



March 10-12, 2025
Georgia World Congress Center
Atlanta, GA USA

Electrical Terms and Conditions

Discount Deadline:
February 3, 2025

TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, PACK EXPO Services reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
5. Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact the local PACK EXPO Services office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, PACK EXPO Services will deliver to the most convenient location.
8. There is a (1) hour installation and a (1/2) hour removal charge for Island Booths that require delivery to one location.
9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
10. For a dedicated outlet, order a 20 amp outlet.
11. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
12. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
13. PACK EXPO Services employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
14. PACK EXPO Services is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of PACK EXPO Services. It shall be removed only by PACK EXPO Services employees.
15. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be not issued for unused items.
16. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through PACK EXPO Services.
17. All equipment regardless of source of power, must comply with federal, state and local codes. PACK EXPO Services/Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. PACK EXPO Services is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.

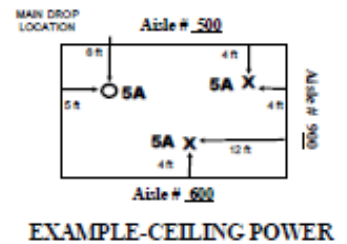
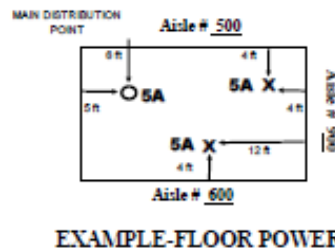
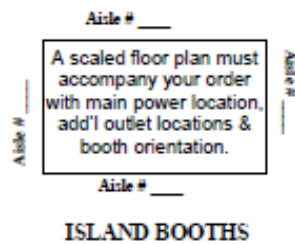
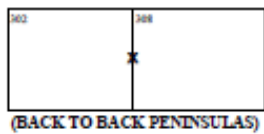
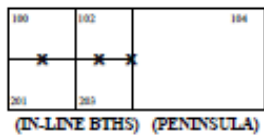
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(All orders must be submitted online - PDF forms will not be accepted)

18. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
19. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
20. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by PACK EXPO Services by February 3, 2025. Except sales tax, PACK EXPO Services will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

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



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Frequently Asked Questions

ORDERING & PAYMENT QUESTIONS

1. How do I place my order?

Orders can be placed online at the [Exhibitor Resource Center](#).

2. How do I receive Discount rates on my electrical order?

You must submit the following by the Discount Deadline:

- Valid payment and credit card authorization/guarantee
- Complete electrical and/or plumbing orders
- Completed floor plan in PDF format that matches the electrical/plumbing order(s)

Floor work labor must include a complete floor plan. Rates are dependent on the date a completed order is received. A legible, scaled floor plan must include main drop, orientation, and power usage with a minimum of 500 watts at each location.

3. What forms of payment are acceptable?

PACK EXPO Services accepts all major credit cards, ACH, Wire Transfer, and checks. Each order must be accompanied by a credit card for final payment. International checks are prohibited.

4. Can I revise my order?

Yes, if the original order was placed online, orders can be revised in your profile up to the discount deadline date. Any modifications to orders received after the discount deadline will be charged the standard rate. All orders are placed online

5. Can I cancel my order?

Yes, if the original order was placed online, orders can be cancelled in your profile up to (21) days from event opening. Cancellation requests within (21) days will incur a 25% cancellation fee.

6. Are labor and materials included in the cost of the service?

- All package outlet prices shown for Electrical and Compressed Air include all cords, cables, hoses, and connection materials.
- Prices are inclusive of all taxes / fees.
- Labor to install 120v standard placement outlets (rear center of booth) for linear booths is included in the rental price.
- Overhead outlet rates include lift equipment and labor.
- Any floorwork/distribution labor will be billed on actual work performed.
- Hookup and disconnect labor for machines, lights and AV will be billed on actual work performed.

7. Are the prices listed daily or for the duration of the event?

Prices listed are for the duration of the show.

8. Where can I get a copy of my final invoice?

After the show, exhibitors can find their final charges reflected on the Account Summary for their booth.

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ELECTRICAL QUESTIONS

1. Where does power come from?

- Power comes from floor boxes, columns, and overhead power sources (bus ducts).
- Power greater than 60A (208V or 480V) must be distributed overhead.

In most cases power is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 13"x13"x2" floor space. Call us if you have any questions or concerns.

2. Where is the power located in my booth?

Power will be installed in the back of the booth for inline, peninsula, and corner booths, unless otherwise indicated on a floor plan. All island booths must submit a scaled floor plan indicating each outlet location with measurements and surrounding booth orientation.

3. Can I use cube taps or multi-headed extension cords?

No. Cube taps and multi-headed extension cords are not allowed.

4. How do I know if I need 24-hour power?

24 Hour Power is required if you have equipment that requires power service to be energized throughout the entire event. Example, refrigeration, programmable, etc.

5. Do I need to order motor power?

Exhibitors who order power for overhead truss with lighting are not charged for temporary motor power. All other motor power requirements must order a minimum of one (1) 30 AMP 208 Volt Three Phase service. The total number of services and amperages required are determined by the quantity of motors. Contact us for a quote.

6. Is wall power available for use?

Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through PACK EXPO Services. Please contact us for more information.

7. Can I bring my own power strip?

Yes, you can supply your own power strips.

8. What if I need outlets in multiple locations?

A separate outlet must be ordered for each location needing power. Please provide a scaled floor plan indicating the outlet location with measurements, surrounding booth orientation, and a main distribution location.

9. Where do I submit my floor plan?

Floor plans can be submitted online while placing the order by using the "File Uploads" button located on the right hand side of the home screen when ordering.

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HIGH VOLTAGE CONNECTION QUESTIONS & FACTS

1. Labor is required to inspect pre-wired equipment to plug into our system.
2. High Voltage Hook up: Connection and hard wiring of all services over 120 Volt outlets and electrical motors may require labor to modify equipment to connect to PACK EXPO Services equipment.
3. You may pre-wire your equipment to match our receptacles. The following is a list of the plugs that match our equipment receptacles:

- 20A 208V 1P - NEMA 6-15P or 6-20P



- 20 or 30A 208V 1p or 3P - NEMA L21-30P



- 60A 208V, 380V or 480V – 150A 15 series male mini cam locks
- 100A 208V, 380V or 480V – 150A 15 series male mini cam locks



- 200A 208V, 380V or 480V - 400A 16 series male large cam locks
- 400A 208V, 380V or 480V – 400A 16 series male large cam locks

4. Can I use my own distribution panels?

No, only PACK EXPO Services electricians are permitted to distribute power throughout the facility using PACK EXPO Services provided materials.

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LABOR QUESTIONS

1. Will I need labor to run extension cords under flooring?

Yes, all electrical distribution under flooring must be performed by a PACK EXPO Services electrician.

2. Do I need labor to plug in my own 120-volt equipment? What about 208-volt equipment?

Exhibitors can plug in their own 120-volt equipment. For any 208V or 480V service, a PACK EXPO Services electrician must make the connection. Inspections of all 208-volt connections completed by exhibitors are mandatory by a PACK EXPO Services electrician.

3. What are the different labor rates?

Straight time labor is incurred Monday – Friday from [8:00am – 4:30pm]. Overtime labor is incurred Monday – Friday from [4:30pm – 8:00am] and all-day Saturday, Sunday, and Holidays. Please see the labor forms for more information.

4. Do I need to order labor for power installation in an inline or peninsula booth?

Labor charges will only apply if power is requested in any location other than the back of the booth.

5. Do I need to order labor for power installation in an island booth?

All island booths require labor for power installation.

6. Can I hard-wire any of my equipment at the show site?

No, all electrical wiring at the show site must be performed by a PACK EXPO Services electrician.

7. Can I bring my own Distribution Box?

Exhibitor supplied distribution boxes / manifolds will not be permitted.

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