

# ORDER INSTRUCTIONS

Advance Payment Deadline Date: 05/10/18



The Power People

## ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119  
Phone: (702) 385-6911 Fax: (702) 385-1810  
LasVegas@edlen.com

EXHIBITOR:		BTH #	
EVENT:	LAS VEGAS ANTIQUE JEWELRY & WATCH SHOW		
FACILITY:	LAS VEGAS CONVENTION CENTER		
DATES:	MAY 31– JUNE 3, 2018	EVENT #	058004LV

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)

## COMPLETE THE STEPS BELOW IN PLACING YOUR UTILITY ORDERS

### Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

### Step 2 Complete Utility Order Forms as Required

- A. Electrical Order

### Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

### Step 4 Complete Additional Labor Forms as Required

Forms include the following:

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

#### B. Electrical Booth Work

This form is used to estimate electrical labor required in the construction of your booth.

#### C. Hanging Sign

This form is used to estimate electrical labor in the assembly, installation and dismantle of electrical signs.

### Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

# METHOD OF PAYMENT

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### FINANCIALLY RESPONSIBLE COMPANY

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

### METHOD OF PAYMENT

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

**ACH ELECTRONIC PAYMENT TRANSFER**

*Wells Fargo* ABA# 121000248 Acct: 4122636046  
 3800 Howard Hughes Parkway, Las Vegas, NV 89169  
 Phone: 800.289.3557

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.

**BANK WIRE TRANSFER INFORMATION \***

Bank transfer to Wells Fargo  
Wire Transfer:  
 ABA#: 121000248 Acct: 4122636046  
International Wire Transfer:  
 Swift Code: WFBIUS6S Acct: 4122636046

**\* \$50 processing fee MUST be included with transfer.**

**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.

**COMPANY CHECK**

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

VISA    MASTERCARD    AMEX    DISCOVER

### CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:	
CHECK #:	
CREDIT CARD NUMBER:	EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:
EMAIL:	THIRD PARTY PAYMENT? YES or NO

### CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
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SERVICE TOTALS	
1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. ESTIMATED SIGN ORDER	
5. LIGHTING ORDER	
6. PLUMBING ORDER	
<b>TOTAL DUE</b>	

AUTHORIZATION	
AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

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

# ELECTRICAL ORDER



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## ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119  
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E  M

**Advance Payment Deadline Date: 05/10/18**

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**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)**

ORDER INSTRUCTIONS	ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event																												
<p><b>INLINE AND PENINSULA DELIVERY</b></p> <p>The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).</p>	<b>QTY</b>	<b>QTY</b>	<b>ADVANCE</b>	<b>REGULAR</b>	<b>TOTAL</b>																								
	Show	24hrs/day	PAYMENT	PAYMENT	COST																								
	Hours	Double rate	PRICE	PRICE	PRICE																								
<p><b>ISLAND BOOTH DELIVERY ONE LOCATION</b></p> <p>Island booths that only need power delivered to one location incur (1) hour labor charge for installation &amp; removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.</p>	<b>120 VOLT</b>																												
<p><b>ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS</b></p> <p>Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.</p>	<table border="0"> <tr> <td style="width: 50%;">500 WATTS (5 AMPS)</td> <td style="width: 10%; text-align: center;">_____</td> <td style="width: 10%; text-align: center;">_____</td> <td style="width: 10%; text-align: right;">129.25</td> <td style="width: 10%; text-align: right;">194.00</td> <td style="width: 10%; text-align: center;">_____</td> </tr> <tr> <td>1000 WATTS (10 AMPS)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: right;">237.00</td> <td style="text-align: right;">355.50</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>1500 WATTS (15 AMPS)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: right;">263.00</td> <td style="text-align: right;">394.50</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>2000 WATTS (20 AMPS)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: right;">315.75</td> <td style="text-align: right;">474.00</td> <td style="text-align: center;">_____</td> </tr> </table>					500 WATTS (5 AMPS)	_____	_____	129.25	194.00	_____	1000 WATTS (10 AMPS)	_____	_____	237.00	355.50	_____	1500 WATTS (15 AMPS)	_____	_____	263.00	394.50	_____	2000 WATTS (20 AMPS)	_____	_____	315.75	474.00	_____
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<p><b>24 HOUR SERVICES</b></p> <p>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.</p>	<b>MISC. REQUIREMENTS</b>																												
<p><b>CANCELLATIONS</b></p> <p>Credits will not be issued for services delivered and not used. See #13, 19 &amp; 20 on back of form for additional details.</p>	<p><b>Please call for information on any services you require that are not listed here.</b></p>																												
<p><b>TERMS &amp; CONDITIONS</b></p> <p>I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.</p>	<p><b>120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)</b></p>																												
	15' EXTENSION CORD		_____	26.00	_____																								
	POWER STRIP		_____	26.00	_____																								
	<b>TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM</b>			<b>TOTAL</b>	_____																								
	PRINT NAME: _____																												
	EMAIL: _____			PHONE: _____																									

# ELECTRICAL LABOR INSTRUCTIONS

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FACILITY:	LAS VEGAS CONVENTION CENTER		
DATES:	MAY 31– JUNE 3, 2018	EVENT #	058004LV

## LABOR ORDERING INSTRUCTIONS

### Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

### Step 2 Complete the Appropriate Forms

There are 3 different forms utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

#### B. Electrical Booth Work

This form is used to estimate electrical labor required in the construction of your booth.

#### C. Hanging Sign

This form is used to estimate electrical labor in the assembly, installation & dismantle of electrical signs.

### Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

## ELECTRICAL JURISDICTION

### WORK REQUIRING EDLEN ELECTRICIANS

1. Electrical distribution under carpet
2. Data/network cable under carpet that is owned by an exhibitor or I&D house
3. Connection of all 208 volt or higher services
4. Assembly and disassembly of electrical hanging signs, including rotation and header signs.
5. Installation of all lighting including lights that require tools for installation
6. Overhead power distribution
7. Overhead coaxial (network) cable distribution
8. Assembly & installation of lighting of static lighting hung from truss or ceiling
9. Hardwiring of any electrical apparatus
10. Installation of plasmas, TV's, LCD/LED/video monitors and digital displays excluding video walls.

## POWER DELIVERY

**Power is delivered from the ceiling** in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

# ELECTRICAL DISTRIBUTION

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### ELECTRICAL DISTRIBUTION UNDER CARPET

**ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space.** This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

- Provide an Electrical Layout Form:
  - The electrical layout must indicate each power outlet and its location with exact measurements.
  - The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
  - Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
  - If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
- What date will you begin building your booth?
  - Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
  - Describe flooring: \_\_\_\_\_
  - Estimated date and time flooring installation will begin. Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Show site supervisor:
 

Name \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_ Company \_\_\_\_\_
- The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
- In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
<b>Labor Minimums</b>	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	<b>MAN HRS</b>	<b>RATE</b>	<b>TOTAL</b>
<b>Straight Time</b>	Monday - Friday, 8:00 AM - 5:00 PM, except Holidays.	ST	108.75	_____
<b>Overtime</b>	Monday - Friday 5:00 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	OT	\$217.50	_____
		<b>LIFT RENTAL</b>		
		<b>HOURS</b>	<b>RATE</b>	<b>TOTAL</b>
		_____	\$250.00	_____
<b>TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM</b>		<b>ESTIMATED TOTAL</b>		
		_____		

### AUTHORIZATION

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

# ELECTRICAL BOOTH WORK

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### BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's Service Desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1 hour labor charge per electrician applies.

#### Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

#### Installation of Booth Lighting

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

#### Connection of High Voltage Services (208V - 480V)

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

#### General Booth Work (Any other work not described above where an electrician is required)

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

### OVERHEAD LIGHTING / OVERHEAD SIGNS / LIGHTING REQUIREMENTS

#### Assembly & Installation of Lighting Hung from Ceiling or in Booth (Complete Lighting Order Form)

#### Installation, Removal & Wiring of Overhead Signs (Complete Hanging Sign & Overhead Sign Placement Form)

### LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		BOOTH LABOR ESTIMATE		
<b>Labor Minimums</b>	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	<b>MAN HRS</b>	<b>RATE</b>	<b>TOTAL</b>
<b>Straight Time</b>	Monday - Friday, 8:00 AM - 5:00 PM, except Holidays.		ST \$108.75	
<b>Overtime</b>	Monday - Friday 5:00 PM - 8:00 AM, all day Saturday, Sunday & Holidays.		OT \$217.50	
		<b>LIFT RENTAL</b>		
		<b>HOURS</b>	<b>RATE</b>	<b>TOTAL</b>
			\$250.00	

<b>TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM</b>	<b>ESTIMATED TOTAL</b>	
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### AUTHORIZATION

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

