

UTILITIES ORDER FORM

MAIL OR FAX TO



ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza • St. Louis, MO 63101

Phone (314) 342-5324 Fax (314) 342-5384

Web site: www.EDLEN.com Email: stlouis@edlen.com

Questions ? Visit www.edlen.com

COMPANY NAME	BOOTH NO.
EVENT: 2010 St. Louis Boat & Sport Show	
FACILITY: AMERICA'S CENTER	
DATES: February 10-14, 2010	EVENT #: 020028SL

Advance Payment Deadline: January 27, 2010

COMPRESSED AIR: 90-100 LBS Psi – YOU MUST ORDER LABOR AND YOUR “CFM” REQUIREMENTS IN ADDITION TO AIR SERVICES

	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL
___ 1st Air Outlet in booth	\$ 422.00	\$ 633.00	= _____
___ Each additional Air Outlet in booth	\$ 318.00	\$ 478.00	= _____
___ CFM requirements. There is a 5 cfm minimum charge totaling \$35.00 at the advance rate or \$ 52.50 at the regular rate.....	\$ 7.00/cfm	\$ 10.50/cfm	= _____
___ Labor - ST \$ 81.00 / OT \$ 162.00 See details below before ordering		Labor total	= _____

No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine.

WATER OR DRAINS* (PLEASE CIRCLE ONE or CALL FOR ASSISTANCE)

___ 1st Water or drain in booth	\$ 422.00	\$ 633.00	= _____
___ Each additional Water or drain in booth.....	\$ 318.00	\$ 478.00	= _____
___ Labor - ST \$ 81.00 / OT \$ 162.00 See details below before ordering		Labor total	= _____
Size of connection _____ # of connections _____			

***Time & Material will apply when pumps are required to drain services**

GAS LINES

___ 1st Gas line in booth	\$ 422.00	\$ 633.00	= _____
___ Each additional gas line in booth	\$ 318.00	\$ 478.00	= _____
___ Labor - ST \$ 81.00 / OT \$ 162.00 See details below before ordering		Labor total	= _____

FILL & DRAINS

___ 0 - 200 Gallons	\$ 173.00	\$ 260.00	= _____
___ 201 - 400 Gallons	\$ 260.00	\$ 391.00	= _____
___ Each additional 100 Gallons	\$ 29.00	\$ 44.00	= _____
___ Labor - ST \$ 81.00 / OT \$ 162.00 See details below before ordering		Labor total	= _____

******* Please Circle Hose Size For Air/Water/Gas/Drain Lines 1/4" 3/8" 1/2" 3/4" 1"**

COAX CONNECTION (Labor: Minimum 1 hr. for install and 1/2 hr for removal)	\$ 79.00	\$ 106.00	= _____
Edlen will supply RG6 Cable \$80.00 per 100 ft. if needed.			

Read the terms noted on the back of this form carefully. Please provide a scaled floor plan noting your outlet locations.	TOTAL PAYMENT = _____
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LABOR INSTRUCTIONS – There is a minimum charge of 1 hr for installation and 1/2 hr for removal for air and water/drain services. The minimum charge for fill & drain and natural gas services is 1 hr for installation & 1 hr for removal. Straight Time (ST) is Monday-Friday 8:00am — 4:30pm, except holidays. Over Time (OT) is Monday-Friday 4:30pm — 8:00am, all day Saturday, Sunday & Holidays. When do you move-in ST or OT? When does the show move out ST or OT?

Payment must accompany order. Please see back for additional terms and conditions
By signing below, you have read and understand all of the terms and conditions
as outline on both the front and back of this order form

COMPANY NAME:	PHONE:	FAX:
ADDRESS:	CITY:	ST: ZIP:
SIGNATURE:	PRINT NAME:	Country:
EMAIL ADDRESS:		
PAID BY: CK AMX VISA MC DISC DINER		EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:	
CREDIT CARD BILLING ADDRESS (if different from address above)		
ADDRESS:	CITY:	ST: ZIP:

For Office Use Only	Date Rec'd _____	Method _____	Amount _____	Received By _____
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IMPORTANT TERMS/CONDITIONS AND REGULATIONS

1. Order (with payment) must be received a minimum of 14 days prior to the scheduled event opening for advanced payment rates. Orders faxed or mailed without payment will not guarantee advance rates, payment must be received as well. Orders received less than 14 days prior to scheduled event opening will be charged at the regular rates.
2. In the event that the totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will dropped to one location in the booth. Edlen will make every attempt to deliver this services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether its under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. There is a minimum labor charge to provide each of the services listed on the front of this form. Please read "Labor Instructions" box located on the front of the form. Labor charges are based upon current wage rates and are noted on the front of the form.
6. Water and Drain services located more than 25 feet from the facilities closest distribution point will be charged additional footage on a per footage basis. Exhibitors are encourage to contact Edlen to discuss any potential additional costs.
7. In some instances a pump is required to drain services out of an exhibitors booth. When this occurs, time & material charges will apply. Exhibitors are encourage to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers are to make all service connections. Requests for additional connections are charged at the additional outlet rate. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Airline size is dictated by the CFM requirements. Standard airlines terminate with a 1/2" female iron pipe valve.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours please call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. (4oz.) Call for price quote when available.
15. All equipment using water must have inlet and outlet properly tagged.
16. All equipment must comply with state and local codes.
17. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
18. For gas cylinders or any other special requirements call Edlen for a quote at the number below. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
19. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
20. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
21. Credit will not be given for connections installed and not used.
22. Payment in full for all plumbing services provided must be made in full prior to close of the event.
23. 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.
24. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
25. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM**

**For Further Information please visit our web site at www.edlen.com,
or call the number on the front of this form.**