



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 2008 Order Form

Name of Event \_\_\_\_\_ Show Dates \_\_\_\_\_ Incentive Deadline \_\_\_\_\_

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

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

**Plumbing Connections**

Description of Service	Incentive	Base	TOTAL
<b>1. Compressed Air: 90-100 lbs. PSI</b>			
a. Service charge for first GAS outlet at rear of booth	\$ 315.00	\$ 378.00	
b. Service charge for first AIR outlet at rear of booth - Air Only	\$ 208.00	\$ 249.00	
c. Each additional outlet within island + peninsula booths only	\$ 163.00	\$ 199.00	
d. Number of connections – size of connection _____	\$ 59.00	\$ 75.00	
e. CFM's Required _____ - Air Only	\$ 6.00	\$ 9.00	
f. 24-hour service required? No r Yes r (If yes, add 50%)			
<b>2. Water 1/2" and 3/4"</b>			
a. Service charge for first water outlet at rear of booth	\$ 208.00	\$ 249.00	
b. Each additional outlet within island + peninsula booths only	\$ 116.00	\$ 141.00	
c. Number of connections – size of connection _____	\$ 69.00	\$ 85.00	
d. PSI Required _____ GPM Required _____			
<small>NOTE: Pressure may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, Exhibitor should arrange to have a pressure regulator valve or pump installed. Plumbing contractor not responsible for sediment, color or taste of water. Water filters are recommended we have them on request.</small>			
<b>3. Drains 1/2" and 3/4" / Continuous Water &amp; Drain</b>			
a. Service charge for first drain outlet at rear of booth	\$ 157.00	\$ 191.00	
b. Each additional outlet within the same booth	\$ 116.00	\$ 141.00	
c. Number of connections – size of connection _____	\$ 69.00	\$ 85.00	
d. Continuous Water & Drain	\$ 290.00	\$ 348.00	
<b>4. Sinks &amp; Water Heaters ( Includes water &amp; drain )</b>			
a. Single Sink	\$ 390.00	\$ 448.00	
b. Double Sink	\$ 466.00	\$ 569.00	
c. Water Heater / 40 gallons each (Requires electrical connections ordered separately)	\$ 509.00	\$ 637.00	
c. Fill and Drain _____0-199 Gallons	\$ 116.00	\$ 141.00	
d. Fill and Drain _____0-200-399 Gallons	\$ 172.00	\$ 211.00	
e. Fill and Drain _____0-400 Gallons and over	\$ 257.00	\$ 308.00	
All ramping of utility lines in booth are done at time and material. Laying of lines under carpet or floor or spotting from ceiling will be an additional labor charge. Minimum per removal of lines is 1 hour each. Please attach floor plan with order to show location of lines.	<b>SUBTOTAL</b>		<b>\$</b>
	<b>LABOR/ MATERIALS</b>		<b>\$</b>
	<b>PAYMENT ENCLOSED</b>		<b>\$</b>

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

**Straight Time: \$84.00 Monday – Friday 8:00am – 4:30pm**  
**Premium Time: \$160.00 Weekends / Holidays and after 4:30pm Monday – Friday**



## 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

- |  |   |
|--|---|
| <input type="checkbox"/> Floor Plan attached showing neighboring booths/aisles<br><input type="checkbox"/> Floor Plan showing main drop location<br><input type="checkbox"/> Floor Plan to follow<br><input type="checkbox"/> OK to Proceed without Exhibitor present<br><input type="checkbox"/> DO NOT Proceed without Exhibitor present | Date: _____<br>Time: _____<br><br><div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;">Booth Number</div> |
|--|---|

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

<p><b>Labor Rates:</b></p> <p>\$84.00 Straight Time                  \$160.00 Premium Time                  One hour minimum Installation                  1/2 hour minimum Dismantle</p>	<p><b>Cancellations:</b></p> <p>Prior to Event: 20%                  At Show Site: 50%                  Once Installed: None</p>	<p><b>Supervision Fees:</b></p> <p>20% Supervision Fee:                  All Island Booths                  All booths with a floor plan</p>	<p><b>Credits:</b></p> <p>Credits due to Exhibitor revisions are subject to a 10% surcharge</p>
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<p><input type="checkbox"/> Size of Booth: _____</p> <p>Type of Booth:      <input type="checkbox"/> Island                                           <input type="checkbox"/> Peninsula                                           <input type="checkbox"/> Inline</p>	<p><b>QUESTIONS OR COMMENTS</b></p>
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\*\*Tipping is not permitted. Any request from personnel for gratuities should be reported to the WCCA management immediately.\*\*