

**ELECTRICAL ORDER FORM**  
MAIL OR FAX TO

Questions? Visit [www.edlen.com](http://www.edlen.com)



**ELECTRICAL EXHIBITION SERVICES**  
129 Sylvester Road, So. San Francisco, CA 94080  
Ph: (650) 225-0900 Fax (650) 225-0950  
sanfrancisco@edlen.com

|                  |  |               |                 |
|------------------|--|---------------|-----------------|
| <b>COMPANY:</b>  |  | <b>BTH #</b>  |                 |
| <b>EVENT:</b>    | <b>Dermatology Nurse's Association</b> |               |                 |
| <b>FACILITY:</b> | <b>Hilton San Francisco</b>            |               |                 |
| <b>DATES:</b>    | <b>March 3-6, 2009</b>                 | <b>EVENT#</b> | <b>039041SF</b> |

**ELECTRICAL OUTLETS** Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

|                              | QUANTITY<br>(For Show<br>Hours Only) | QUANTITY<br>(For 24hrs/day<br>Double price) | ADVANCE<br>PAYMENT<br>PRICE | REGULAR<br>PAYMENT<br>PRICE | TOTAL<br>COST |
|------------------------------|--------------------------------------|---|-----------------------------|-----------------------------|---------------|
| <b>120 VOLT</b>              |                                      |   |                             |                             |               |
| 0 - 500 WATTS (5 AMPS)       | _____                                | _____                                       | 120.00                      | 180.00                      | _____         |
| 501 - 1000 WATTS (10 AMPS)   | _____                                | _____                                       | 198.00                      | 297.00                      | _____         |
| 1501 - 2000 WATTS (20 AMPS)  | _____                                | _____                                       | 295.00                      | 442.00                      | _____         |
| <b>208 VOLT SINGLE PHASE</b> |                                      |   |                             |                             |               |
| 10 AMPS                      | _____                                | _____                                       | 315.00                      | 472.00                      | _____         |
| 20 AMPS                      | _____                                | _____                                       | 411.00                      | 617.00                      | _____         |
| 30 AMPS                      | _____                                | _____                                       | 501.00                      | 752.00                      | _____         |
| 60 AMPS                      | _____                                | _____                                       | 650.00                      | 975.00                      | _____         |
| 100 AMPS                     | _____                                | _____                                       | 870.00                      | 1305.00                     | _____         |
| <b>208 VOLT THREE PHASE</b>  |                                      |   |                             |                             |               |
| 10 AMPS                      | _____                                | _____                                       | 391.00                      | 587.00                      | _____         |
| 20 AMPS                      | _____                                | _____                                       | 550.00                      | 825.00                      | _____         |
| 30 AMPS                      | _____                                | _____                                       | 675.00                      | 1013.00                     | _____         |
| 60 AMPS                      | _____                                | _____                                       | 881.00                      | 1322.00                     | _____         |
| 100 AMPS                     | _____                                | _____                                       | 1129.00                     | 1694.00                     | _____         |

**TRANSFORMER TO BOOST 208V up to approx. 230V - \$3 per amp with 20 amp min.**

**LIGHTING EQUIPMENT** (Including current consumed) Include drawing showing light location.

|                           |       |       |        |        |       |
|---------------------------|-------|-------|--------|--------|-------|
| 100 WATT ARM LIGHT 1      | _____ | _____ | 92.00  | 138.00 | _____ |
| 120 WATT FLOOD LIGHT 2    | _____ | _____ | 109.00 | 163.00 | _____ |
| 120 WATT DBL POLE LIGHT 2 | _____ | _____ | 143.00 | 214.00 | _____ |
| 300 WATT FLOOD LIGHT 2    | _____ | _____ | 113.00 | 169.00 | _____ |
| 300 WATT QUARTZ LIGHT 2   | _____ | _____ | 134.00 | 200.00 | _____ |
| 1000 WATT QUARTZ LIGHT 3  | _____ | _____ | 579.00 | 869.00 | _____ |

1. Require hard wall for installation. 2. Cost includes installation at rear or side rail of in-line booths. Other locations

**MATERIAL** (Electricity not included)

|                    |       |       |       |       |       |
|--------------------|-------|-------|-------|-------|-------|
| 15' EXTENSION CORD | _____ | _____ | 21.00 | _____ | _____ |
| MULTI OUTLET STRIP | _____ | _____ | 21.00 | _____ | _____ |

**LABOR**

|   |       |       |        |       |       |
|---|-------|-------|--------|-------|-------|
| ST (Mon - Fri 8:00 am - 3:30 pm, excluding Holidays)  | _____ | _____ | 105.00 | _____ | _____ |
| OT (Mon - Fri 3:30 pm - 8:00 am, Sat, Sun & Holidays) | _____ | _____ | 210.00 | _____ | _____ |

**PLACE YOUR TOTAL PAYMENT HERE**

All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.

**FOR ADVANCE PAYMENT PRICE** to apply we must receive your order, payment and floor plan showing main power location and distribution points (see item #1 on reverse) prior to this

**DEADLINE DATE OF: 02/17/09**

**Avoid Duplication !!**

If you fax this form with credit card info, do not mail the original form or send another form of payment.

**ON LINE ORDERING**

This show is available on line. Visit [www.edlen.com](http://www.edlen.com). Use the event # above as your password.

**ISLAND BOOTHS**

There is a minimum labor charge of (1) hour to deliver power to all Island booths. All additional distribution is done by Edlen electricians on a time & material basis.

**208V & HIGHER VOLTAGES**

There is a minimum labor charge of (1) hour for installation & 1/2 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form please call for a quote.

**DEDICATED OUTLETS**

Dedicated outlets require a 20 amp outlet.

**24 HOUR SERVICES**

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

**SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS**

**FOR OFFICE USE ONLY**

|                 |       |
|-----------------|-------|
| DATE RECEIVED   | _____ |
| PAYMENT METHOD  | _____ |
| AMOUNT RECEIVED | _____ |
| RECEIPTED BY:   | _____ |

|  |  |        |             |                     |          |
|--|--|--------|-------------|---------------------|----------|
| COMPANY NAME:  |  | PHONE: |             | FAX:                |          |
| ADDRESS:   |  | CITY:  |             | ST:                 | ZIP:     |
| SIGNATURE:   |  |        | PRINT NAME: |                     | Country: |
| EMAIL ADDRESS:   |  |        |             | CC VERIFICATION NO: |          |
| PAID BY: CK AMX VISA MC DISC DINER                                   |  |        |             | EXP DATE:           |          |
| CARD HOLDER SIGN:  |  |        | PRINT NAME: |                     |          |
| <b>CREDIT CARD BILLING ADDRESS (If different from address above)</b> |  |        |             |                     |          |
| ADDRESS:   |  | CITY:  |             | ST:                 | ZIP:     |



# ELECTRICAL LABOR ORDER FORM



**IMPORTANT!!**

**THE REVERSE SIDE OF THIS FORM MUST BE COMPLETED AND RETURNED WITH ELECTRICAL ORDER FORM**

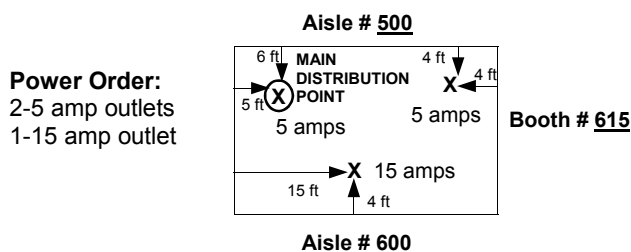
**Step 1** Please read the list of work below. If you require any of this work to be performed in your booth space, it must be performed by Edlen Electricians. This work falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

| WORK REQUIRED  | IMPORTANT RULES AND INFORMATION   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Electrical distribution under carpet and flooring.</li> <li>2. Electrical distribution overhead and/or through booth structure.</li> <li>3. Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment.</li> <li>4. Lighting used as spot or flood lights.</li> <li>5. All special lighting and static lighting for displaying or product.</li> <li>6. Installation of all lighting hung from truss or beams (overhead lighting) and distribution of power cables throughout the truss.</li> <li>7. Coaxial (network) cable runs within booth or overhead. (cable must be supplied by exhibitor)</li> <li>8. Wiring of overhead signs.</li> </ol> | <ol style="list-style-type: none"> <li>1. Please be advised that whenever possible, Edlen requests an authorized supervisor to accompany our electrician to the labor desk when they have completed their work in your booth, in order to sign out the electrician.</li> <li>2. The minimum labor charge will equal one (1) hour per man for installation and one-half (1/2) hour per man or one half the installation time for dismantle. Please refer to the Electrical Order Form for labor rates and terms.</li> <li>3. When an electrician goes to a booth for requested labor "With Supervision" and no supervision is available, there will be a minimum charge of one (1) hour labor per man requested.</li> <li>4. If lift equipment is required to hang special lighting, signs, etc., the exhibitor will be charged an hourly rate for the lift and its operator.</li> <li>5. Time must be allowed for the electrician to gather necessary equipment, have their work checked by the exhibitor and return tools and equipment to the supply office prior to being signed out.</li> </ol> |

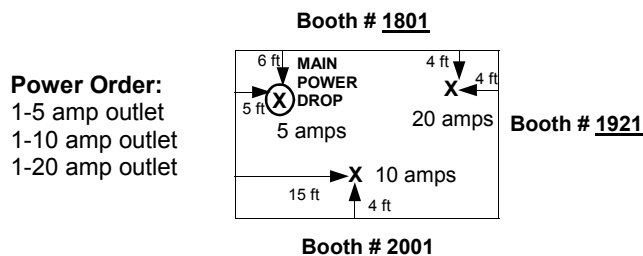
**Step 2** If any of the work listed above is required, the following information **MUST** be provided in order to avoid delay of electrical installation:

A scaled floor plan with exact outlet locations, including dimensions, booth orientation reflecting surrounding booth or aisle numbers & main power drop location for island booths. You can download blank floor plan grids from our website at [www.edlen.com](http://www.edlen.com). Power comes from the floor at the Santa Clara, San Jose and Moscone Convention Centers. Power comes from the walls at most hotel convention facilities.

You must order a separate outlet for each outlet location on your floor plan. **Example:**



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**REVERSE SIDE MUST BE COMPLETED**

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 sanfrancisco@edlen.com www.edlen.com

|          |                                 |                  |
|----------|---------------------------------|------------------|
| Company: |                                 | Bth#             |
| Contact: |                                 |                  |
| Phone:   | Fax:                            |                  |
| Event:   | Dermatology Nurse's Association |                  |
| Facility | San Francisco Hilton            |                  |
| Dates    | March 3-6, 2009                 | Event # 039041SF |

**BE SURE TO COMPLETE COMPANY INFORMATION ABOVE**

**Step 3** If none of the work listed on the reverse of this form is required in your booth, please sign below and return with the Electrical Order Form.

I have read the "Work Required" list on the front of this form. My booth does not require electrical labor.

\_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 4** Complete the credit card information below. No labor is performed without this information. The credit card information is a guarantee for services rendered. It may be exchanged for cash, a company check or a different credit card in settling final charges before the close of the show.

Credit Card Information: [ ] Master Card [ ] Visa [ ] American Express [ ] Diners Club [ ] Discover

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**Step 5** Exhibitors requiring distribution under carpet or flooring should complete the "Authorized to Proceed-Without Supervision" below. **This allows Edlen to distribute your electrical services on the floor prior to your arrival, expediting your carpet installation, freight move-in and booth installation.** If you or your representative prefer to be present during electrical distribution, complete step 6 below.

**AUTHORIZED TO PROCEED-WITHOUT SUPERVISION, per the attached floor plan.** Edlen will proceed on straight time whenever possible, however, Edlen must follow event installation schedules which may require overtime installation.

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Estimated date and time of booth installation: Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Step 6** Authorized to Proceed With Supervision, per the attached floor plan. Edlen will proceed on straight time whenever possible. However, Edlen must follow event installation schedules. Please be advised that all supervised labor will be provided on a first-come, first-served basis. You must check in at the Edlen Service Desk at least one hour prior to the time you request below to confirm your labor call.

I or my representative wish to be present during electrical distribution.

Estimated Date: \_\_\_\_\_ Time: \_\_\_\_\_ # of electricians: \_\_\_\_\_ Please come to the Edlen Service Desk at least one hour prior to requested date and time to confirm labor call.

Name of Supervisor: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

I & D House: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Step 7** If you require any additional electrical work in your booth, please provide us with a production schedule or complete the section below. This will assist us in accommodating labor requirements. Example:

Day Monday Date 1/5 # of electricians 2 Time 8am Work requested Hang track lights

Day Monday Date 1/5 # of electricians 1 Time 2pm Work requested Hook up 208 volt service

Day Tuesday Date 1/6 # of electricians 4 Time 8am Work requested Hang and power up static lighting

|           |            |                         |            |                      |
|-----------|------------|-------------------------|------------|----------------------|
| Day _____ | Date _____ | # of electricians _____ | Time _____ | Work requested _____ |
| Day _____ | Date _____ | # of electricians _____ | Time _____ | Work requested _____ |
| Day _____ | Date _____ | # of electricians _____ | Time _____ | Work requested _____ |
| Day _____ | Date _____ | # of electricians _____ | Time _____ | Work requested _____ |
| Day _____ | Date _____ | # of electricians _____ | Time _____ | Work requested _____ |
| Day _____ | Date _____ | # of electricians _____ | Time _____ | Work requested _____ |

**Please be advised that labor will not be automatically dispatched according to production schedule. A representative must come to Edlen's Service Desk at least one hour prior to each individual labor call to confirm that booth is ready for such labor.**