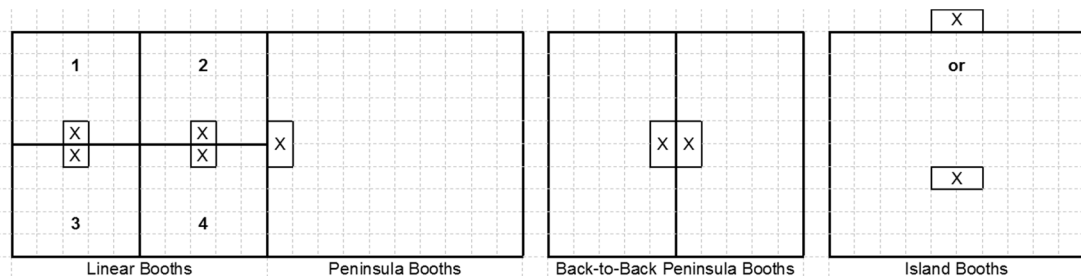
Exhibitors who require many standard outlets may wish to incorporate a power distribution system into their booth. Please contact your CAM if you need more information at 972-751-9400.

5 Outlet Placement

Where will my outlet be located? There are four different types of trade show booths. Each type of booth has its own standard method of installation.

Inline Booths, Peninsula Booths, or Back-to-Back Peninsula Booths: Pre-ordered electrical outlet will be installed at the rear of your booth, at the drape line.

Island Booths: Designate one location for each outlet you order. Multiple outlet locations are 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. One drop within booth when power source is in ceiling, or one location when power is in the floor. *In the following diagrams, the symbol X represents the approximate location of the power outlets.*



6 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 one (1) hour of show opening and turned off one (1) hour 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 arm lights. Additionally, they may repair their own equipment that requires their technicians as long as the technician is a company employee.

7 Electrical Contractor's Responsibilities

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

- All under-carpet distribution of electrical wiring.
- All facility overhead distribution of electrical 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.



8 Special Notes and 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.

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 labor prior to 8:00 am for the following day, you must notify your CAM 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.

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 / L2130P
- 60 Amp 208v & 480v Mini-Cam - Male Leviton 15SDM
- 100 / 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.

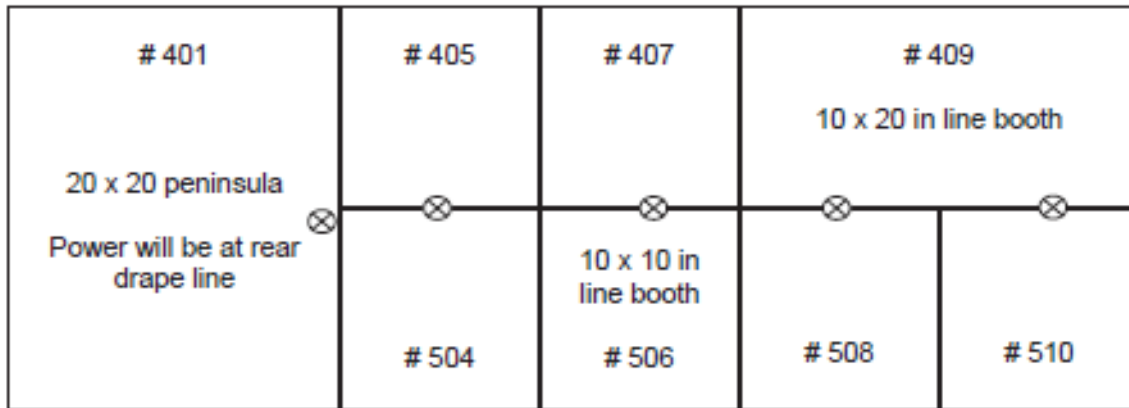
9 Important Electrical Exhibiting Information

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. The 120 Volt outlets are shared by back to back booths.

Example: Outlet = ⊗

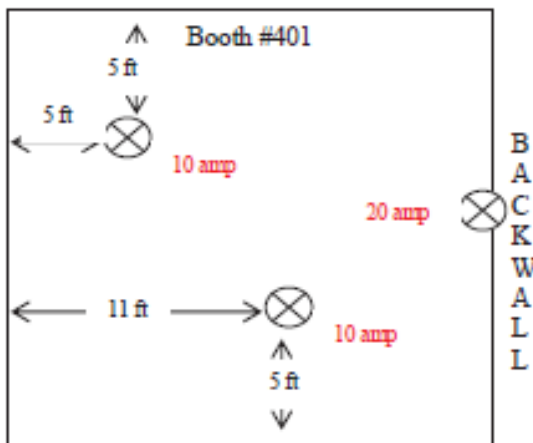


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**.

Examples based on the above floor plan.

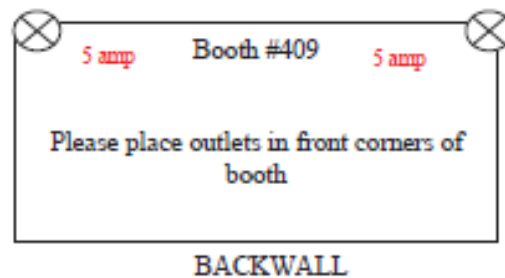
20' x 20' Peninsula - Booth 401

Order = (2) 10 amp, (1) 20 amp outlets



10' x 20' In Line - Booth 409

Order = (2) 5 amp outlets



SAMPLE LAYOUTS

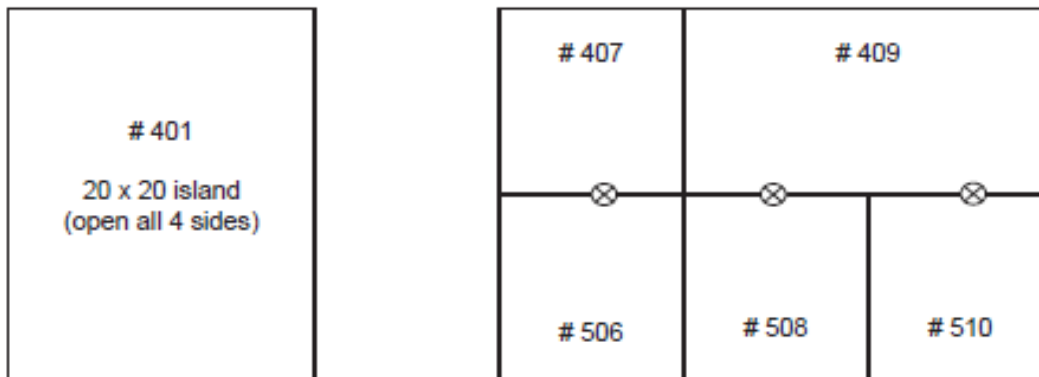
ISLAND BOOTHS

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"x14"x18") 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.

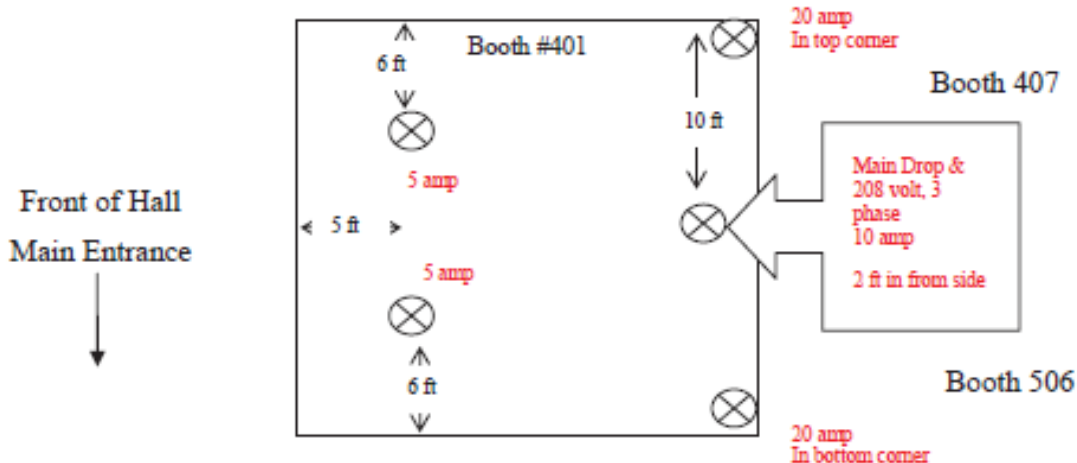
Example:

Section of show floor plan



20'x20' 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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Electrical Service

Discount Deadline:
February 7, 2022
 (excludes labor)

Exhibitor must supply a detailed scaled floor plan.
 Detail an approximate date and time for machine hookup to
 ensure labor is available. Use Electrical Labor form to pre-pay.

		Quantity	Advanced Rate	Standard Rate	Total
1 Standard 120 Volt Service	Service originates at back center in line booths. Electrical Labor required for other location, Island and Peninsula Exhibits.				
	500 Watt Service	X	\$ 132.00	\$ 188.60	=
	500 Watt Service - 24-Hour Power	X	\$ 205.70	\$ 293.90	=
	1000 Watt Service	X	\$ 170.50	\$ 243.60	=
	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	\$ 458.90	=
	OTHER (Call for availability and quote)	X	Call for quote.		=

2 208 Volt Motor/Machinery and Distribution Service	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	\$ 676.50	\$ 966.45	=
	30 Amps Single Phase	X	\$ 473.00	\$ 675.75	=
	30 Amps Single Phase - 24-Hour Power	X	\$ 709.50	\$1,013.60	=
	60 Amps Three Phase	X	\$ 880.00	\$1,257.15	=
	60 Amps Three Phase - 24-Hour Power	X	\$1,320.00	\$1,885.75	=
	100 Amps Three Phase	X	\$1,408.00	\$2,011.45	=
	100 Amps Three Phase - 24-Hour Power	X	\$2,112.00	\$3,017.15	=
	OTHER (Call for availability and quote)	X	Call for quote.		=
Approximate Date and Time to Hook-Up 208V Equipment (Required) : _____					

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Cancellation Policy: Services canceled after February 27, 2022, 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 floor plan grid.	8% Sales Tax _____
<input type="checkbox"/> Attached <input type="checkbox"/> To Follow (Must be received by Disc. Deadline for Advance Rate) <input type="checkbox"/> Standard Location	Late Floor Plan Fee (received after 2/25/22) \$500.00
	TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____



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Exhibitor must supply a detailed scaled floor plan.
 Detail an approximate date and time for machine hookup to
 ensure labor is available. Use Electrical Labor form to pre-pay.

		Quantity	Advanced Rate	Standard Rate	Total
3 480 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	\$1,030.90 =	
	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	\$1,650.00 =	
	60 Amps Three Phase	X	\$1,320.00	\$1,885.75 =	
	60 Amps Three Phase - 24-Hour Power	X	\$1,386.00	\$1,980.00 =	
	100 Amps Single Phase	X	\$1,430.00	\$2,042.90 =	
	100 Amps Single Phase - 24-Hour Power	X	\$1,501.50	\$2,145.00 =	
	100 Amps Three Phase	X	\$2,475.00	\$3,535.75 =	
	100 Amps Three Phase - 24-Hour Power	X	\$2,598.75	\$3,712.50 =	
	200 Amps Single Phase	X	\$2,970.00	\$4,242.90 =	
	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.	=	
Approximate Date and Time to Hook-Up 480V Equipment (Required) : _____					

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Cancellation Policy: Services canceled after February 27, 2022, 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 floor plan grid.	8% Sales Tax _____
<input type="checkbox"/> Attached <input type="checkbox"/> To Follow (Must be received by Disc. Deadline for Advance Rate) <input type="checkbox"/> Standard Location	Late Floor Plan Fee (received after 2/25/22) \$500.00
	TOTAL _____

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____



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Exhibitor must supply a detailed scaled floor plan. Detail an approximate date and time for machine hookup to ensure labor is available. Use Electrical Labor form to pre-pay.

		Quantity	Advanced Rate	Standard Rate	Total
4 Rental Lights	Price includes power/installation/one time focus on Straight Time with lighting grid.				
	4' Track w/ 3 90 Watt Halogen Lamps	X	\$ 192.05	\$ 274.40	=
	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	\$1,052.90	=
	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 February 25, 2022, or a \$500 fee will be added to your billing. Floorplan revisions after February 25, 2022, will also be considered late, and will be charged the \$500 late floorplan fee. ***

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 after February 27, 2022, 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 floor plan grid.	8% Sales Tax _____
<input type="checkbox"/> Attached	Late Floor Plan Fee (received after 2/25/22) \$500.00
<input type="checkbox"/> To Follow (Must be received by Disc. Deadline for Advance Rate)	TOTAL _____
<input type="checkbox"/> Standard Location	

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____



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 Irving, Texas 75063
 Phone: (972) 751-9400
 Email: pack.east@packexpo.com
 www.packexpo.com



March 21-23, 2022
 Pennsylvania Convention Center
 Philadelphia, PA USA

Electrical Labor

Discount Deadline:
February 7, 2022
 (excludes labor)

Exhibitor must supply a detailed scaled floor plan. Schedule a date and time for machine hookup to ensure labor is available.

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		

Labor Rates	Straight-Time: Monday - Friday, (8:00 am - 4:30 pm)	\$176.00
	Overtime: Weekdays before 8:00 am and after 4:30 pm; all day Saturday	\$262.90
	Double-Time: All Day Sunday and Holidays	\$352.00

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 one (1) hour installation and one half (1/2) hour dismantle will apply. Scheduled supervised labor will result in a one half (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: _____

<input type="checkbox"/> Distribution of cords/cables under carpet/flooring	Date: _____	Time: _____
<input type="checkbox"/> Connection to 208/480 Service	Date: _____	Time: _____
<input type="checkbox"/> Overhead Electrical Sign/Spinning Motor	Date: _____	Time: _____
<input type="checkbox"/> Install/Dismantle booth lights	Submit a detailed schedule/diagrams	
<input type="checkbox"/> Exhibitor's truss/motor/lights		

To make final connections to machine(s): Date: _____ Time: _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____



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 Philadelphia, PA USA

Electrical Floor Plan Template

Discount Deadline:
February 7, 2022
 (excludes labor)

On-Site Contact Name: _____
 Email: _____
 Cell Number: _____

Complete this form for all utility services ordered. Location changes on installed or partially installed utility services may result in additional costs to you. When submitting your own detailed drawing, include the following items:

- 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. Provide specific dimensions.
- Location and load of all outlets**—Provide specific dimensions and wattages/amperages. *Do not simply place an X where power is required.*
- Booth orientation**—Provide surrounding aisle and/or booth numbers, particularly for Island booths. 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
18																					18
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6																					6
5																					5
4																					4
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
 ↑

Feet Over
 →

Aisle # _____ (Front of Booth)

ELECTRICAL

-  480V ELECTRICAL OUTLET
-  208V ELECTRICAL OUTLET
-  120V ELECTRICAL OUTLET

COMMENTS: _____

Exhibiting Company: _____

Booth Number: _____



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March 21-23, 2022
 Pennsylvania Convention Center
 Philadelphia, PA USA

Electrical Equipment Rental

Discount Deadline:
February 7, 2022
 (excludes labor)

NOTE: Labor will determine best equipment to be used on site regardless of what was ordered by exhibitor. Labor will be billed accordingly.

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 five 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 (1) hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check-in at the 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 4:30 pm, Monday through Friday
 Overtime (OT): Before 8:00 am and after 4:30 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	\$377.00	=
	Forklift with Operator - OT (Allow time for return of empty containers.)	X	\$598.30	=
	Condor Lift (with crew) - ST	X	\$720.90	=
	Condor Lift (with crew) - OT	X	\$813.35	=
	Scissor Lift (with crew) - ST	X	\$494.35	=
	Scissor Lift (with crew) - OT	X	\$642.90	=
	Stagehand - ST	X	\$117.50	=
	Stagehand - OT	x	\$231.40	=

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 FORKLIFT AND/OR LABOR BELOW. 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 LABORERS 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.	TOTAL _____

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

1 Electrical FAQs

From under carpet wiring to overhead lighting, PACK EXPO Services (PES) 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. Our electrical specialists and qualified electricians are always available to assist you.

1. 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. Information should be provided on a name plate or stamp 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. 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. Order separate outlets for each piece of equipment and/or each power location to help minimize tripping/power outages. It is 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.

2. 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.

3. 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. See the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, PES 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.

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.

4. Is the price for power per day? Outlet or connection prices are typically for an entire show.

5. What is 24-hour power? Many facilities these days are energy conscious and therefore turn off power overnight. Power is turned off one (1) hour after the show closes at the earliest and restored no later than one (1) hour before the show opens the following day. 24-hour power is, as it sounds, power that is continuously on 24-hours per day, starting the night the show opens. EXTENDED POWER IS AVAILABLE FOR BOTH SET UP AND DISMANTLE DAYS. CONTACT YOUR CAM FOR RATES.

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.

1 Electrical FAQs (cont.)

6. 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 CAM for more information.

7. 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.

8. 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.

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.

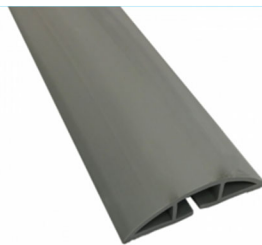
All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.

9. 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.

10. 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 must perform all floor or booth work.

11. Can I bring over carpet wire cover(s) and run my own cords over carpet? Running any electrical cords **over** carpet is prohibited. This includes with the use of over carpet Wire Covers like the below example. Floor work must be done by PES Electricians.



12. 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.

13. Do I need to order electrical labor for a monitor(s) installation? If an exhibitor owns the monitor(s), they are allowed to install it themselves. No other trades can assist (such as carpenters installing the brackets). All rentals must be installed by electricians. Order electrical labor for monitor wall-mounts. Complete the Electrical Labor forms in this section, and select AV Installation.

1 Electrical FAQs (cont.)

14. When will my power be turned on? Power is only guaranteed to be installed before the show opens. Any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

15. 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.

16. Can I hang my own lights? Yes, an exhibitor can hang their own lights and plug them in without ordering labor. Typically exhibitors themselves can hang up to four (4) lights as long as they require no more than 20 amps in total. If a decorating company has been contracted to install a display, electrical labor is required to install the lights. No other trades can assist.

17. 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 need to order power.

18. 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 to ensure that all electrical codes and building rules are met.
- Labor is required 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.

19. 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 1:30 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.

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