

ELECTRICAL LABOR ORDER FORM

Mail or Fax Order to:



3010 Builders Ave., Las Vegas, NV. 89101
 Ph: (702) 385-6911 Fax (702) 385-1810
 lasvegas@edlen.com

Company:	Sample Company	Bth#	1200
Contact:	Randall Jones		
Phone:	714-222-2222	Fax:	714-222-3333
Event:	SAMPLE EVENT		
Facility	SAMPLE CONVENTION CENTER		
Dates	OCTOBER 5-8, 2009	Event #	099020LV

BE SURE TO COMPLETE COMPANY INFORMATION ABOVE

Step 3 If none of the work listed on the reverse of this form is required in your booth, please sign below and return with the Electrical Order Form.

I have read the "Work Required" list on the front of this form. My booth does not require electrical labor.

 Authorized Signature _____ Date _____

Step 4 Complete the credit card information below. No labor is performed without this information. The credit card information is a guarantee for services rendered. It may be exchanged for cash, a company check or a different credit card in settling final charges before the close of the show.

Credit Card Information: Master Card Visa American Express Diners Club Discover
 Credit Card # 5555 0000 2222 9999 Expiration Date 09/2010
 Authorized Signature: Randall Jones Print Name: Randall Jones

Step 5 Exhibitors requiring distribution under carpet or flooring should complete the "Authorized to Proceed-Without Supervision" below. This allows Edlen to distribute your electrical services on the floor prior to your arrival, expediting your carpet installation, freight move-in and booth installation. If you or your representative prefer to be present during electrical distribution, complete step 6 below.

AUTHORIZED TO PROCEED-WITHOUT SUPERVISION, per the attached floor plan. Edlen will proceed on straight time whenever possible, however, Edlen must follow event installation schedules which may require overtime installation.

Authorized Signature: Randall Jones Print Name: Randall Jones
 Estimated date and time of booth installation: Date: October 3, 2009 Time: 8am

Step 6 Authorized to Proceed With Supervision, per the attached floor plan. Edlen will proceed on straight time whenever possible. However, Edlen must follow event installation schedules. Please be advised that all supervised labor will be provided on a first-come, first-served basis. You must check in at the Edlen Service Desk at least one hour prior to the time you request below to confirm your labor call.

I or my representative wish to be present during electrical distribution.

Estimated Date: _____ Time: _____ # of electricians: _____ Please come to the Edlen Service Desk at least one hour prior to requested date and time to confirm labor call.

Name of Supervisor: _____ Authorized Signature: _____
 I & D House: _____ Telephone Number: _____

Step 7 If you require any additional electrical work in your booth, please provide us with a production schedule or complete the section below. This will assist us in accommodating labor requirements. *Example:*

Day Monday Date 1/5 # of electricians 2 Time 8am Work requested Hang track lights
 Day Monday Date 1/5 # of electricians 1 Time 2pm Work requested Hook up 208 volt service
 Day Tuesday Date 1/6 # of electricians 4 Time 8am Work requested Hang and power up static lighting

Day	<u>TUE</u>	Date	<u>10/3</u>	# of electricians	<u>2</u>	Time	<u>2PM</u>	Work requested	<u>Hang lights</u>
Day	_____	Date	_____	# of electricians	_____	Time	_____	Work requested	_____
Day	_____	Date	_____	# of electricians	_____	Time	_____	Work requested	_____
Day	_____	Date	_____	# of electricians	_____	Time	_____	Work requested	_____
Day	_____	Date	_____	# of electricians	_____	Time	_____	Work requested	_____
Day	_____	Date	_____	# of electricians	_____	Time	_____	Work requested	_____

Please be advised that labor will not be automatically dispatched according to production schedule. A representative must come to Edlen's Service Desk at least one hour prior to each individual labor call to confirm that booth is ready for such labor.

ELECTRICAL LABOR ORDER FORM



IMPORTANT!!

THE REVERSE SIDE OF THIS FORM MUST BE COMPLETED AND RETURNED WITH ELECTRICAL ORDER FORM

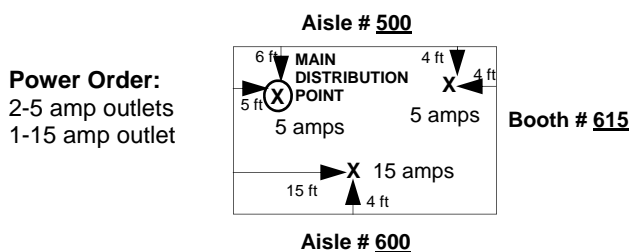
Step 1 Please read the list of work below. If you require any of this work to be performed in your booth space, it must be performed by Edlen Electricians. This work falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

WORK REQUIRED	IMPORTANT RULES AND INFORMATION
<ol style="list-style-type: none"> 1. Electrical distribution under carpet and flooring. 2. Electrical distribution overhead and/or through booth structure. 3. Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment. 4. Lighting used as spot or flood lights. 5. Wiring of overhead signs. 6. Condor (for installation of electrical signs and/or rotators). 7. Forklift (for installation of electrical headers and/or light boxes) 8. Assembly and hanging of all static lighting and truss. 	<ol style="list-style-type: none"> 1. Please be advised that whenever possible, Edlen requests an authorized supervisor to accompany our electrician to the labor desk when they have completed their work in your booth, in order to sign out the electrician. 2. The minimum labor charge will equal one (1) hour per man for installation and one-half (1/2) hour per man or one half the installation time for dismantle. Please refer to the Electrical Order Form for labor rates and terms. 3. When an electrician goes to a booth for requested labor "With Supervision" and no supervision is available, there will be a minimum charge of one (1) hour labor per man requested. 4. If lift equipment is required to hang special lighting, signs, etc., the exhibitor will be charged an hourly rate for the lift and its operator. 5. Time must be allowed for the electrician to gather necessary equipment, have their work checked by the exhibitor and return tools and equipment to the supply office prior to being signed out.

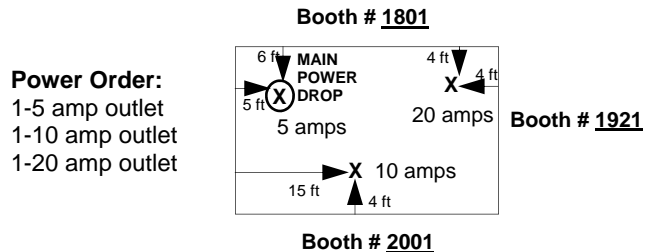
Step 2 If any of the work listed above is required, the following information **MUST** be provided in order to avoid delay of electrical installation:

A scaled floor plan with exact outlet locations, including dimensions, booth orientation reflecting surrounding booth or aisle numbers & main power drop location for island booths. You can download blank floor plan grids from our website at www.edlen.com. Power comes from the ceiling in the North & Central Halls of the Las Vegas Convention Center & Cashman Center. Power comes from the floor in the South Halls of the Las Vegas Convention Center & various hotels.

You must order a separate outlet for each outlet location on your floor plan. *Example:*



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

REVERSE SIDE MUST BE COMPLETED