



PACK EXPO East
March 18-20, 2024
Pennsylvania Convention Center
Philadelphia, PA

Plumbing Information

**Discount Deadline:
February 12, 2024**

- Determine how many pieces of equipment will need to be connected to either Air, Water, or Drain.
 - **INCLUSIVE AIRLINE PACKAGE PRICING**—Includes: service outlet and airline hose. floorwork, tear out and final connection labor are also included as long as a detailed floor plan is submitted and connection time is confirmed **by February 12, 2024.**
 - Air and Water are set up for two secondary services within 15 feet of original service. Floor option only. Further than 15 feet away, or more than two additional locations, you must order another primary drop.
 - All connections from service to equipment will be performed by PACK EXPO Services (PES) personnel only.
 - **Inline booths and Peninsula booths** will have service brought to center back at curtain line if no floor plan is submitted with order. Airline sizes must be confirmed when ordering.
 - **Island booths requesting service** need to submit a detailed floor plan with order showing where services need to be installed, and indicate the main drop(s). Without a floor plan, services could be delayed and additional costs incurred.
 - After initial services are installed, any changes to installation will be on a new labor ticket and materials order.
 - **Overhead services must be ordered in advance and will incur additional labor charges.**
 - PES is not responsible for moisture, oil, water, drop or increase in pressure in lines to equipment.
 - Exhibitors should provide their own filters, dryers or other equipment as needed.
 - **No compressors are allowed on the show floor other than those supplied by PES.**
 - PES reserves the right to size air services by supplied CFM's required for each outlet:
 - 1/4" Line = 75 SCFM @ 90 PSI
 - 1/2" Line = 303 SCFM @ 90 PSI
 - 3/4" Line = 682 SCFM @ 90 PSI
 - **You must specify line size used per outlet when placing your order.**
 - Minimum line size for water and/or drain service is 1/2" nominal.
 - All air services shut down one (1) hour after show close.
 - PES is not responsible for discoloration, taste, sediment or drop in water pressure.
 - **Pricing Excludes:** Ramping which is time and material cost, any applicable fees or taxes, any above and beyond the normal requests for hardware, specific brand products, pressure regulator valve installations, and/or major equipment/machinery retro fitting and assembly. Any and all work requested to be done outside of the outlet service scope of work. This will be done at the published hourly labor rates and thus noted on change order or supplemental work tickets which will be signed by the exhibitor(s) as the work is performed and completed.
- **A floor plan is required for each air, water, gas or drain service. The floor plan needs to show surrounding booth numbers and indicate where each plumbing outlet needs to be installed, as well as the CFM/BTU required per air/gas outlet.**
 - **The quantity of each outlet type ordered needs to match the floor plan. A correct floorplan along with all applicable forms needs to be submitted by the Discount deadline date or Standard rates will apply for the total plumbing order.**
 - **Floor plan revisions after Discount Deadline date will be considered late and Standard rates would apply for total plumbing order.**



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1. INSTRUCTION FOR COMPLETING ORDER FORM

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

2. PAYMENT TERMS & CONDITIONS

- A. Full payment is due with service order. Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are:
 - Company check (drawn on a U.S. bank) payable to PACK EXPO Services, (PES)
 - Accepted credit cards.

Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided. To pay by credit card, please upload your credit card [online](#).

- B. Advanced Rates will be applicable to service orders received with floor plan and payment in full by the deadline date noted on the front of this form.
- A. Standard Rates will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.
- B. Third party billing is available upon request. Please contact PACK EXPO Services at 972-751-9400 for approval.
- C. Outstanding balance for services will be automatically billed to the credit card on file.
- D. Credit will not be given for service installed and not used.
- E. Cancellation of services must be received by PACK EXPO Services 21 days prior to the event. Services cancelled without 21 days prior written notice are subject to a cancellation fee of 25%.
- F. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- G. Rates are based on current wages and are subject to change without notice.
- H. Claims regarding services provided by PCC/Legends/PACK EXPO Services will not be considered unless filed by customer issued prior to the close of show.
- I. Refunds of overpayments and dispute resolutions will be issued by submitting requests to PACK EXPO Services within 30 days of the close of final invoicing.
- J. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- K. For companies exempt from sales tax, PCC/Legends requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.



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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 the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Exhibitor Services Desk.
- C. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening.
- D. D. 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 PCC and/or its sub-contractors shall remain the property of PCC and/or its Sub-contractors.
- C. All rental equipment furnished by PCC not left in the booth at the close of the show will be charged an additional 75% of the original rental equipment charge.
- D. PCC and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- E. PCC or its sub-contractors are not responsible for interruption or fluctuation of services.
- F. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC/Legends/PACK EXPO Services safety standards. All equipment is subject to inspection and approval by PCC prior to connection to service.
- G. Customer is responsible for any lost or damaged equipment supplied by the PCC.