

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 09/05/16



The Power People

ELECTRICAL EXHIBITION SERVICES
 4255 West 43rd Street, Chicago, IL 60632
 Phone: (312) 674-1100 Fax: (312) 873-3864
 Chicago@edlen.com

COMPANY:	
EVENT:	Fortune Fish 2016
FACILITY:	Navy Pier
DATES:	September 27, 2016
	EVENT # 096059CH

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:		CELL:
SIGNATURE:	PRINT NAME:	
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

<input type="checkbox"/> COMPANY CHECK Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.	<input type="checkbox"/> BANK WIRE TRANSFER INFORMATION * Bank transfer to Bank of America <u>Wire Transfer:</u> ABA#: 026009593 Acct: 33855214 <u>International Wire Transfer:</u> Swift Code: BOFAUS3N Acct: 33855214 * \$25 processing fee MUST be included with transfer.
<input type="checkbox"/> CREDIT CARD For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.	<input type="checkbox"/> ACH ELECTRONIC PAYMENT TRANSFER <u>Bank of America</u> ABA# 125000024 Acct: 33855214 6900 Westcliff Drive, Las Vegas, NV 89145 Phone: 888.852.5000 Ext 6007 Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.
<input type="checkbox"/> VISA <input type="checkbox"/> MASTER CARD <input type="checkbox"/> AMX <input type="checkbox"/> DISCOVER	

CHECK AND CREDIT CARD INFORMATION

CHECK #											
CREDIT CARD NUMBER:										EXP DATE:	
CARD HOLDER SIGN:						PRINT NAME:					
EMAIL ADDRESS:										THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE											
ADDRESS:				CITY:				ST:		ZIP:	

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN	
	AUTHORIZED SIGNATURE
	PRINT NAME DATE

SERVICE TOTALS

ELECTRICAL OUTLETS & MATERIAL	
SIGN/ TRUSS/ LIGHTING	
PLUMBING	
TOTAL LABOR (no tax)	
SUB TOTAL	
9% TAX ON OUTLETS & MATERIAL ONLY	
Tax is due unless Exemption Certificate accompanies this order.	
TOTAL DUE	

ELECTRICAL ORDER FORM

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FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY
 The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1/2 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS
 If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. There is a minimum charge of 1/2 hour for installation & 1/2 hour for removal. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.

ISLAND BOOTHS
 Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

24 HOUR SERVICES
 Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

DEDICATED OUTLETS
 For a dedicated outlet order a 20 amp outlet.

MATERIAL RENTAL
 Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

CANCELLATIONS
 Credits will not be issued for services delivered and not used. See back of form for additional details.

TERMS & CONDITIONS
 I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 94-120/208-15\16CH

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs Service (Double rate)	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)	_____	_____	89.00	134.00	_____
1000 WATTS (10 AMPS)	_____	_____	164.00	246.00	_____
1500 WATTS (15 AMPS)	_____	_____	194.00	291.00	_____
2000 WATTS (20 AMPS)	_____	_____	209.00	314.00	_____
208 VOLT SINGLE PHASE					
20 AMPS	_____	_____	300.00	450.00	_____
30 AMPS	_____	_____	345.00	518.00	_____
60 AMPS	_____	_____	400.00	600.00	_____
100 AMPS	_____	_____	750.00	1125.00	_____
208 VOLT THREE PHASE					
20 AMPS	_____	_____	480.00	720.00	_____
30 AMPS	_____	_____	520.00	780.00	_____
60 AMPS	_____	_____	620.00	930.00	_____
100 AMPS	_____	_____	975.00	1463.00	_____
200 AMPS	_____	_____	1899.00	2849.00	_____
480 VOLT THREE PHASE					
20 AMPS	_____	_____	710.00	1065.00	_____
30 AMPS	_____	_____	800.00	1200.00	_____
60 AMPS	_____	_____	1050.00	1575.00	_____
100 AMPS	_____	_____	1175.00	1763.00	_____
TRANSFORMER(S) Boost 208 Volt to 230 Volt					
Transformer (20 amp minimum charge)	_____	_____	Total Amps: _____ x 5.00 =		_____

MATERIAL RENTAL (Exhibitor must pick up items at electrical service desk on show site)

15' EXTENSION CORDS	_____	26.00	_____
POWER STRIPS	_____	29.00	_____
EUROPEAN POWER STRIP	_____	45.00	_____

ELECTRICAL LABOR

ST- Mon-Fri, 8am-4:30pm; Excluding Holidays	_____	104.00	_____
OT- Mon-Fri, 4:30pm-12am; & First 8 hours worked on Sat up to 4:30pm	_____	152.00	_____
DT- Mon-Fri, 12am-6am; Sat, after first 8 hours or after 4:30pm; & All day Sun & Holidays	_____	201.00	_____

SUB TOTAL

9% TAX DUE ON OUTLETS AND MATERIAL ONLY. TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER.

PLACE TOTAL HERE

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

EMAIL: _____ PHONE: _____

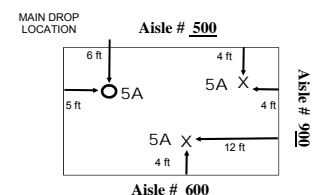
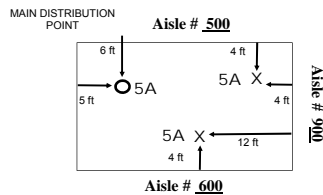
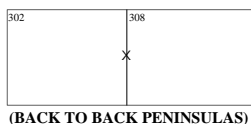
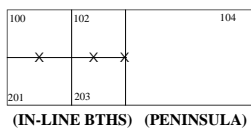
The "Method of Payment Form" must be completed and returned with this order form.

TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates 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 labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation. Overhead and monitor installation and dismantle minimums are equal and/or may vary depending on circumstances.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**