# ELECTRICAL LABOR ORDER FORM



### **IMPORTANT!!**

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

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.

#### **WORK REQUIRED**

- 1. Electrical distribution under carpet and flooring.
- 2. Electrical distribution overhead and/or through booth structure.
- Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment.
- Lighting used as spot or flood lights. This includes all lighting hung from truss or beams.
- Wiring of overhead signs.

#### IMPORTANT RULES AND INFORMATION

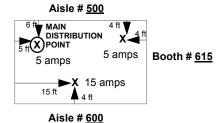
- Please be advised that whenever possible, Edlen requests an authorized supervisor to accompany our electrician to the labor desk when they have completed their work in your booth, in order to sign out the electrician.
- 2. The minimum labor charge will equal one (1) hour per man for installation and 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.
- 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:

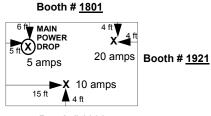
A scaled floor plan with exact outlet locations, including dimensions, booth orientation reflecting surrounding booth and/or aisle numbers & main power drop location for island booths. You can download blank floor plan grids from our website at www.edlen.com. Power comes from the ceiling in the Anaheim 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.

Power Order: 2-5 amp outlets 1-15 amp outlet



Power Order: 1-5 amp outlet 1-10 amp outlet 1-20 amp outlet



Booth # 2001

**EXAMPLE-FLOOR POWER** 

**EXAMPLE-CEILING POWER** 

#### **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:	
THE 2009 COURFGRASS OLANDSCAL NOVEMBER 4 <sup>TH</sup> & 5 <sup>TH</sup> E LONG BEACH CONVENTION CENT	XPO F A # 4404001 A

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