

# 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 Work Required list below and check the box that applies. If any of this work is 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 contact our office for clarification.

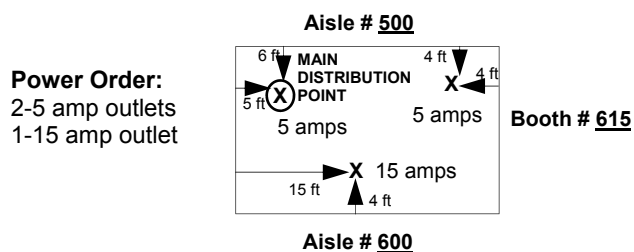
<u>WORK REQUIRED</u>	<u>IMPORTANT RULES AND INFORMATION</u>
<ol style="list-style-type: none"> <li>1. Electrical distribution under carpet and flooring.</li> <li>2. Electrical distribution overhead and/or through booth structure.</li> <li>3. Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment.</li> <li>4. Lighting used as spot or flood lights. This includes all lighting hung from truss or beams.</li> <li>5. Wiring of overhead signs.</li> </ol>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol>

**Step 2**

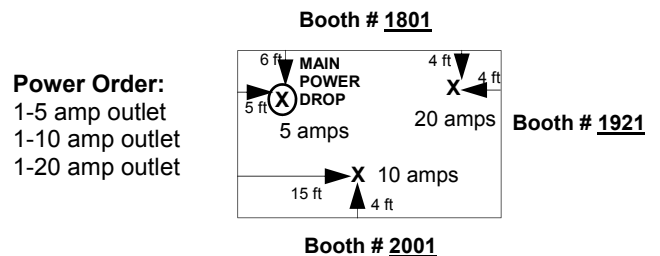
If any of the work listed above is required, the following information **MUST** be provided in order to avoid delay of electrical installation:

A scaled floor plan with exact outlet locations, including dimensions, booth orientation reflecting surrounding booth and/or aisle numbers & main power drop location for island booths. You can download blank floor plan grids from our website at [www.edlen.com](http://www.edlen.com). Power comes from the ceiling in the Anaheim Convention Center, Long Beach Convention Center and Pasadena Convention Center. Power comes from the floor in the Palm Springs Convention Center & most hotel facilities.

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



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER


**REVERSE SIDE MUST BE COMPLETED**

## ELECTRICAL LABOR ORDER FORM

Mail or Fax Order to:



715 Hundley Way, Placentia, CA 92870  
Phone (714) 985-1480 Fax (714) 985-1481  
Web Site: www.EDLEN.com Email: anaheim@edlen.com

Company:	Bth#
Contact:	
Phone:	Fax:
	
Event # 119122LA	

### 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.

Authorized Signature \_\_\_\_\_

\_\_\_\_\_ Date

#### 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 # \_\_\_\_\_ 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 which may require overtime installation.

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

If you require any additional electrical work in your booth, please provide us with a production schedule or complete the section below. This will assist us in accommodating labor requirements. *Example Below:*

Day <u>Monday</u>	Date <u>1/5</u>	# of electricians <u>2</u>	Time <u>8am</u>	Work requested <u>Hang track lights</u>
Day <u>Monday</u>	Date <u>1/5</u>	# of electricians <u>1</u>	Time <u>2pm</u>	Work requested <u>Hook up 208 volt service</u>
Day <u>Tuesday</u>	Date <u>1/6</u>	# of electricians <u>4</u>	Time <u>8am</u>	Work requested <u>Hang and power up static lighting</u>

Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	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.***