TERMS AND CONDITIONS

1. Credit will not be given for connections installed and not used.
2. All materials and equipment furnished by Hi-Tech for this service order shall remain property and shall be removed ONLY by Hi-Tech at the close of the show.
3. Claims will not be considered unless filed by exhibitor prior to close of exposition.
4. Prices based upon current wage rates and are subject to change without notice.
5. Under no circumstances shall anyone other than Hi-Tech Electric/Plumbing personnel make service connections.
6. All equipment using water must have inlet and outlet properly tagged.
7. Unless otherwise directed, Hi-Tech Electric personnel are authorized to cut floor coverings to permit installation of service.
8. A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise.
9. Hi-Tech will not be responsible for moisture, oil or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
10. Hi-Tech must have 30 days notice in order to supply special regulators, strainers, traps, etc.
11. All utility outlets include up to 50 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and materials rates.
12. All outlets will be installed on the floor at the back wall of booth.
13. Hi-Tech will not be responsible for sediment, color or taste of water in line or loss of pressure.
14. All services will be disconnected / shut off at conclusion of show unless advance notice has been given and acknowledged.
15. All cylinders must be firmly attached to exhibit. If cylinder must be made secure by Hi-Tech Electric a labor charge may be added.
16. A connection of a regulator to cylinder or equipment will be subject to a 1 hour minimum labor charge plus materials at prevailing labor rate.
17. Orders for electricity or electrical labor to connect and operate any plumbing apparatus must be placed separately using the Electrical Service Contract.

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.

Account #
Expiration Date

Cardholder Name: _____

Address: _____
City State Zip

☐ VISA ☐ MC ☐ AMX

LABOR REQUEST FOR PLUMBING DISTRIBUTION: Please Complete

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

Date: _____
Time: _____

Booth Number

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

Labor Rates:	Cancellations:	Supervision Fees:	Revisions:
$84.00 Straight Time $160.00 Premium Time One hour minimum Installation ½ hour minimum Dismantle	Prior to Event: 20% At Show Site: 50% Once Installed: None	20% Supervision Fee for all booths requiring labor	Revisions are subject to a 10% surcharge

☐ **Size of Booth:** _____

Type of Booth: ☐ **Island** ☐ **Peninsula** ☐ **Inline**

QUESTIONS OR COMMENTS

Hi-Tech Electric • 2230 West Winton Avenue • Hayward, CA 94545 • 510-293-6151 • 510-293-6155 FAX

****Tipping is not permitted. Any request from personnel for gratuities should be reported to the WCCA management immediately.****