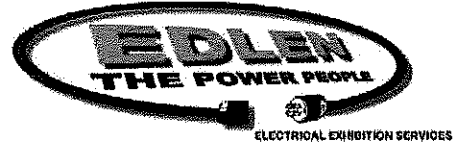


ELECTRICAL LABOR ORDER FORM



IMPORTANT!!

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

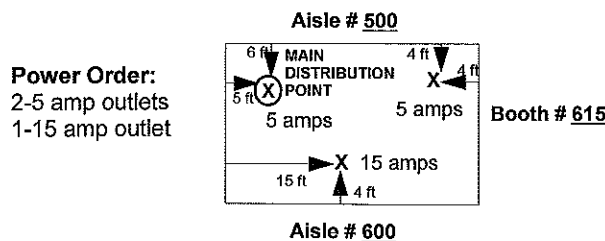
Step 1 Please read the list of work below. If you require any of this work to be performed in your booth space, it must be performed by Edlen Electricians. This work falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free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

WORK REQUIRED	IMPORTANT RULES AND INFORMATION
<ol style="list-style-type: none"> 1. Electrical distribution under carpet and flooring. 2. Electrical distribution overhead and/or through booth structure. 3. Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment. 4. Lighting used as spot or flood lights. 5. All special lighting and static lighting for displaying or product. 6. Installation of all lighting hung from truss or beams (overhead lighting) and distribution of power cables throughout the truss. 7. Installation of video walls, plasma screens, speakers and sound systems or other audio or video equipment. 8. Wiring of overhead signs. 	<ol style="list-style-type: none"> 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. 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. 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. 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. 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.

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. Power comes from the floor at all South Florida facilities.

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



EXAMPLE-FLOOR POWER

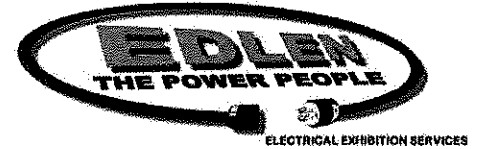
REVERSE SIDE MUST BE COMPLETED

**ELECTRICAL & STAGEHAND
LABOR ORDER FORM**
MAIL OR FAX TO

EDLEN ELECTRICAL EXHIBITION SERVICES
161 10 NW 13th Avenue, Miami, FL 33169
Ph: (305) 623-5335 Fax: (305) 623-5337
Email: miami@edlen.com



Questions? Visit www.edlen.com



EVENT# 109033MI

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.

_____ Date _____

Authorized Signature _____

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 # _____ Security Code _____ 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.

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 **Provide a production schedule (either complete section below, or attach your own) for the remaining electrical work required in your booth. This will assist us in accommodating labor requirements. Example:**

Day <u>Saturday</u>	Date <u>1/5</u>	# of men <u>6</u>	Type <u>Stagehand</u>	Time <u>2pm</u>	Work requested <u>Assemble truss</u>
Day <u>Saturday</u>	Date <u>1/5</u>	# of men <u>2</u>	Type <u>Riggers</u>	Time <u>2pm</u>	Work requested <u>Hang motors</u>
Day <u>Saturday</u>	Date <u>1/5</u>	# of men <u>2</u>	Type <u>Electric</u>	Time <u>4pm</u>	Work requested <u>Motor power</u>
Day <u>Thursday</u>	Date <u>1/10</u>	# of men <u>2</u>	Type <u>Stagehand</u>	Time <u>8am</u>	Work requested <u>Focus lights</u>

Day _____	Date _____	# of men _____	Type _____	Time _____	Work requested _____
Day _____	Date _____	# of men _____	Type _____	Time _____	Work requested _____
Day _____	Date _____	# of men _____	Type _____	Time _____	Work requested _____
Day _____	Date _____	# of men _____	Type _____	Time _____	Work requested _____
Day _____	Date _____	# of men _____	Type _____	Time _____	Work requested _____
Day _____	Date _____	# of men _____	Type _____	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.