

# Electrical Rental Information

Home Improvement & Energy Solutions Expo  
Angel Stadium of Anaheim  
March 13, 2009 - March 15, 2009

## Electrical Order Checklist

- Save money!** Place your order before the advance rate deadline date and save up to one-third on your electrical order.
- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Order 24-Hour power if required for refrigeration, computer systems, water pumps, heaters, etc.
- Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form. **Listed rates do not include labor and material for hookups, disconnects, and/or distribution.**
- If distribution is required, include a detailed electrical floor plan. Indicate **both** main power location(s) and distribution location(s). You may use the Outlet Location Grid Form for this purpose, or provide your own floorplan. **Labor must be ordered for all under carpet distribution of electrical wiring.**
- You may provide your own power panel distribution system, grounded extension cords, grounded plug strips and/or grounded cube taps within your display area.
- You may pre-wire your equipment to match our receptacles. Plug configuration information is available on the back of the Electrical Rental Order Form. **Labor is required to inspect equipment pre-wired to plug into our system / one half-hour minimum.**
- Avoid code violations. Check the electrical code requirements on the back of the Electrical Rental Order Form.
- Do you require additional lighting? We can handle a variety of lighting options to enhance your display.
- Payment must be included with your order to secure the advance rate. Include check or credit card authorization.**
- If you require electrical labor, you must provide your credit card information on the electrical rental order form before labor will be performed.**

**If you have any questions, please call us at: 800.842.2517**

# Electrical Service Information

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## Electrical Code

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national electrical codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.  
***Please leave all 2-wire cords at home!***

## Use Timesaving Wiring Methods and a Distribution System

Whenever possible, in conformance with the electrical code, use multiconductor interconnecting cables with approved quick-connect plugs or fittings. Here is a list of the plugs that match our equipment receptacles:

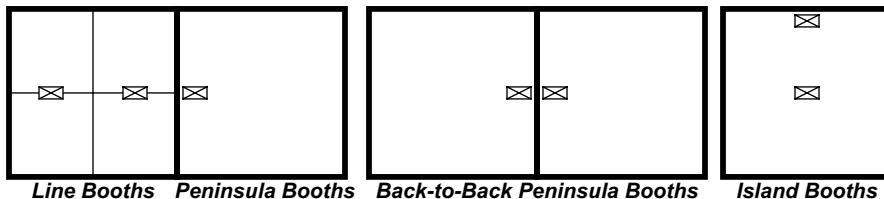
- 15 amp 120 volt: Standard U-ground plug
- 20 amp 208 volt 1Ø or 3Ø: Leviton 3521 plug or equivalent
- 60 amp 208 volt 1Ø or 3Ø: Aero J560P plug or equivalent
- 100 amp 208 volt 1Ø or 3Ø: J-Tech J5100P plug or equivalent

Exhibitors who require many standard outlets may wish to incorporate a power distribution system into their booth. Please contact our staff if you need more information. **Labor is required to inspect equipment pre-wired to plug into our system.**

## Commonly Asked Questions

*Where will my outlet be located?*

There are four different types of trade show booths: Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, and Island Booths Each type of booth has its own standard method of installation. In the following diagrams, the symbol [X] represents the approximate location of power outlets:



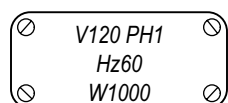
*One drop within booth when power source is in ceiling or one location on perimeter when power is in the floor.*

**Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:** Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drapery line.

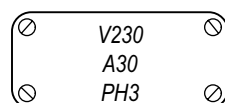
**Island Booths:** You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and materials basis. If you fail to provide us with a floorplan, we will bring your power to one location at our discretion.

*How much power do I need?*

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.



120 Volt Single Phase  
 60 Cycle  
 1000 Watts



230 volts  
 30 Amps  
 3 Phase



# Electrical Rental Order Form

**RETURN TO:** Trade Show Electrical • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.842.2517 • FAX: 866.329.1437  
**International Exhibitors Only:** Phone: 702.515.5970 • FAX: 702.263.1520

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**Discount Deadline Date**  
 March 12, 2009

COMPANY NAME \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ PURCHASE ORDER \_\_\_\_\_

FULL NAME DISPLAYED ON CREDIT CARD \_\_\_\_\_ CREDIT CARD NUMBER \_\_\_\_\_ EXPIRATION MONTH \_\_\_\_\_ EXPIRATION YEAR \_\_\_\_\_  VISA  MasterCard  American Express

Corporate  Personal Credit Card Billing Address same as above?  Yes  No AUTHORIZED CARDHOLDER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**BY SIGNING AND DELIVERING THIS FORM TO TRADE SHOW ELECTRICAL, CUSTOMER AGREES TO ALL TERMS & CONDITIONS PRINTED ON THIS FORM. TO RECEIVE THE DISCOUNT RATE, WE MUST RECEIVE YOUR ORDER, WITH FULL PAYMENT, BY THE DEADLINE DATE ABOVE. ALL OTHER ORDERS WILL BE PROCESSED AT THE REGULAR RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED.**

ITEM #	QTY	*QTY 24 HR/DED.	DESCRIPTION	DISCOUNT RATE	REGULAR RATE	TOTAL PRICE
<b>120V Motor &amp; Equipment Outlets</b>						
6001			5 Amp/500 Watts	\$ 64.50	\$ 97.00	
6002			10 Amp/1000 Watts	\$ 110.00	\$ 164.50	
6003			15 Amp/1500 Watts	\$ 142.00	\$ 213.00	
6004			20 Amp/2000 Watts	\$ 174.50	\$ 261.50	
6005			30 Amp	Call for Quote		
<b>208V 1Ø Motor &amp; Equipment Outlets</b>						
6006			10 Amp <input type="checkbox"/> BOOST	\$ 193.50	\$ 290.50	
6007			20 Amp <input type="checkbox"/> BOOST	\$ 271.00	\$ 406.50	
6008			30 Amp <input type="checkbox"/> BOOST	\$ 348.50	\$ 522.50	
6009			60 Amp <input type="checkbox"/> BOOST	\$ 464.50	\$ 697.00	
6010			100 Amp <input type="checkbox"/> BOOST	\$ 600.00	\$ 900.00	
6012			200 Amp <input type="checkbox"/> BOOST	\$ 967.50	\$ 1,451.50	
<b>208V 3Ø Motor &amp; Equipment Outlets</b>						
6013			10 Amp <input type="checkbox"/> BOOST	\$ 259.50	\$ 389.00	
6014			20 Amp <input type="checkbox"/> BOOST	\$ 363.50	\$ 545.00	
6015			30 Amp <input type="checkbox"/> BOOST	\$ 467.00	\$ 700.50	
6016			60 Amp <input type="checkbox"/> BOOST	\$ 622.50	\$ 933.50	
6017			100 Amp <input type="checkbox"/> BOOST	\$ 804.00	\$ 1,206.00	
6019			200 Amp <input type="checkbox"/> BOOST	\$ 1,296.50	\$ 1,945.00	
<b>480V 3Ø Motor &amp; Equipment Outlets</b>						
6021			20 Amp	\$ 436.00	\$ 653.50	
6022			30 Amp	\$ 560.50	\$ 840.50	
6023			60 Amp	\$ 747.00	\$ 1,120.50	
6024			100 Amp	\$ 965.00	\$ 1,447.00	
6025			200 Amp	\$ 1,556.00	\$ 2,334.00	

**Transformer(s)** To Boost 208V to 230V

6020	TOTAL AMPS	TOTAL AMPS	Price Per Amp	\$ 4.00 (20 Amp Min)
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**Also Available: 380V/220V 3Ø Motor & Equipment Outlets: Call for Quote**  
**Lights Price includes Outlet & Labor for Light Only**

6026			120 Watt*	\$ 64.50	\$ 97.00	
6027			Double 120 Watt*	\$ 110.00	\$ 164.50	
6028			250 Watt Krypton*	\$ 84.00	\$ 126.00	
6029			Overhead Quartz**	\$ 258.00	\$ 387.00	

\*On Stanchion, In-line Booths Only.  
 \*\*May require labor and/or lift at additional charge not available at some locations.

Payment Enclosed

**PLEASE READ CAREFULLY**

- Trade Show Electrical (TSE) is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. All electrical installations and connections to all electrical service should be made by a TSE electrician. TSE will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by person other than a TSE electrician.
- Electricity will be turned on 30 minutes prior to show open and will be turned off within approximately 30 minutes after show close.
- OUTLET LOCATION & DISTRIBUTION** — All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the exhibitor's floor plan. If no plan is provided, the outlets will be installed at our discretion. **Any additional power drops or locations are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis.**
- TSE JURISDICTION (Requires labor and/or material)** — All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring and 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 150 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. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.**
- ELECTRICAL LABOR (See Electrical Labor Order Form)** — Labor rates are subject to labor contract effective at time of show. Labor before 8:00 a.m. and after 4:30 p.m. and Saturdays, Sundays, and holidays will be at the Overtime Rate. A 25% supervision fee will be charged for all electrical labor when exhibitor or exhibitor's supervisor is not present, with a \$50.00 minimum. Starting time can only be guaranteed when labor is requested for the start of the working day at 8 am. The minimum charge per booth is one hour for installation and one-half (½) hour for dismantle. Time will commence per exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.



# Electrical Labor Order Form

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 March 12, 2009

COMPANY NAME \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

**YOU MUST INCLUDE YOUR CREDIT CARD INFORMATION ON THE ELECTRICAL RENTAL ORDER FORM BEFORE LABOR WILL BE PERFORMED.**

**PLEASE COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR NEEDED. TO DETERMINE IF YOU NEED ELECTRICAL LABOR. PLEASE READ THIS FORM CAREFULLY.**

- All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, twisted pair, etc., and 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 150 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. **Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.**

**Important Information & Rates**

**Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM.** All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. **Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per electrician. If exhibitor fails to use the electricians at the time confirmed, a one (1) hour "No-Show" charge per electrician will apply.**

The minimum charge for labor and equipment is one (1) hour per electrician and equipment. Labor thereafter is charged in half (1/2) hour increments per electrician and equipment. **Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by TSE.** All rates are subject to change if necessitated by increased labor and material costs.

**LABOR RATES ARE AS FOLLOWS:**

Electrician Per Hour	Discount	Regular	Showsite
Straight Time	\$ 88.00	\$ 105.00	\$ 126.00
Over Time	\$ 176.00	\$ 210.00	\$ 252.00
Electrician w/Lift Per Hour*	Discount	Regular	Showsite
Straight Time	\$ 349.00	\$ 420.00	\$ 504.00
Over Time	\$ 435.00	\$ 525.00	\$ 630.00

\*Rates include taxes for equipment used.

- Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime:** All other times Monday through Friday and all day on Saturdays, Sundays and Holidays.
- Discount Rate:** Rate applies to orders placed on or before the above Discount Deadline Date.
- Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
- Showsite Rate:** Rate applies to orders placed at show site.

**Please Indicate Service**

**Place Order Here**

- TSE SUPERVISED (OK TO PROCEED)**  
 Requires floor plan. Please complete "Outlet Location Grid" form (E-5), or provide your own detailed floor plan, including drop and outlet locations and orientation to adjacent booths.  
 TSE will supervise labor to:  
 • Distribute power under carpet.  
 A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- EXHIBITOR SUPERVISED (DO NOT PROCEED)**  
 Exhibitor will supervise.  
 • Indicate electricians needed for installation and dismantling.

LABOR TYPE	SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	# OF HOURS	# OF ELECTRICIANS	LABOR RATE/HR	TOTAL

<b>I AGREE TO ALL TERMS &amp; CONDITIONS PRINTED ON THE ELECTRICAL RENTAL AND LABOR ORDER FORMS (E-3 &amp; E-4).</b>	1. Total Labor Ordered	
	2. 25% (\$50.00) TSE Supervision	
	3. Payment Enclosed	

**TSE IS RESPONSIBLE FOR THE FOLLOWING. PLEASE SPECIFY, AS REQUIRED, IN THE "LABOR TYPE" COLUMN UNDER "PLACE ORDER HERE"**

- Power Distribution**  
 E1 - Concealed wiring in walls, headers, or displays  
 E2 - In front of hard walls at the back of booth  
 E3 - Above tile floor  
 E4 - Distribution from outlets to equipment
- Equipment Connections**  
 E5 - Electrical motors and/or controls  
 E6 - Breaker panels or power distribution panels  
 E7 - Interconnection between equipment  
 E8 - Electrical apparatus equipment wiring

- Lights**  
 E9 - Separately attached light tracks  
 E10 - Track light heads
- General Lighting**  
 E11 - Fluorescent/Incandescent  
 E12 - Overhead  
 E13 - Lighting mounted separate to exhibit structure  
 E14 - Light boxes  
 E15 - Neon

**Other Electrical**  
 E19 - Specify:

**Authorized Signature:** **X**  
 AUTHORIZED NAME - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

Please estimate the number of electricians and hours per electrician needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

