

# 1 Power Distribution

**Overhead Services may require scissor lift or condor lift time at our published 1/2 hour rate. These costs are in addition to the actual service itself — See form 19h.**

**Exhibitors may bring their own distribution panels.** Exhibitors using distribution panels are required to supply all cables from panel(s) to display materials. If voltages other than those listed on order forms are needed, we recommend exhibitors bring their own transformers. Transformers must have a readily accessible means of disconnect for both the primary and secondary sides of the transformer with proper overload protection, i.e. fusible safety disconnect.

**International Exhibitors: International clients bringing equipment requiring other than 120, 208 or 480 voltages must rent a transformer capable of transforming 120, 208 or 480 voltages to the equipment's required voltage or supply their own. Hertz converters are not available.**

The following types of power and available sources for the show location are as follows

SERVICE	WEST F2
120 Volt Floor Power 30 Amps or Less	X
208 Volt Floor Power 60 Amps or Less	X
480 Volt Floor Power 100 Amps or Less	
120 Volt Ceiling Power All Amperages	X
208 Volt Ceiling Power All Amperages	X
480 Volt Ceiling Power All Amperages	X

## WEST BUILDING - LEVEL 3



## 2 Special Notes and Important Ordering Information

**24-hour Power** - When ordered, 24-hour power begins the evening before the first show day and is turned off on the last day at the close of the show. 24-hour power is available before or after these times for an additional charge. Exhibitors requiring 24-hour power may incur additional costs for an overnight electrician due to facility safety regulations. Contact your Customer Account Manager at The Expo Group.

**Labor Request** - If you need to work past 4:30 pm during set-up, you must notify your TEG Customer Account Manager no later than 1:30 pm that same day. If you need to schedule man-power prior to 8:00 am for the following day, you must notify your Customer Account Manager by 1:30 pm the day before.

Send detailed floor plans showing locations for the services ordered.

We have 1000 watt Par Can Fixtures (see form 19f) that mount on the building steel at a height of 40 feet. They are used to highlight a machine or panel. They throw an 8-10 foot elliptical circle and a medium amount of light (see form 19f).

TEG will conduct an audit of service usage. Exhibitors will be required to pay for any additional or unauthorized use. Exhibitors are not permitted to use a neighboring booth's service. Exhibitors will be charged on-site prices for use.

## 3 Terms and Conditions

- 1. Straight Time, Overtime and Double Time rates apply. Please contact The Expo Group at 972-580-9000 for details.**
- Labor wages are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- A minimum charge of 1/2 hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1/2 hour. Labor charges for dismantle will be one-half of the installation charge and will be automatically applied to your invoice.
- Charges for labor commence at the time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- Labor charges will include the time for electricians to gather necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- Every effort will be made to dispatch electricians as requested but start times cannot be guaranteed. 8:00 am calls will be filled on a first-come-first-served basis as orders are received.
- Electrical services provided to Island booths require labor and material charges for distribution. Exhibitors may supply their own 14 gauge, 3 wire extension cords, and/or power strips, both of which must be grounded and UL approved.
- Lift equipment required for installation and dismantle purposes can be rented on a one half hour basis, with a one half hour minimum. At least one crew will be required to operate the equipment.
- Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- The Expo Group is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold The Expo Group, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL THE EXPO GROUP BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold The Expo Group, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorney's fees) arising out of or in any way connected with Exhibitor's actions or omissions under this agreement.

## 4 Important Electrical Exhibiting Information

Exhibitors requiring electrical services should thoroughly read and understand the rules and regulations posted in the Exhibitor Service Manual.

All questions or concerns can be directed to your Customer Account Manager for clarification at 972-580-9000.

All exhibitor provided equipment for connection to The Expo Group electrical or for distribution of power within the exhibit may require an inspection to ensure compliance with all Federal, State and Local Codes as listed on the Electrical Order Form.

Exhibitor provided equipment for distribution or equipment connection shall require The Expo Group to make the final connection from The Expo Group's power distribution equipment to the exhibit. This is required only to ensure proper voltage and connection prior to energizing any exhibits.

As an exhibitor, should you choose to provide equipment with electrical connectors to plug directly into The Expo Group electrical equipment, the following list provided will ensure the proper connection:

500 Watts to 2000 Watts - Standard U-Ground 20 Amp Cord Cap

20 Amp 120 / 208 5 Wire - Hubbel Male - HBL 2513 / L2120C

30 Amp 120 / 208 5 Wire - Hubbel Male - HBL 2813 / L2130P

30 Amp Y277 / 480 5 Wire - Hubbel Male - HBL 2821 / L2230P

60 Amp 208v & 480v Daniel Woodhead 5 Wire - Male Y560P

100 Amp 208v & 480v Mini-Cam - Male Leviton 15SDM - Female 15SDF  
(Hots - Male Neutral & Ground - Female)

200 / 400 Amp 208v & 480v Large-Cam - Male Hubbel HBL 400P5 EKE - Female Huubel HBL 400CT (Hots - Male Neutral & Ground - Female)

All of the above listed items may be found at your local electrical wholesale houses. Should you require additional information, please contact your Customer Account Manager.

Hopefully you find this information useful in planning your event. If we can provide further assistance, please don't hesitate to contact us at 972-580-9000.

		Quantity	Advance Price	Standard Price	Total
<b>1</b> 120 Volt Single Phase Floor	120 Volt - 500 Watt (5 Amp) Outlet	X	\$ 121.53	\$ 173.62 =	
	120 Volt - 500 Watt (5 Amp) Outlet - 24-HR	X	\$ 246.48	\$ 352.12 =	
	120 Volt - 1500 Watt (15 Amp) Outlet	X	\$ 265.00	\$ 378.58 =	
	120 Volt - 1500 Watt (15 Amp) Outlet - 24-HR	X	\$ 529.09	\$ 755.84 =	
	120 Volt - 2000 Watt (20 Amp) Outlet	X	\$ 286.94	\$ 409.92 =	
	120 Volt - 2000 Watt (20 Amp) Outlet - 24-HR	X	\$ 572.90	\$ 818.42 =	
	120 Volt - 3000 Watt (30 Amp) Outlet	X	\$ 543.72	\$ 776.74 =	
	120 Volt - 3000 Watt (30 Amp) Outlet - 24-HR	X	\$1,105.66	\$1,579.52 =	
<b>2</b> 120 Volt Single Phase Overhead*	120 Volt - 1500 Watt (15 Amp) Outlet	X	\$ 265.00	\$ 378.58 =	
	120 Volt - 1500 Watt (15 Amp) Outlet - 24-HR	X	\$ 529.05	\$ 755.79 =	
	120 Volt - 2000 Watt (20 Amp) Outlet	X	\$ 286.94	\$ 409.92 =	
	120 Volt - 2000 Watt (20 Amp) Outlet - 24-HR	X	\$ 572.90	\$ 818.42 =	
	120 Volt - 3000 Watt (30 Amp) Outlet	X	\$ 543.71	\$ 776.74 =	
	120 Volt - 3000 Watt (30 Amp) Outlet - 24-HR	X	\$1,105.66	\$1,579.52 =	
<b>3</b> 208 Volt Single Phase Floor	208 Volt - 30 Amp Outlet	X	\$ 569.29	\$ 813.28 =	
	208 Volt - 30 Amp Outlet - 24-HR	X	\$1,137.63	\$1,625.19 =	
	208 Volt - 60 Amp Outlet	X	\$ 622.25	\$ 888.93 =	
	208 Volt - 60 Amp Outlet - 24-HR	X	\$1,246.34	\$1,780.49 =	
<b>4</b> 208 Volt Single Phase Overhead	208 Volt - 30 Amp Outlet	X	\$ 569.29	\$ 813.28 =	
	208 Volt - 30 Amp Outlet - 24-HR	X	\$1,137.63	\$1,625.19 =	

**Cancellation Policy:** A 50% refund will be applied to Electrical Services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An electrical floor plan must be provided with this order. See form 19g.	Subtotal _____
<input type="checkbox"/> Attached <input type="checkbox"/> To Follow <i>(Must be received by Disc. Deadline for Advance Rate)</i> <input type="checkbox"/> Standard Location	(Transfer Subtotal to Form 19f)

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

		Quantity	Advance Price	Standard Price	Total
<b>5</b> 208 Volt Three Phase Floor	208 Volt - 30 Amp Outlet	X	\$ 743.78	\$1,062.55	=
	208 Volt - 30 Amp Outlet - 24-HR	X	\$1,487.57	\$2,125.10	=
	208 Volt - 60 Amp Outlet	X	\$ 805.93	\$1,151.33	=
	208 Volt - 60 Amp Outlet - 24-HR	X	\$1,611.86	\$2,302.65	=
<b>6</b> 480 Volt Three Phase Floor	<b>NOTE: 480 Volt Floor power is unavailable in West Hall.</b>				
<b>7</b> 480 Volt Three Phase Overhead*	480 Volt - 30 Amp Outlet	X	\$ 859.84	\$1,228.34	=
	480 Volt - 30 Amp Outlet - 24-HR	X	\$1,717.84	\$2,454.06	=
	480 Volt - 60 Amp Outlet	X	\$1,165.97	\$1,665.67	=
	480 Volt - 60 Amp Outlet - 24-HR	X	\$2,331.90	\$3,331.28	=
	480 Volt - 100 Amp Outlet	X	\$1,351.44	\$1,930.64	=
	480 Volt - 100 Amp Outlet - 24-HR	X	\$2,701.93	\$3,859.91	=
	480 Volt - 200 Amp Outlet	X	\$2,701.93	\$3,859.91	=
	480 Volt - 200 Amp Outlet - 24-HR	X	\$5,403.02	\$7,718.60	=
<b>8</b> Transformers	Transformer - Per Amp (20 Amp minimum)	X	\$ 11.80	\$ 11.80	=
	Transforming _____ V to _____ V				

**Cancellation Policy:** Cancellations received after installation will be billed at 100%.

**ADDITIONAL INFORMATION**

**CALCULATING YOUR TOTAL**

An electrical floor plan must be provided with this order. See form 19g.

\_\_\_\_\_ Attached

\_\_\_\_\_ To Follow (*Must be received by Disc. Deadline for Advance Rate*)

\_\_\_\_\_ Standard Location

Subtotal \_\_\_\_\_  
(Transfer Subtotal to Form 19f)

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

		Quantity	Advance Price	Standard Price	Total
<b>9</b> Supplementary Electrical Services and Materials	1000w Par Can Light (includes power and labor)	X	\$602.80	\$602.80	=
	One Ton Hoist (power not included)	X	\$735.00	\$735.00	=
	Half Ton Hoist (power not included)	X	\$700.00	\$700.00	=
	20.5" Box Truss (per foot) - Silver	X	\$ 34.80	\$ 34.80	=
	12" x 18" Box Truss (per foot) - Black	X	\$ 33.00	\$ 33.00	=
	12" Box Truss (per foot) - Silver	X	\$ 31.30	\$ 31.30	=
	Small Rotator	X	\$319.00	\$319.00	=
	Large Rotator	X	\$537.80	\$537.80	=
	Design Fee	X	\$260.00	\$260.00	=
	Corner Blocks	X	\$145.00	\$145.00	=
	15' Extension Cord	X	\$ 23.00	\$ 23.00	=
	25' Extension Cord	X	\$ 24.00	\$ 24.00	=
	50' Extension Cord	X	\$ 27.00	\$ 27.00	=
	75' Extension Cord	X	\$ 30.00	\$ 30.00	=
	100' Extension Cord	X	\$ 50.00	\$ 50.00	=
	Power Strip	X	\$ 23.00	\$ 23.00	=
	Round 5/4 or 5/6 Cable (per foot)	X	\$ 2.50	\$ 2.50	=
	Flat Wire 5/12 (per foot)	X	\$ 2.50	\$ 2.50	=
	Flat Wire 5/10 (per foot)	X	\$ 2.50	\$ 2.50	=
	Stringer	X	\$ 95.00	\$ 95.00	=

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received by the discount deadline. Pricing for your order is determined by the date when the floor plan is received.

*Note: Linear booths requiring standard placement [back center of booth] do not require a floor plan.*

Electrical Floor Plans received by The Expo Group less than 7 business days prior to the first day of exhibitor move-in will be subject to an additional \$500.00 floor plan expedite fee. This is in addition to Standard Pricing for electrical.

IF NO UTILITY PORTS ARE IN YOUR BOOTH, YOUR SERVICES ARE PROVIDED FROM THE CLOSEST SOURCE. YOU WILL BE CHARGED ADDITIONAL COSTS TO BRING THE SERVICES TO YOUR BOOTH. PLEASE CONTACT YOUR CAM FOR FURTHER INFORMATION OR AN ESTIMATE OF PRICES.

**Cancellation Policy:** Cancellations received after installation will be billed at 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An electrical floor plan must be provided with this order. See form 19g.	Subtotal _____
_____ Attached	Taxes and Fees Multiplied by 9% of Subtotal _____
_____ To Follow <i>(Must be received by Disc. Deadline for Advance Rate)</i>	Late Floorplan Fee (received after 3/14/19) \$500.00
_____ Standard Location	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

**On-Site Contact Information**

Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Cell Number: \_\_\_\_\_

**Electrical Floor  
Plan Template**

**Discount Deadline:  
February 18, 2019  
(excludes labor)**

Using the legend below, please complete this form for all utility services you order. A change of location on an installed or partially installed utility service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- Add your company name, booth number, your office phone, e-mail and fax numbers, your on-site contact, their cell phone number and their expected arrival date, your equipment delivery date and your carpet (flooring) installation date.
- Submit one floor plan copy for each utility service ordered (e.g. 2 copies if ordering electrical and plumbing services).
- Be sure to check-in at The Expo Group Service Desk upon your arrival to notify our staff when you are ready for your services.

**Aisle or Booth # \_\_\_\_\_ (Back of Booth)**

**Adjacent  
Booth#**  
\_\_\_\_\_

**Adjacent  
Booth#**  
\_\_\_\_\_

**Feet  
Back**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
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1																					1
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

**Aisle # \_\_\_\_\_ (Front of Booth)**

**Feet  
Over**

**ELECTRICAL**

**COMMENTS**



**480V ELECTRICAL  
OUTLET**



**208V ELECTRICAL  
OUTLET**



**120V ELECTRICAL  
OUTLET**

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Exhibitors will require TEG forklifts, fork & Basket, and/or scissor lifts for the installation of energized equipment, i.e.; lights, light boxes and structured mounted signs. Forklifts are required for energized electrical equipment weighing 200 lbs. or more and/or placed at heights greater than 5 feet to the bottom of the equipment. If you require a forklift, a crew will be assigned consisting of a forklift with an operator. If you do not require a forklift, order the number of laborers required.

- Start time guaranteed only at start of working day
- One-half hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check-in at Service Desk to pick up labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Straight Time (ST): 8:00 am to 4:30 pm, Monday through Friday  
Overtime (OT): 4:30 pm to Midnight, Monday through Friday; First (8) hours at work on Saturday up to 4:30 pm  
Double Time (DT): Midnight to 8:00 am, Monday through Friday; After (8) hours at work on Saturday, or after 4:30 pm on Saturday regardless of starting time; ALL DAY Sunday and Holidays

		Quantity	Price	Total
<b>1 Labor and Equipment Rates</b>	Condor crew consists of 1 Operator and 1 Ground Man			
	Condor Lift (with crew) - ST	X	\$ 533.07	=
	Condor Lift (with crew) - OT	X	\$ 641.30	=
	Condor Lift (with crew) - DT	X	\$ 730.12	=
	Scissor Lift crew consists of 1 Operator only			
	Scissor Lift (with crew) - ST	X	\$ 343.41	=
	Scissor Lift (with crew) - OT	X	\$ 396.94	=
	Scissor Lift (with crew) - DT	x	\$ 438.75	=

The minimum charge for labor and equipment is one-half (1/2) hour per electrician and forklift. Equipment and labor thereafter will be charged in half (1/2) hour increments. Equipment and labor cancelled without 24-hour notice will be charged a one-half (1/2) hour cancellation fee per electrician and forklift. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by TEG. All rates are subject to change if necessitated by increased labor and material costs. If exhibitor fails to use the electricians and equipment at the time confirmed, a one-half (1/2) hour "No-Show" charge per electrician and forklift will apply.

**Outbound rates will be calculated at one-half of inbound hours.**

Reserve forklifts and/or labor below. Starting times can only be guaranteed when labor is requested for 8:00 am. Confirm labor and forklifts by 2:30 pm the day before date requested.

INSTALL/ DISMANTLE	DATE	TIME	# OF FORKLIFT CREWS	# OF LABORERS	# OF HOURS	RATE	TOTAL - HOURS x MEN x RATE

\*Allow time for return of your empty containers.

List any specific needs or notes here:

**Cancellation Policy:** Equipment and labor cancelled without 24-hour notice will be charged a one -half (1/2) hour cancellation fee per electrician and forklift.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



		Quantity	Price	Total
1 Labor and Equipment Rates	Electrical Labor - ST	X	\$111.00	=
	Electrical Labor - OT	X	\$161.00	=
	Electrical Labor - DT	X	\$212.00	=

Straight Time (ST): 8:00 am to 4:30 pm, Monday through Friday  
Overtime (OT): 4:30 pm to Midnight, Monday through Friday; First (8) hours at work on Saturday up to 4:30 pm  
Double Time (DT): Midnight to 8:00 am, Monday through Friday; After (8) hours at work on Saturday, or after 4:30 pm on Saturday regardless of starting time; ALL DAY Sunday and Holidays

PLEASE ORDER ELECTRICAL LABOR IF YOUR DISPLAY REQUIRES THE FOLLOWING.

- All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring, twisted pair, etc., the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups, requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- All outlets over 20 amps and/or with a voltage over 120 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitor found using outlets without an order will be subject to the regular rate for outlets used.

CHECK ONE OF THE FOLLOWING.

- ☐ FLOOR WORK - UNDER CARPET DISTRIBUTION - TEG SUPERVISED (OK TO PROCEED)  
TEG will supervise labor to: (If this option is left unmarked and a floor plan has been received, TEG will proceed with floor work.)
- Distribute power under carpet (**Requires floor layout form.**)
- ☐ FLOOR WORK - UNDER CARPET DISTRIBUTION - EXHIBITOR SUPERVISED (DO NOT PROCEED)  
Exhibitor will supervise,
- Indicate workers needed for installation using the grid below.

Starting time can be guaranteed only when labor is requested 24 hours in advance for the start of the working day at 8:00 am. All exhibit labor for 8:00 am starting times will be dispatched to booth space. For all other starting times, check-in at the service desk one hour before the time requested. Labor cancelled without a 24-hour notice shall be charged a one-half (1/2) hour cancellation fee per worker. If the exhibitor fails to use the workers at the time confirmed, a one-half (1/2) hour "No-Show" charge per worker will apply. The minimum charge for labor is one-half (1/2) hour per worker. Labor thereafter is charged in half (1/2) hour increments. **Labor dismantle is charged at 50% of labor installation charges, overtime rates may apply.**

**PLEASE SPECIFY, AS REQUIRED, IN "TYPE" COLUMN BELOW:**

**FW - Floor Work (under carpet distribution)**

**BW - Booth Work (installation and dismantling)**

Please estimate the number of workers and hour per worker needed for installation and dismantling below.  
Invoice will be calculated according to actual hours worked. Floor work and booth work should be scheduled in the space provided.

TYPE (FW/BW)	DATE(S)	START	END	# OF HOURS	QUANTITY ELECTRICIANS	RATE	TOTAL - HOURS x MEN x RATE

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

TOTAL

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_