



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



October 23-26, 2022  
 McCormick Place  
 Chicago, Illinois USA

## General Utility Information

Discount Deadline:  
 September 7, 2022  
 (excludes labor)

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 section for more information.

### 1 Carpet Cutting

Many of the electric, compressed air, water, gas and telecom services are provided from utility floor ports. If we arrive to install your utility services and the floor ports are covered with carpet, it may be necessary for us to cut your carpet. PACK EXPO Services 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, Hardwood or Solid Floors

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 at PACK EXPO Services (PES) 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, and floor plans will cause delays and additional charges to your booth setup. It is the responsibility of the exhibitor to ensure your booth order is complete, and floor plans are submitted prior to the established deadlines.

### 6 Labor

Utility Labor rates will be billed as follows:

Straight Time: 8:00 am to 4:30 pm, Monday through Friday

Overtime: 6:00 am to 8:00 am and 4:30 pm to 12:00 Midnight, Monday through Friday;

First (8) hours of work on Saturday up to 4:30 pm

Double Time: 12:00 Midnight to 6:00 am, Monday through Friday

After (8) hours of work on Saturday, or after 4:30 pm on Saturday; regardless of starting time

ALL DAY Sunday and Holidays

Please review the specific information in the Electrical section, Telecom section, Internet section and Plumbing section for more detailed information on each of these services.

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



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# Electrical Package Overview

## Electrical Package Overview and Key Points

PACK EXPO Services is excited to announce that we have developed an electrical bundle for PACK EXPO International 2022. 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 **up to** a one (1) hour credit on inbound and one half (1/2) hour credit on the outbound as part of the bundle. Regardless of total quantity of outlets ordered, the maximum credit per booth will be one (1) hour on inbound and one half (1/2) hour on outbound. Labor credit will not exceed the actual labor charges billed.
- 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.

### 1 Power Distribution

**Overhead Services will require scissor lift or condor lift time at our published rate. These costs are in addition to the actual service itself — See Electrical Equipment Rental form.**

**Exhibitors may bring their own distribution panels.** Exhibitors using distribution panels are required to supply all cables from panel(s) to display materials. If voltages other than those listed on order forms are needed, we recommend exhibitors bring their own transformers. Transformers must have a readily accessible means of disconnect for both the primary and secondary sides of the transformer with proper overload protection, i.e. fusible safety disconnect. All electrical distribution must be done by PES electricians.

**International clients bringing equipment requiring voltages, other than 120, 208 or 480 voltages, must rent a transformer capable of transforming 120, 208 or 480 voltages to the equipment's required voltage or supply their own. Hertz converters are not available.**

The types of power, and available sources, for each building location are as follows:

**NOTE: 480V power is not available in the Lakeside Ballroom. The Lakeside halls only have 480V power available overhead. To get 208V overhead will require a transformer in your booth from the 480V overhead buss.**

SERVICE	SOUTH		NORTH		WEST		LAKESIDE			
	A1	A2	B1	B2	F1	F2	D1	D2	E	Ballroom
120 Volt Floor Power 30 Amps or Less	X	X	X		X	X	X	X	X	X
208 Volt Floor Power 60 Amps or Less	X	X	X		X	X	X	X	X	X
480 Volt Floor Power 100 Amps or Less	X	X	X				X	X		
120 Volt Ceiling Power All Amperages	X	X	X	X	X	X	X	X	X	
208 Volt Ceiling Power All Amperages	X	X	X	X	X	X				
480 Volt Ceiling Power All Amperages	X	X	X	X	X	X	X	X	X	

Insert floor plan/map of buildings



## 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 4:30 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 the electrical desk by 1:30 pm the day before.

Labor for Friday or Saturday must be ordered three (3) days prior to exhibitor move-in date. Labor ordered onsite, on Friday, is not guaranteed on straight time. Labor ordered onsite, on Saturday, is not guaranteed on overtime.

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 onsite prices for use.

## 3 Terms and Conditions

- 1. Straight Time, Overtime and Double Time rates apply. Please contact PACK EXPO Services at 972-751-9400 for details.**
- 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.
- A minimum charge of one half (1/2) hour is applicable to all labor requests. Additional time on the same day is billed in one half (1/2) hour increments. Continuations to another day are a minimum of one half (1/2) hour. Labor charges for dismantle will be one half of the installation charge and will be automatically applied to your invoice. There is a minimum of one half (1/2) hour for dismantle.
- 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.
- 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.
- 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.
- 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. Extension cords must be rated for 'extra hard usage'.
- Lift equipment required for installation and dismantle purposes can be rented on a one half (1/2) hour basis, with a one half (1/2) hour minimum. At least one crew will be required to operate the equipment.
- Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 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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## Electrical Regulations

### 4 Important Electrical Exhibiting Information

**Exhibitors requiring electrical services should thoroughly read and understand the show Rules and Regulations posted on the PACK EXPO website.**

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

In an effort to save exhibitors time and money at show site, they should take advantage of pre-installing their machine tails and cord caps on their machines before they ship them to show site/

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

- 500 Watts to 2000 Watts - Standard U-Ground 15 or 20 Amp Cord Cap / 515 or 520
- 20 Amp 120/208 5 Wire - Hubbel Male - HBL 2511 / L2120P
- 30 Amp 120/208 5 Wire – Hubbel Male – HBL 2811/L2130P
- 30 Amp Y277 / 480 5 Wire - Hubbel Male - HBL 2821 / L2230P
- 60 Amp 208v & 480v Daniel Woodhead 5 Wire - Male Y560P
- 100 Amp 208v & 480v Mini-Cam - Male Leviton 15SDM - Female 15SDF (Hots – Male Neutral & Ground – Female)
- 200 / 400 Amp 208v & 480v Large-Cam - Male Hubbel HBL 400PT EKE - Female Hubbel HBL 400CT (Hots – Male Neutral & Ground – Female)

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.



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

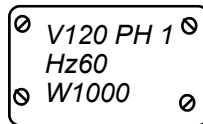
### 1 Guidelines

#### STEP 1

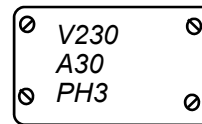
Total the single phase or three phase power requirements on all nameplates on your equipment. Order your Electrical Services from pages 14-16.

#### *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 avoid a late fee, the final booth layout grid on page 21, or a scaled plan for electrical distribution, with orientation to surrounding booths, must be attached to your order, or e-mailed to your Customer Account Manager on or before October 3, 2022. PDF, CAD, or JPG files are preferred. Complete all Electrical Service Order Forms that apply.

#### **\*Remember these important facts when ordering labor:**

- Labor is only guaranteed at 8:00 am.
- There is a minimum one half (1/2) hour in, one half (1/2) hour out for all labor ordered.
- Monday through Friday, 8:00 am to 4:30 pm is straight time. See page 1 for overtime and double time information.
- **Labor dismantle is charged at up to 50% of total install labor, with a half hour minimum. Overtime/Double Time rates may apply.**
- **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. See pages 19 and 20 to order Electrical Labor.**

(For more details regarding Electrical Contractor's responsibilities see Electrical Regulations.)

#### STEP 4

Due to configuration of halls, condor or lift may be needed to bring utilities to an exhibitor booth. This will be charged onsite if required. If you require a condor or a scissor lift for your electrical services, complete page 18.

**\*A late floor plan fee of \$500.00 goes into effect October 3, 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.**

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 please contact your CAM.





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# Electrical Rental Guidelines

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## 2 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.

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.

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 fire prevention bureaus at McCormick Place.
- 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 Chicago code.

## 3 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 5.

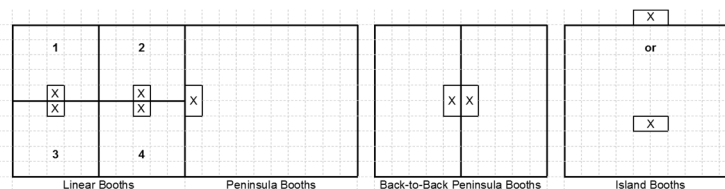
Exhibitors who require many standard outlets may wish to incorporate a power distribution system into their booth. Please contact your CAM if you need more information at 972-751-9400.

## 4 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.

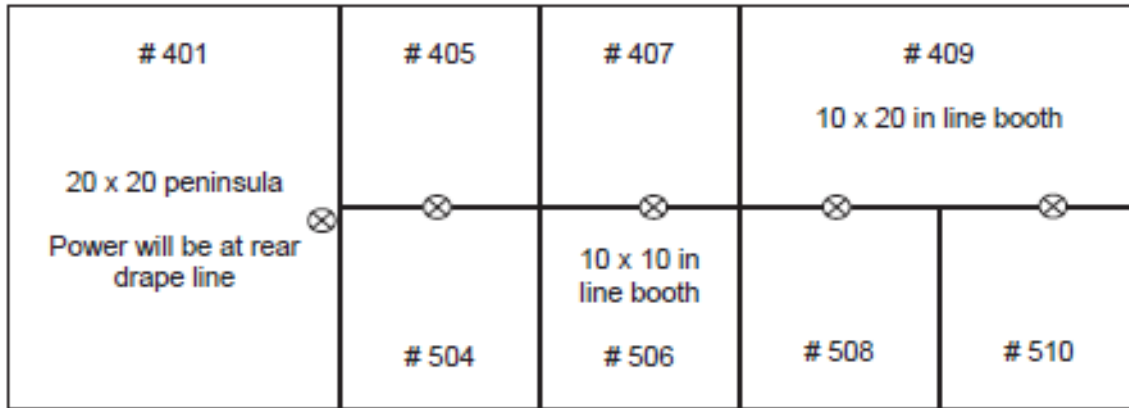


**SAMPLE LAYOUTS**

**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.

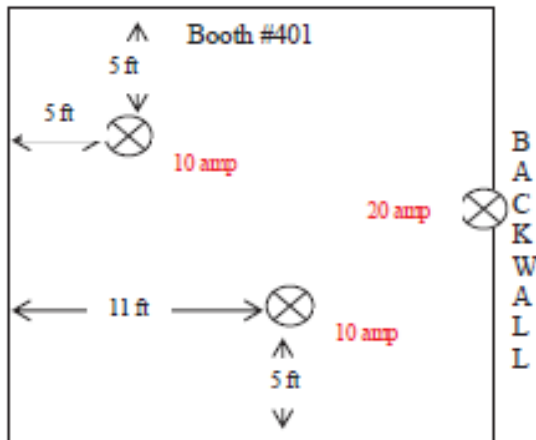
Example: Outlet = ⊗



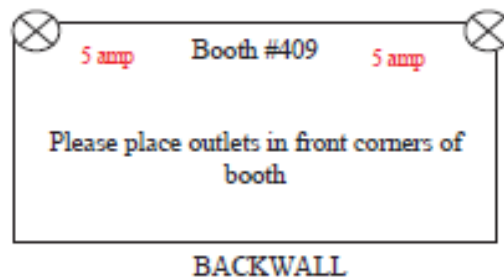
Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**.

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





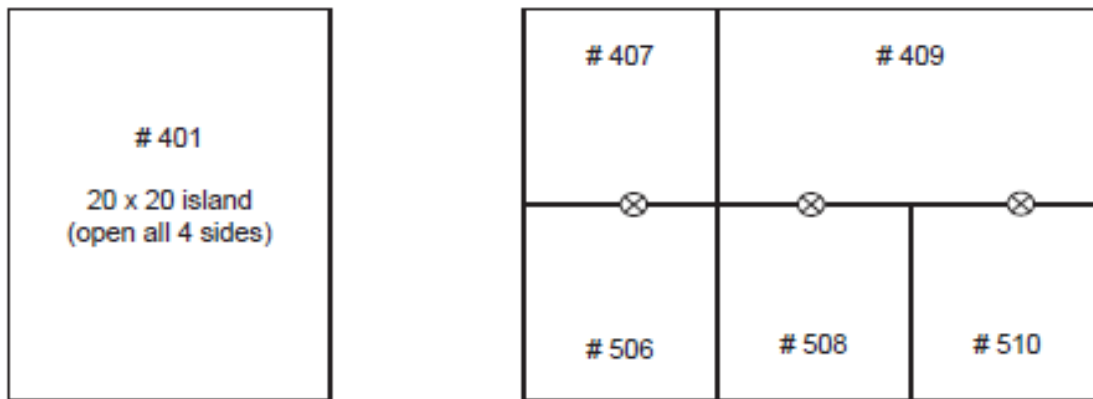
## SAMPLE LAYOUTS

### ISLAND BOOTHS

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

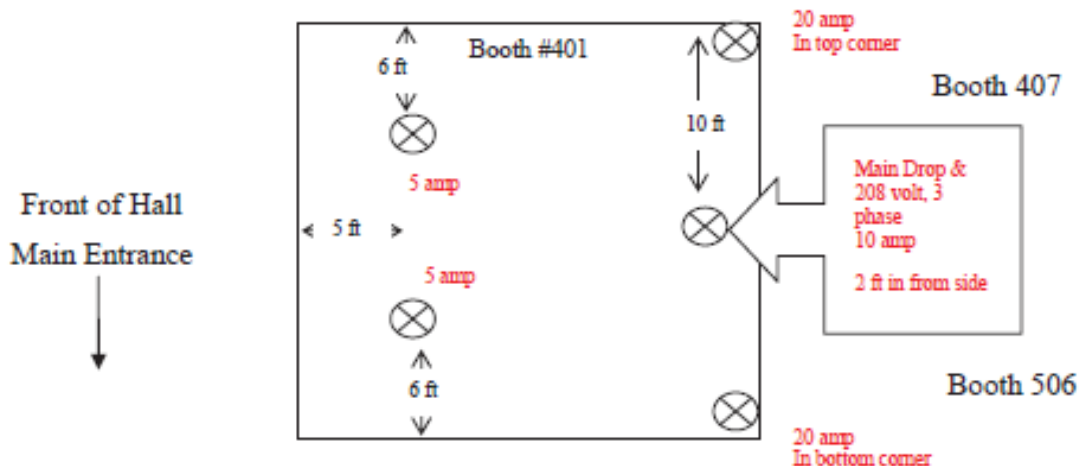
- Main Drop.** Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no 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.
- 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.
- 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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## Electrical Rental FAQs

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### Electrical Rental FAQs

## 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 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.

#### What is included in the Electrical Package?

PACK EXPO Services is excited to announce that we have developed an electrical bundle for PACK EXPO International 2022. 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 one hour credit on inbound and one half (1/2) hour credit on outbound as part of the bundle. Regardless of total quantity of outlets ordered, the maximum credit per booth will be one (1) hour on inbound and one half (1/2) hour on outbound. If your install is only half an hour, the labor credit will be one half (1/2) hour for the inbound and one half (1/2) hour for the 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 prior to 9/7/2022, and the sign has been approved by show management.**
- Hanging sign must be received at the Advance Warehouse by 10/6/2022.
- 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. (Sign has to be able to be hung on the day/time of PES discretion.)

#### 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).



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### 1 Electrical FAQs (cont.)

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.

#### **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. Power is turned off one hour after the show closes at the earliest and restored no later than one 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. INQUIRE AT SERVICE DESK 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.

#### **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.

#### **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.

# 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.
- Extension cords must be rated for 'extra hard usage' per Chicago code.

## 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.

## 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.



## 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.

## 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. Contact your CAM for further details.



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October 23-26, 2022  
McCormick Place  
Chicago, Illinois USA

## Electrical Rental FAQs

**Discount Deadline:**  
**September 7, 2022**  
(excludes labor)

### 1 Electrical FAQs (cont.)

#### **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. If you need extended power outside normal setup hours, contact a PACK EXPO Services desk. Electricity will be turned on sixty minutes prior to show opening, and will be turned off within sixty minutes after show close.

#### **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.

#### **Where will my power be located?**

Inline 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.

#### **Can I hang my own lights?**

Yes, an exhibitor can hang their own lights and plug them in without ordering labor. If a decorating company has been contracted to install a display, electrical labor is required to install the lights. No other trades can assist.

#### **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.

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

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 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.





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# Electrical Service

**Discount Deadline:**  
**September 7, 2022**  
(excludes labor)

Exhibitor must supply a detailed scaled floor plan showing orientation to surrounding booths.  
\*Overhead Services require scissor lift or condor lift time at our published rate. These costs are in addition to the actual service itself. Lift equipment and labor will be billed onsite.

		Quantity	Advance Price	Standard Price	Total
<b>1</b> 120 Volt Single Phase - Floor Service is not available in Hall B2	120 Volt - 500 Watt (5 Amp) Outlet	X	\$ 165.90	\$ 236.95	=
	120 Volt - 500 Watt (5 Amp) Outlet - 24-HR	X	\$ 336.40	\$ 480.55	=
	120 Volt - 1000 Watt (10 Amp) Outlet	X	\$ 237.50	\$ 339.30	=
	120 Volt - 1000 Watt (10 Amp) Outlet - 24-HR	X	\$ 475.00	\$ 678.55	=
	120 Volt - 1500 Watt (15 Amp) Outlet	X	\$ 361.65	\$ 516.65	=
	120 Volt - 1500 Watt (15 Amp) Outlet - 24-HR	X	\$ 722.00	\$1,031.50	=
	120 Volt - 2000 Watt (20 Amp) Outlet	X	\$ 391.60	\$ 559.40	=
	120 Volt - 2000 Watt (20 Amp) Outlet - 24-HR	X	\$ 781.85	\$1,116.90	=
	120 Volt - 3000 Watt (30 Amp) Outlet	X	\$ 742.00	\$1,060.00	=
	120 Volt - 3000 Watt (30 Amp) Outlet - 24-HR	X	\$1,508.85	\$2,155.50	=
<b>2</b> 120 Volt Single Phase - Overhead*	120 Volt - 1000 Watt (10 Amp) Outlet	X	\$ 237.50	\$ 339.30	=
	120 Volt - 1000 Watt (10 Amp) Outlet - 24-HR	X	\$ 475.00	\$ 678.55	=
	120 Volt - 1500 Watt (15 Amp) Outlet	X	\$ 361.65	\$ 516.65	=
	120 Volt - 1500 Watt (15 Amp) Outlet - 24-HR	X	\$ 722.00	\$1,031.50	=
	120 Volt - 2000 Watt (20 Amp) Outlet	X	\$ 391.60	\$ 559.40	=
	120 Volt - 2000 Watt (20 Amp) Outlet - 24-HR	X	\$ 781.85	\$1,116.90	=
	120 Volt - 3000 Watt (30 Amp) Outlet	X	\$ 742.00	\$1,060.00	=
	120 Volt - 3000 Watt (30 Amp) Outlet - 24-HR	X	\$1,508.85	\$2,155.50	=
<b>3</b> 208 Volt Single Phase - Floor Service is not available in Hall B2	208 Volt - 20 Amp Outlet	X	\$ 594.00	\$ 848.55	=
	208 Volt - 20 Amp Outlet - 24-HR	X	\$1,188.00	\$1,697.15	=
	208 Volt - 30 Amp Outlet	X	\$ 776.90	\$1,109.85	=
	208 Volt - 30 Amp Outlet - 24-HR	X	\$1,552.55	\$2,217.90	=
	208 Volt - 60 Amp Outlet	X	\$ 849.20	\$1,213.15	=
	208 Volt - 60 Amp Outlet - 24-HR	X	\$1,700.85	\$2,429.80	=

**Cancellation Policy:** Cancellations received before Tuesday 10/11/22 will be refunded at 100%. Cancellations received after will be billed at 100%.

## ADDITIONAL INFORMATION

## CALCULATING YOUR TOTAL

An electrical floor plan must be provided with this order. See grid on page 21/21.

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

Subtotal \_\_\_\_\_  
(Transfer Subtotal to page 17/21)

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

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

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

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

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



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## Electrical Service Cont'd

Discount Deadline:  
September 7, 2022  
(excludes labor)

Exhibitor must supply a detailed scaled floor plan showing orientation to surrounding booths.  
\*Overhead Services require scissor lift or condor lift time at our published rate. These costs are in addition to the actual service itself. Lift equipment and labor will be billed onsite.

		Quantity	Advance Price	Standard Price	Total
<b>4</b> 208 Volt Single Phase - Overhead* 208V power not available from overhead in Lakeside halls	208 Volt - 20 Amp Outlet	X	\$ 594.00	\$ 848.55	=
	208 Volt - 20 Amp Outlet - 24-HR	X	\$1,188.00	\$1,697.15	=
	208 Volt - 30 Amp Outlet	X	\$ 776.90	\$1,109.85	=
	208 Volt - 30 Amp Outlet - 24-HR	X	\$1,552.55	\$2,217.90	=
	208 Volt - 60 Amp Outlet	X	\$ 849.20	\$1,213.15	=
	208 Volt - 60 Amp Outlet - 24-HR	X	\$1,700.85	\$2,429.80	=
	208 Volt - 100 Amp Outlet	X	\$1,700.85	\$2,429.80	=
	208 Volt - 100 Amp Outlet - 24-HR	X	\$3,400.55	\$4,857.90	=
	208 Volt - 200 Amp Outlet	X	\$3,257.10	\$4,653.10	=
	208 Volt - 200 Amp Outlet - 24-HR	X	\$6,513.00	\$9,304.35	=
<b>5</b> 208 Volt Three Phase - Floor Service is not available in Hall B2	208 Volt - 20 Amp Outlet	X	\$ 743.55	\$1,062.25	=
	208 Volt - 20 Amp Outlet - 24-HR	X	\$1,487.15	\$2,124.45	=
	208 Volt - 30 Amp Outlet	X	\$1,015.05	\$1,450.00	=
	208 Volt - 30 Amp Outlet - 24-HR	X	\$2,030.15	\$2,900.15	=
	208 Volt - 60 Amp Outlet	X	\$1,099.90	\$1,571.20	=
	208 Volt - 60 Amp Outlet - 24-HR	X	\$2,199.70	\$3,142.40	=
<b>6</b> 208 Volt Three Phase - Overhead* 208V power not available from overhead in Lakeside halls	208 Volt - 20 Amp Outlet	X	\$ 743.55	\$1,062.25	=
	208 Volt - 20 Amp Outlet - 24-HR	X	\$1,487.15	\$2,124.45	=
	208 Volt - 30 Amp Outlet	X	\$1,015.05	\$1,450.00	=
	208 Volt - 30 Amp Outlet - 24-HR	X	\$2,030.15	\$2,900.15	=
	208 Volt - 60 Amp Outlet	X	\$1,099.90	\$1,571.20	=
	208 Volt - 60 Amp Outlet - 24-HR	X	\$2,199.70	\$3,142.40	=
	208 Volt - 100 Amp Outlet	X	\$1,793.20	\$2,561.65	=
	208 Volt - 100 Amp Outlet - 24-HR	X	\$3,587.60	\$5,125.10	=

**Cancellation Policy:** Cancellations received before Tuesday 10/11/22 will be refunded at 100%. Cancellations received after will be billed at 100%.

### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

An electrical floor plan must be provided with this order. See grid on page 21/21.

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

Subtotal \_\_\_\_\_  
(Transfer Subtotal to page 17/21)

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

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

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

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

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





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# Electrical Service Cont'd

Discount Deadline:  
 September 7, 2022  
 (excludes labor)

Exhibitor must supply a detailed scaled floor plan showing orientation to surrounding booths.  
 \*Overhead Services require scissor lift or condor lift time at our published rate. These costs are in addition to the actual service itself. Lift equipment and labor will be billed onsite.

		Quantity	Advance Price	Standard Price	Total
<b>6</b> 208 Volt Three Phase - Overhead* (cont.)	208 Volt - 200 Amp Outlet	X	\$ 3,587.60	\$ 5,125.10 =	
	208 Volt - 200 Amp Outlet - 24-HR	X	\$ 7,175.10	\$10,250.20 =	
	208 Volt - 400 Amp Outlet	X	\$ 7,174.10	\$ 9,614.25 =	
	208 Volt - 400 Amp Outlet - 24-HR	X	\$13,455.00	\$19,221.35 =	
<b>7</b> 480 Volt Three Phase - Floor 480V power not available from floor in West hall or Hall B2	480 Volt - 20 Amp Outlet	X	\$ 893.15	\$ 1,275.90 =	
	480 Volt - 20 Amp Outlet - 24-HR	X	\$ 1,786.20	\$ 2,551.75 =	
	480 Volt - 30 Amp Outlet	X	\$ 1,173.40	\$ 1,676.30 =	
	480 Volt - 30 Amp Outlet - 24-HR	X	\$ 2,344.40	\$ 3,349.00 =	
	480 Volt - 60 Amp Outlet	X	\$ 1,591.20	\$ 2,273.15 =	
	480 Volt - 60 Amp Outlet - 24-HR	X	\$ 3,182.35	\$ 4,546.25 =	
	480 Volt - 100 Amp Outlet	X	\$ 1,844.35	\$ 2,634.75 =	
	480 Volt - 100 Amp Outlet - 24-HR	X	\$ 3,687.30	\$ 5,267.60 =	
<b>8</b> 480 Volt Three Phase - Overhead*	480 Volt - 20 Amp Outlet	X	\$ 893.15	\$ 1,275.90 =	
	480 Volt - 20 Amp Outlet - 24-HR	X	\$ 1,786.20	\$ 2,551.75 =	
	480 Volt - 30 Amp Outlet	X	\$ 1,173.40	\$ 1,676.30 =	
	480 Volt - 30 Amp Outlet - 24-HR	X	\$ 2,344.40	\$ 3,349.00 =	
	480 Volt - 60 Amp Outlet	X	\$ 1,591.20	\$ 2,273.15 =	
	480 Volt - 60 Amp Outlet - 24-HR	X	\$ 3,182.35	\$ 4,546.25 =	
	480 Volt - 100 Amp Outlet	X	\$ 1,844.35	\$ 2,634.75 =	
	480 Volt - 100 Amp Outlet - 24-HR	X	\$ 3,687.30	\$ 5,267.60 =	
	480 Volt - 200 Amp Outlet	X	\$ 3,386.40	\$ 5,267.60 =	
	480 Volt - 200 Amp Outlet - 24-HR	X	\$ 7,373.50	\$10,533.55 =	
<b>9</b> Transformers	Transformer Rental	X	\$ 83.15	\$ 118.75 =	
	Buck & Boost Transformer (Per Amp)	X	\$ 9.30	\$ 13.35 =	
	Transforming _____ V to _____ V				

**Cancellation Policy:** Cancellations received before Tuesday 10/11/22 will be refunded at 100%. Cancellations received after will be billed at 100%.

## ADDITIONAL INFORMATION

## CALCULATING YOUR TOTAL

An electrical floor plan must be provided with this order. See grid on page 21/21.

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

Subtotal \_\_\_\_\_  
 (Transfer Subtotal to page 17/21)

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

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

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

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

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



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Chicago, Illinois USA

## Electrical Service Cont'd

Discount Deadline:  
September 7, 2022  
(excludes labor)

Exhibitor must supply a detailed scaled floor plan showing orientation to surrounding booths.  
\*Overhead Services require scissor lift or condor lift time at our published rate. These costs are in addition to the actual service itself. Lift equipment and labor will be billed onsite.

	Quantity	Advance Price	Standard Price	Total
<b>10 Lights</b>				
Price includes Outlet and Labor for Light Only. Please call PES at 972-751-9400 for custom lights and lighting package information.				
Arm Light (requires hard back wall)	X	\$ 205.40	\$ 293.45	=
Single Light Stand	X	\$ 174.45	\$ 249.20	=
Double Light Stand	X	\$ 270.05	\$ 385.80	=
1000 Watt Overhead <sup>1</sup> Quartz Light	X	\$ 497.65	\$ 710.85	=

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

## 11 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).
- 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 - Labor rates are subject to labor contract effective at time of show. Labor before 8:00 am and after 4:30 pm and Saturdays will be at the Overtime rate. Sundays and Holidays will be at the Double Time 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-half (1/2) 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-half (1/2) 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, with orientation to other surrounding booths, 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.
- Multi drops will be an additional labor charges or lift charges. A scaled floor plan is required for orders with multiple outlet locations and/or island booths. 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 incur a labor charge.
- Electricity is turned on 60 minutes prior to show opening and turned off 60 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 will 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 before Tuesday 10/11/22 will be refunded at 100%. Cancellations received after will be billed at 100%. Please refer to the show Terms and Conditions for additional information.

### ADDITIONAL INFORMATION

An electrical floor plan must be provided with this order.  
See grid on page 21/21.

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

### CALCULATING YOUR TOTAL

Subtotal	_____
Taxes and Fees Multiplied by 9% of Subtotal	_____
Late Floorplan Fee (received after 10/3/2022)	\$500.00
<b>TOTAL</b>	_____

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

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

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

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

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



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October 23-26, 2022  
 McCormick Place  
 Chicago, Illinois USA

# Electrical Equipment Rental

**Discount Deadline:  
September 7, 2022  
(excludes labor)**

Exhibitor must supply a detailed scaled floor plan showing orientation to surrounding booths.  
 \*Overhead Services require scissor lift or condor lift time at our published rate. These costs are in addition to the actual service itself. Lift equipment and labor will be billed onsite.

		Quantity	Price	Total
<b>1 Labor and Equipment Rates</b>	Condor crew consists of 1 Operator and 1 Ground Person			
	Condor Lift (with crew) - ST	X	\$ 666.00	=
	Condor Lift (with crew) - OT	X	\$ 779.65	=
	Condor Lift (with crew) - DT	X	\$ 887.55	=
	Scissor Lift crew consists of 1 Operator only			
	Scissor Lift (with crew) - ST	X	\$ 440.10	=
	Scissor Lift (with crew) - OT	X	\$ 496.35	=
	Scissor Lift (with crew) - DT	x	\$ 549.20	=

- Start time guaranteed only at start of working day
- One-half (1/2) hour minimum - labor thereafter is charged in half (1/2) hour increments
- Multi drops will be an additional labor charge or lift charge.

Straight Time (ST): 8:00 am to 4:30 pm, Monday through Friday

Overtime (OT): 4:30 pm to Midnight, Monday through Friday; first (8) hours at work on Saturday up to 4:30 pm

Double Time (DT): Midnight to 8:00 am, Monday through Friday; after (8) hours at work on Saturday, or after 4:30 pm on Saturday regardless of starting time; ALL DAY Sunday and Holidays

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.

**Dismantle labor rates will be calculated at one-half of the install labor hours, with a half hour minimum.**

Starting times can only be guaranteed when labor is requested for 8:00 am. Confirm labor by 1:30 pm the day before date requested.

Reserve labor below.

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

**Cancellation Policy:** Cancellations received before Tuesday 10/11/22 will be refunded at 100%. Cancellations received after will be billed at 100%. Please refer to the show Terms and Conditions for additional information.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	<b>TOTAL</b> _____

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

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

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

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

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



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# Electrical Labor

**Discount Deadline:**  
**September 7, 2022**  
 (excludes labor)

COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR  
 NEEDED.  
 Use this form to prepay for estimated electrical labor.  
 Continues on next page.

		Quantity	Price	Total
<b>1</b> Labor and Equipment Rates	Electrical Labor - ST	X	\$ 123.00	=
	Electrical Labor - OT	X	\$ 178.00	=
	Electrical Labor - DT	X	\$ 232.00	=

Straight Time (ST): 8:00 am to 4:30 pm, Monday through Friday  
 Overtime (OT): 4:30 pm to Midnight, Monday through Friday; first (8) hours at work on Saturday up to 4:30 pm  
 Double Time (DT): Midnight to 8:00 am, Monday through Friday; after (8) hours at work on Saturday, or after 4:30 pm on Saturday regardless of starting time; ALL DAY Sunday and Holidays

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.

Exhibit labor for 8:00 am starting times will be dispatched to booth space. For all other starting times, check-in at a labor desk one-hour before the time requested. Labor cancelled without a 24-hour notice shall be charged a one-half (1/2) hour cancellation fee per worker. If the exhibitor fails to use the workers at the time confirmed, a one-half (1/2) hour "no-show" charge per worker will apply.

The minimum charge for labor is one-half (1/2) hour per worker. Labor thereafter is charged in half (1/2) hour increments.

**Labor dismantle is charged at 50% of labor installation charges, with a half hour minimum (overtime rates may apply).**

208V and 480V power requires labor.

### PLEASE COMPLETE THE NEXT PAGE.

Estimate the number of workers and hour(s) per worker needed for installation and dismantling. Invoice will be calculated according to actual hours worked.

**Floor Work** and **Booth Work** should be scheduled in the space provided on page 20/21.

**Cancellation Policy:** Cancellations received before Tuesday 10/11/22 will be refunded at 100%. Cancellations received after will be billed at 100%. Please refer to the show Terms and Conditions for additional information.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Labor for Friday/Saturday must be ordered 3-days prior to first day of move-in. Labor ordered on Friday/Saturday, will not be guaranteed straight time.	<b>TOTAL</b> _____

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

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

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

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

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



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## Electrical Labor Continued

Discount Deadline:  
 September 7, 2022  
 (excludes labor)

COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR NEEDED.  
 Use this form to prepay for estimated electrical labor.

### PLEASE ORDER ELECTRICAL LABOR IF YOUR DISPLAY REQUIRES THE FOLLOWING:

- All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring. 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 distribute power under carpet. If this option is left unmarked and a floor plan has been received, PES will proceed with floor work. **(Requires floor plan layout form.)**
- FLOOR WORK - UNDER CARPET DISTRIBUTION - EXHIBITOR SUPERVISED (DO NOT PROCEED)  
 Exhibitor will supervise. *Indicate workers needed for installation using the grid below.*

### CHECK BELOW BOX IF ELECTRICAL LABOR IS NEEDED FOR MONITOR(S) INSTALL:

- BOOTH LABOR - AV INSTALLATION

### PLEASE SPECIFY, AS REQUIRED, IN 'TYPE' COLUMN BELOW:

- FW - Floor Work (under carpet distribution)**  
**BW - Booth Work (lights, monitors, etc.)**

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.  
 208V and 480V power requires labor.

**Please estimate the number of workers and hour per worker needed for installation and dismantling below. Invoice 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 LABORERS x RATE

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

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



5931 Campus Circle Drive West  
 Irving, Texas 75063  
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 www.packexpo.com



October 23-26, 2022  
 McCormick Place  
 Chicago, Illinois USA

# Electrical Floor Plan Template

Discount Deadline:  
**September 7, 2022**  
 (excludes labor)

**Onsite Contact Information**

Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Cell Number: \_\_\_\_\_

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** - Provide specific dimensions and wattages/amperages. *Please do not simply place an X where power is required.*
- 3. Booth orientation** - Provide surrounding aisle and/or booth numbers, particularly for Island booths. 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)

Custom grids beyond 20'x20' available upon request.

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

→ Aisle # \_\_\_\_\_ (Front of Booth)

Feet Over

ELECTRICAL

COMMENTS



480V ELECTRICAL OUTLET

\_\_\_\_\_



208V ELECTRICAL OUTLET

\_\_\_\_\_



120V ELECTRICAL OUTLET

\_\_\_\_\_

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

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