



WALTER E. WASHINGTON
CONVENTION CENTER



Hi-Tech Electric
2230 West Winton Avenue
Hayward, California 94545
510-293-6151
510-293-6155 (FAX)
dcexhibitorservices@hi-techelectric.com

Full payment is required to process order. Return with 100% remittance to above address.
Retainer Credit Card is required. Fed. ID # 88-0437088 2009 Order Form

Name of Event _____ Show Dates _____ Incentive Deadline _____

Company Name		Booth Number		Check Number (If paying by check)	
Credit Card Billing Address (exact address for credit card)				Purchase Order Number	
City, State, Zip			Country		
Credit Card Number		Expiration Date		<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMX	
E-mail		Phone		Fax	
Authorized Contact- please print		Cardholder Signature (1)		Print/Type Cardholder Name	

*** Please have your Payment 21 days in advance to receive incentive price rates.***

120/208/480 Volt • Electrical Outlets • Lighting

Description of Service	Quantity	Incentive	Base	TOTAL
120V Outlet -- Please place a (*) for 24 hr. Power. (Maximum of one (1) connection per outlet)				
5 Amp / 500 watts		\$ 87.00	\$ 105.00	
10 Amp / 1000 watts		\$ 107.00	\$ 129.00	
20 Amp / 2000 watts		\$ 158.00	\$ 194.00	
208V 1Ø Motor & Equipment Outlets (Maximum of one (1) connection per outlet)				
20 Amp please order with transformer for European power.		\$ 290.00	\$ 356.00	
30 Amp		\$ 394.00	\$ 485.00	
40 Amp		\$ 499.00	\$ 615.00	
50 Amp		\$ 550.00	\$ 684.00	
60 Amp		\$ 718.00	\$ 881.00	
100 Amp		\$ 892.00	\$ 1,088.00	
208V 3Ø Motor & Equipment Outlets (Maximum of one (1) connection per outlet)				
20 Amp		\$ 392.00	\$ 482.00	
30 Amp		\$ 570.00	\$ 688.00	
60 Amp		\$ 868.00	\$ 1,075.00	
100 Amp		\$ 1,575.00	\$ 1,890.00	
200 Amp		\$ 3,095.00	\$ 3,870.00	
400 Amp		\$ 5,094.00	\$ 6,367.00	
Transformer(s) (Circle Outlets Requiring Boost) Please check if you have European power (see minimum order requirements in addition to European Transformer)				
Boost 208V to 230V / Euro Transformer 208V-240V(min 20A 208v1P) <input type="checkbox"/>		\$ 145.00	\$ 174.00	
European Transformer 480v to 380v (min 60 amp 480v 3P)		\$ 348.00	\$ 579.00	
480V 3Ø Motor & Equipment Outlets				
30 Amp		\$ 579.00	\$ 695.00	
60 Amp		\$ 1,042.00	\$ 1,251.00	
200 AMP 1Ø & 3Ø Motor & Equipment Outlets -- Call for Quote				
Booth Lights -- Special lighting Requests will require a Labor Charge (subject to availability).				
90 Watt ¹		\$ 87.00	\$ 105.00	
250 Watt Krypton ¹		\$ 137.00	\$ 164.00	
Overhead Quartz Light ²		\$ 318.00	\$ 388.00	
Stem Lights (Hard Wall use only)		\$ 87.00	\$ 105.00	

¹ On Stanchion In-Line Booths Only ² May Require Rigging Labor and / or Lift at Additional Charge

SUBTOTAL	\$
LABOR/MATERIALS	\$
PAYMENT ENCLOSED	\$

Hi-Tech Electric, LLC is not responsible for Acts of God, voltage fluctuation or power failure due to temporary conditions. For your own protection you should install a surge protector on your equipment. A HTE electrician should make all electrical installation connections to all electrical services. HTE will not be responsible for damage or injury to any person caused by the installation, connection, or plugging in of electrical outlets other than by a HTE electrician. By signing and delivering this form to Hi-Tech Electric, LLC, customer agrees to all terms and conditions printed on this form. All payments must be paid in full before services or any credits or claims can be processed.

- Special Requirements:**
- Dedicated circuits require 20 Amp outlets.
 - 24 hour service is double the outlet rate .
 - Higher Wattages, Voltages or Special Lighting, please call for quote.

- Power Distribution:**
- A scaled floor plan is required:
 - Showing main power drop and location of all electrical outlets
 - Showing all lighting equipment

- Labor:**
- Installation: One hour minimum
 - Dismantle: ½ hour minimum
- Labor Rates:**
- Straight Time: \$ 84.00
 - Premium Time : \$160.00

- Important Information:**
- 208V and higher orders require a floor plan. Labor and material charges will apply
 - Multiple quote requests due to revisions are subject to surcharge

**SEE REVERSE SIDE
TO COMPLETE SERVICE ORDER FORM**

ELECTRICAL SERVICE CONTRACT

TERMS AND CONDITIONS

IMPORTANT

- a. 24-hour power & dedicated circuits will be double the listed price.
*Use * to indicate 24-Hour Outlet(s).*
- b. Electricity will be turned on within 30 minutes of show daily.
- c. To receive the incentive rate, we must receive your order, along with payment in full or credit card authorization, on or before deadline date. All other orders will be charged at the base rate.
- d. No credits will be issued on unused outlets or lights installed as ordered.
- e. Exhibitors using outlets without an order will be charged the base rate for outlets used.

HI-TECH ELECTRIC JURISDICTION

(Requires Hi-Tech Electric labor and/or materials)

- a. Only HTE equipment is allowed for electrical distribution. Exhibitors are not permitted to bring their own electrical distribution system.
- b. HTE installs all motor and equipment hook-ups requiring hard wiring connections.
- c. HTE performs all installations and/or repair of electrical fixtures.
- d. HTE performs installation of all electrical motors and electrical apparatus to be energized
- e. HTE electrical labor is required to inspect pre-wired equipment that connects to HTE distribution systems.
- f. HTE provides labor for all overhead truss rigging and overhead booth lighting.
- G. HTE performs all installations of electrical cords under the carpet

RIGGING LABOR

- a. \$ 84.00 per hour Straight Time 8am-4:30pm M-F
- b. \$160.00 per hour PremiumTime After 4:30pm M-F
Weekends & Holidays

ELECTRICAL LABOR: OUTLET DISTRIBUTION

- a. Labor rates: \$84.00 Straight time 8-4:30pm M-F
- b. Labor rates: \$160.00 Premium Time
Premium Time applies after 4:30pm, M-F /weekends and holidays.
- c. Lift Rates: \$145.00 per hour (one hour minimum) plus operator's time.
- d. Starting time can only be guaranteed when labor is requested.
The minimum charge per booth is one hour installation and 1/2 the total time for dismantle. Labor charges will begin per Exhibitor's request. Failure to start labor as scheduled will result in one hour charge per electrician requested, unless 24 hour advance notice is provided in writing.

OUTLET LOCATION & DISTRIBUTION

- a. All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered.
- b. All electrical outlets for island booths will be dropped from one main drop location per the exhibitor's floor plan.
If no plan is provided, the outlets will be installed at our discretion.
- c. Any additional power drops or locations are chargeable on a time and material basis.
- d. Distribution and connection of outlets are chargeable on a time and material basis.

RIGGING JURISDICTION

- a. All exhibit hall rigging must provide a floor plan for approval by Hi-Tech.
- b. All motors for rigging must be ordered through Hi-Tech.
- c. All labor for rigging-to-building structures will be provided by Hi-Tech.
- d. No other contractors may attach motorized equipment for rigging to building.
- e. Rigging includes all motorized rigging-to-building structures.
- f. Failure to start labor as scheduled due to any delays with client-owned equipment will still result in the hourly charges per man hour.

THIRD PARTY CREDIT CARD AUTHORIZATION

Third-Party Credit Card information: Exhibiting firm acknowledges the responsibility for any additional charges in the event the third party named does not make payment. All balances must be settled prior to the event closing.

Company Name		Booth Number	Check Number <i>(If paying by check)</i>
Credit Card Billing Address <i>(Exact address for credit card)</i>			Purchase Order Number
City, State, Zip		Country	
Credit Card Number	Expiration Date	<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMX	
E-mail	Telephone Number	Fax Number	
Authorized Contact- please print	Cardholder Signature (1)	Print/Type Cardholder Name	

LABOR REQUEST FOR ELECTRICAL DISTRIBUTION: Please Complete

Please send a PDF or DWG of all Island booths 30'x30' or larger to: dcexhibitorservices@hi-techelectric.com

Floor Plan attached showing neighboring booths/aisles/main drop location
 Floor Plan will follow
 OK to Proceed without Exhibitor Present
 DO NOT Proceed without Exhibitor Present

Date _____
Time _____

Booth Number

Installation of electrical order will be delayed without all of the above information.

Electrical Labor Rates: \$84.00 Straight Time \$160.00 Premium Time One hour minimum Installation 1/2 hour minimum Dismantle	Rigging Labor Rates: \$ 84.00 Straight Time \$160.00 Premium Time Labor charges will be based from work order	Cancellations: Prior to Event 20% At Show Event 50% Once Installed NONE	Supervision Fee: 20% Supervision Fee For all booths requiring labor	Revisions: Revisions are subject to a 10% surcharge
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Size of Booth _____ Type of Booth <input type="checkbox"/> Island <input type="checkbox"/> Peninsula <input type="checkbox"/> Inline	Questions or Comments	Hi-Tech Electric 2230 West Winton Avenue Hayward, California 94545 510-293-6151 510-293-6155 (FAX) dcexhibitorservices@hi-techelectric.com
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Tippling is not permitted. Any request from personnel for gratuities should be reported to the WCCA management immediately.