



**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 Premium Time 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](mailto: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) <a href="mailto:dcexhibitorservices@hi-techelectric.com">dcexhibitorservices@hi-techelectric.com</a>
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**Tipping is not permitted. Any request from personnel for gratuities should be reported to the WCCA management immediately.**