



Sportsmen's Boat, RV & Travel Show

“Exhibitor Manual”

Cashman Center

Las Vegas, Nevada

June 23-26, 2011



INTRODUCTION

This Service & Information Manual contains material which is essential to the successful planning and management of the **Sportsmen's Boat, RV & Travel Show, June 23-26 2011**. We at Source One Events are pleased to have been selected to serve as your Official Show Service Contractor/Decorator.

The services listed in this manual are for your convenience. To assist in your planning needs, we have enclosed the necessary show information and service order forms. Please review, print, fill out completely and fax or email your forms directly to Source One Events.

Please note: Full payment must be included with your order. Please fax or scan & email your orders as soon as possible. Orders without payment will not be processed. All prices include 8.1% Sales & Use Tax.

It is important you review this manual with those individuals or agents having responsibility for your participation in the Show. If you need assistance or additional information, please contact us directly.

Source One Events thanks you for your cooperation.

Included for Exhibitors

Booth Area Includes: Marked out booth area
- or -
(1) 10' x 10' booth (8' high back & 3' high sides pipe & drape (black))
(1) Exhibitor Booth Sign

*** Each exhibitor is responsible for the rental and payment of any additional orders such as, drayage, tables, a/v, carpet and any other items used within their display.*



102 Cassia Way
Henderson, Nevada 89014
(702) 795-7772 off.
(702) 795-4727 fax
Email: dani@source1events.com



LIMITS OF LIABILITY

Source One Events and its subcontractors shall not be liable for damage, loss, or delay to freight, freight improperly packed, glass breakage or concealed damage as determined by Source One.

Source One Events and its subcontractors shall not be liable for any damage incurred during the handling of materials or equipment requiring special devices to properly load, place or reload unless 14 days advance notice has been given to Source One in time to obtain to the proper equipment.

Source One Events and its subcontractors shall not be responsible for any loss, delay or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, terrorism, acts of war, strife, cancellation of event or show, acts of God, mysterious failure of power or utilities, and other events of force majeure. Any and all work performed by Source One or its subcontractors up to and including the occurrence of any of the above must be paid in full.

Source One Events and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.

It is understood that **Source One Events and its subcontractors** are not insurers. Insurance, if any, shall be obtained by the Exhibitor, at its sole cost and expense. Amounts payable by Source One hereunder are based upon the scope of liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Source One does not provide for full liability should loss or damage occur. In the event that Source One should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Provisions of this paragraph shall apply if loss or damage, regardless of cause of origin, results directly or indirectly to property through the performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Source One Events.

SOURCE ONE EVENTS AND ITS SUBCONTRACTORS SHALL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, DELAY; ANY ACUTAL, POTENTIAL OR ASSUMED LOSS OF PROFITS OR REVENUE; LOSS OF USE OF EQUIPMENT OR PRODUCTS, OR ANY COLLATERAL COSTS THAT MAY RESULT FROM ANY LOSS, INJURY OR DAMAGE TO EXHIBITOR'S MATERIALS OR EXHIBITOR PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL TO EXHIBIT THE EXHIBITOR'S MATERIALS, EVEN IF SOURCE ONE HAS BEEN ADVISED OF THE POTENTIAL FOR SUCH DAMAGES.

Claims for loss or damage **MUST** be submitted to **Source One Events** by the close of show. No suit or action shall be brought against **Source One Events** more than 60 days after the date of incident.

Source One Events and its subcontractors shall not be liable for shipments received without receipts or freight bills or specified unit counts on receipts or freight bills, or bulk shipment such as UPS, air freight, or van lines.

The placing of an order for services and/or equipment by an exhibitor shall be construed as an offer subject to acceptance and approval of **Source One Events** in its sole discretion. Upon acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth above.



FIRE & SAFETY GUIDELINES

EXHIBITOR: Welcome to Las Vegas! It is a pleasure to have you as a visitor and we ask that you please comply with the State and Local Fire Codes and policies.

NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT.

All materials used in exhibit construction, decoration, or as a temporary cover **MUST BE CERTIFIED AS FLAME RETARDANT** or a sample must be available for testing.

ALL EXITS AND EXIT AISLES must be kept clear and unobstructed. Designated 'No Freight' aisles must be maintained and clear of crates and exhibit materials during move-in and move-out.

NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL. Materials for handouts must be limited to one-day supply and stored neatly within the booth. **IF NOT REMOVED BY SHOW OPENING, SHOW DECORATOR WILL REMOVE AND STORE AT EXHIBITOR'S EXPENSE.**

HARD WALLS MUST BE NINE (9) INCHES FROM PROPERTY LINE FOR ACCESS TO ELECTRICAL.

All 110 VOLT EXTENSION CORDS shall be 3-wire (grounded), #14 or larger AWG, copper wire. Connectors must not be supported by cords.

CUBE TAP ADAPTERS ARE PROHIBITED. Multi-plug connectors must be UL approved with built-in overload protection.

ELECTRICAL WORK UNDER CARPETS must be done, or supervised by the decorator's electrical contractor. Round cords are not authorized under carpet.

VEHICLES ON DISPLAY must have filler caps sealed and batteries must be disconnected. VEHICLES BEING UNLOADED must not be left with engines idling.

HALOGEN LAMPS ARE NOT PERMITTED. Contact the Office of Fire Protection and Safety for a current copy of the halogen ban statement.

HELIUM BALLONS ARE NOT PERMITTED. For Helium information, please contact the Office of Fire Protection and Safety

COMPRESSED GAS CYLINDERS, INCLUDING LPG, are prohibited unless approved by the Office of Fire Protection and Safety. No cylinders will remain in the facility overnight.

FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED inside of buildings, except as approved by the Office of Fire Protection and Safety. Paint spraying must be done outside of building.

Areas enclosed by solid walls and ceiling must be provided with APPROVED SMOKE DETECTORS.

For any further information, please contact the Safety and Security Department, Office of Fire Protection and Safety at (702) 892-7400.



CREDIT CARD AUTHORIZATION FORM

SPORTSMEN’S BOAT, RV & TRAVEL SHOW 2011		Booth Number
Exhibitors Name:	Tel #:	
Billing Address:	Fax #:	
City/State/Zip:	Auth. By:	

This Credit Card Authorization **MUST** be on file with Source One Events before any goods or services will be rendered regardless of your preferred method of payment. **FAX # 702.795.4727**

All accounts must be settled at Source One’s Service Desk on show site prior to the close of show.

The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf.

Note: There is NO third party billing

IMPORTANT: To obtain advance order discount pricing, full payment **MUST BE** included with your order. A purchase order is not considered payment. If your company has any unpaid balances for previous show services, please arrange for settlement of outstanding invoices prior to placement of new orders.

Please complete information below and submit with your initial order. Subsequent orders will automatically be charged to the same account number. There is a 3% credit card fee on top of all charges. (Any show site balances or charges for labor, freight, or miscellaneous items not paid before the show closing automatically will be charged to your credit card account.)

Incomplete and/or unsigned forms will not be accepted.

Charge to: Visa ____ MasterCard ____ American Express ____
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Cardholder’s Signature: _____

Account #: _____ Exp. Date: _____

Cardholder’s Name: _____

Cardholder’s Billing Address: _____

City/State/Zip: _____

Telephone #: _____ Fax #: _____

EMAIL: _____

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS. FAX 702-795-4727

Credit card authorization must be on file with Source One Events before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, Exhibitors acknowledge that they have read and agreed to comply with the Limits of Liability statements contained herein.



ADDITIONAL FURNISHINGS

SPORTSMEN'S BOAT, RV & TRAVEL SHOW 2011		Booth Number
Exhibitors Name:	Tel #:	
Billing Address:	Fax #:	
City/State/Zip:	Auth. By:	

ADDITIONAL FURNISHINGS

8' Display Table Draped:	QTY. _____	PRICE	\$70.00/ea	TOTAL \$ _____
6' Display Table Draped:	QTY. _____	PRICE	\$70.00/ea	TOTAL \$ _____
Cocktail Table Draped:	QTY. _____	PRICE	\$70.00/ea	TOTAL \$ _____
5' Round Table Draped:	QTY. _____	PRICE	\$70.00/ea	TOTAL \$ _____
Black Swivel Barstool:	QTY. _____	PRICE	\$25.00/ea	TOTAL \$ _____
Black Folding Chair:	QTY. _____	PRICE	\$10.00/ea	TOTAL \$ _____
Black Leather Sofa:	QTY. _____	PRICE	\$275.00/ea	TOTAL \$ _____
Black Wood Coffee Table:	QTY. _____	PRICE	\$150.00/ea	TOTAL \$ _____
Black Wood End Table:	QTY. _____	PRICE	\$80.00/ea	TOTAL \$ _____
Aluminum Easel:	QTY. _____	PRICE	\$15.00/ea	TOTAL \$ _____
32" Plasma on Stand:	QTY. _____	PRICE	\$600.00/ea	TOTAL \$ _____
40" Plasma on Stand:	QTY. _____	PRICE	\$700.00/ea	TOTAL \$ _____

**** Any additional rental not listed that may be required,
please phone Source One Events (702) 795-7772 for further assistance.**

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS. FAX # 702.795-4727
Credit card authorization must be on file with Source One Events before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, Exhibitors acknowledge that they have read and agreed to comply with the Limits of Liability statements contained herein.



BOOTH CARPET

SPORTSMEN'S BOAT, RV & TRAVEL SHOW 2011

Exhibitors Name:	Tel #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. By:	

BOOTH CARPET - ADVANCE PRICING	DEADLINE February 4, 2011
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9' Carpet WILL cover the exposed surface of a 10' in-line / linear booth
Carpet available in DARK GRAY only!

Each Section	QTY.	Standard Price	Total
9'x10'		\$200.00	\$

BOOTH CARPET STANDARD AND SHOW SITE PRICING - after February 4th

9' Carpet WILL cover the exposed surface of a 10' in-line / linear booth
Carpet available in DARK GRAY only!

Each Section	QTY.	Standard Price	Total
9'x10'		\$300.00	\$

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.
 Credit card authorization must be on file with Source One Events before any goods or services will be rendered regardless of your preferred method of payment.
 By utilizing this form, Exhibitors acknowledge that they have read and agreed to comply with the Limits of Liability statements contained herein.



**PLEASE READ
INSTRUCTIONS
ENTIRELY**



SPORTSMEN'S BOAT, RV & TRAVEL SHOW 2011

SHIPPING & MATERIAL HANDLING INFORMATION

ADVANCED SHIPMENTS

ALL MATERIALS SHIPPED TO ADVANCED WAREHOUSE MUST ARRIVE BY June 21, 2011

Advanced shipments by whatever means of transportation, **MUST BE PREPAID** and should be shipped to arrive at our Warehouse by June 21, 2011 for the show.

Advance shipments will be charged @ \$75.00/cwt

ADVANCE SHIPPING ADDRESS

To: (name of exhibitor and booth #)

FOR: **Boat, RV & Travel Show 2011**
c/o: **Source One Events**
102 Cassia Way
Henderson, NV 89014
(702) 795-7772

COLLECT SHIPMENTS WILL NOT BE ACCEPTED.

OUTBOUND SHIPMENTS

OUTBOUND SHIPMENTS WITH SOURCE ONE WILL SHIP WITHIN ONE WEEK OF END OF SHOW. Please provide contact and address information. Exhibitor to provide shipping account number & PRE-ARRANGED SHIP LABELS for all returns.

Source One Events will assist with outbound Shipments. PLEASE HAVE SHIPPING DOCUMENTS FILLED OUT and READY FOR PICK UP TO SHIP.

Transportation Company: _____

Business Acct.#: _____

Outbound shipments will incur a handling charged @ \$60.00/cwt

OUTBOUND SHIPPING INFO

To: (name of exhibitor)

FOR: _____

c/o: _____

PLEASE PROVIDE RETURN INFORMATION

PLEASE READ: *Liability and Insurance Bulletin* - Source One Events shall not be responsible for damage to uncrated or improperly packed materials or concealed damages. Source One Events shall not be responsible for loss, theft, or disappearance of exhibitor's material after it has been delivered to exhibitor's booth.



PLEASE READ
INSTRUCTIONS
THOROUGHLY



SPORTSMEN'S BOAT, RV & TRAVEL SHOW 2011

SHIPPING & MATERIAL HANDLING INFORMATION

IMPORTANT - PLEASE READ:

Source One Events shall not be responsible for damage to uncrated or improperly packed materials or concealed damages. Source One Events shall not be responsible for loss, theft, or disappearance of exhibitor's material after it has been delivered to exhibitor's booth.

Source One Events shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to **Source One Events** by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. It is suggested that exhibitors insure all shipments from the time they leave your company until they are returned from the show. Your present insurance carrier can add a rider to you current policy. Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse pending re-routing. No liability will be assumed as a result of such re-routing or handling.

INBOUND SHIPMENT(S):

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his/her representative, *and during such time the materials will be left unattended.* Source One Events **WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, AND OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO THE EXHIBITOR'S BOOTH AT THE SHOW SITE.** Source One Events highly recommends a representative be present during install and/or the securing of security services from the Facility.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY

FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.

<i>Shipments to Warehouse, 100 lb. minimum charge per shipment (includes delivery to booth at show site)</i>	
<i><u>If shipping on Pallet :</u></i>	
Shipment weight _____ cwt x \$75.00 (per 100 lbs.) =	_____
<i><u>If shipping individually:</u></i>	
Individual package/case/box _____ \$50.00 each	QTY: _____
<i>(under 75 lbs otherwise charged per above)</i>	
<i>Estimated Freight Charges</i>	<i>\$ _____</i>

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS. FAX 702.795.4727

Credit card authorization must be on file with Source One Events before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, Exhibitors acknowledge that they have read and agreed to comply with the Limits of Liability statements contained herein.



**PLEASE READ
INSTRUCTIONS
THOROUGHLY**



SPORTSMEN'S BOAT, RV & TRAVEL SHOW 2011

SHIPPING & MATERIAL HANDLING INFORMATION, cont.

OUTBOUND SHIPMENT(S)

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pickup materials from the booths for loading onto a carrier, *and during such time the materials will be left unattended.* **Source One Events WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, AND/OR DISAPPEARANCE OF EXHIBITORS MATERIALS AFTER SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** Source One Events highly recommends a representative to be present during show dismantle and/or the securing of security services from the Facility.

It is understood by the Exhibitor that all OUTBOUND shipments are solely the responsibility of each Exhibitor to provide any and all appropriate return shipping labels and account information to Source One Events. Source One Events shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or for any causes beyond its control.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED. SOURCE ONE EVENTS RESERVES THE RIGHT TO SHIP MATERIALS IF CARRIERS DO NOT PICK UP BY THE APPOINTED DATE AND TIME WITH AN INTEREST @ 30%.

<i>Returning Shipments - Exhibitor Materials</i>			
<i>Exhibitors are responsible for own shipping/freight charges, Source One to bill Material Handling Fee Only.</i>			
<i><u>If shipping on Pallet :</u></i>			
Shipment weight _____	cwt x \$60.00	(per 100 lbs.) =	_____
<i><u>If shipping individually:</u></i>			
Individual package/case/box _____	\$30.00 each	QTY: _____	
<i>(under 75lbs otherwise charged per above)</i>			
<i>Estimated Freight Charges</i>		\$ _____	

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS. FAX 702.795.4727

Credit card authorization must be on file with Source One Events before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, Exhibitors acknowledge that they have read and agreed to comply with the Limits of Liability statements contained herein.



Electrical Orders

*Please fill out requirements along
with payment information
& FAX directly to*

Edlen @ 702-385-1810

Order Deadline for advance pricing is:

Friday, June 10th

ELECTRICAL ORDER FORM
MAIL OR FAX TO

Questions? Visit www.edlen.com



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

COMPANY:		BTH #	
EVENT:	LAS VEGAS HOME/ GARDEN/ RV & TRAVEL SHOW		
FACILITY:	CASHMAN CENTER		
DATES:	JUNE 24 - 26, 2011	EVENT#	061043LV

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

	QUANTITY (For Show Hours Only)	QUANTITY (For 24hrs/day Double price)	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
0 - 500 WATTS (5 AMPS)	_____	_____	92.00	138.00	_____
501 - 1000 WATTS (10 AMPS)	_____	_____	163.00	245.00	_____
1001 - 1500 WATTS (15 AMPS)	_____	_____	188.00	282.00	_____
1501 - 2000 WATTS (20 AMPS)	_____	_____	214.00	321.00	_____
208 VOLT SINGLE PHASE					
5 AMPS	_____	_____	190.00	285.00	_____
10 AMPS	_____	_____	284.00	426.00	_____
15 AMPS	_____	_____	326.00	489.00	_____
20 AMPS	_____	_____	408.00	612.00	_____
30 AMPS	_____	_____	485.00	728.00	_____
60 AMPS	_____	_____	639.00	959.00	_____
100 AMPS	_____	_____	840.00	1260.00	_____
208 VOLT THREE PHASE					
5 AMPS	_____	_____	285.00	428.00	_____
10 AMPS	_____	_____	377.00	566.00	_____
15 AMPS	_____	_____	436.00	654.00	_____
20 AMPS	_____	_____	544.00	816.00	_____
30 AMPS	_____	_____	650.00	975.00	_____
60 AMPS	_____	_____	845.00	1268.00	_____
100 AMPS	_____	_____	1121.00	1682.00	_____
TRANSFORMER TO BOOST 208V up to approx. 230V - \$3 per amp with 20 amp min.					
LIGHTING EQUIPMENT (Including current consumed) Include drawing showing light location.					
100 WATT ARM LIGHT 1	_____	_____	115.00	174.00	_____
120 WATT FLOOD LIGHT 2	_____	_____	98.00	147.00	_____
120 WATT DBL POLE LIGHT 2	_____	_____	152.00	228.00	_____
300 WATT FLOOD LIGHT 2	_____	_____	120.00	180.00	_____
1. Require hard wall for installation. 2. Cost includes installation at rear or side rail of in-line booths. Other locations require labor & material. 3. Time & material will apply when lift is required to mount overhead. Please see #7 on back.					
MATERIAL (Electricity not included)					
15' EXTENSION CORD	_____	_____	21.00	_____	_____
MULTI OUTLET STRIP	_____	_____	21.00	_____	_____
LABOR					
ST (Mon - Fri 8:00 - 4:30 pm, excluding Holidays)	_____	_____	92.00	_____	_____
OT (Mon - Fri 4:30 pm - 8:00 am, Sat, Sun & Holidays)	_____	_____	184.00	_____	_____

FOR ADVANCE PAYMENT PRICE
to apply we must receive your order, payment and floor plan showing main power location and distribution points (see item #1 on reverse) prior to this

DEADLINE DATE OF: 06/10/11

Avoid Duplication !!
If you fax this form with credit card info, do not mail the original form or send another form of payment.

ON LINE ORDERING
This show may be available on line. Visit www.edlen.com. Use the event # above as your password.

ISLAND BOOTHS
There is a minimum labor charge of (1) hour to deliver power to all Island booths. All additional distribution is done by Edlen electricians on a time & material basis.

208V & HIGHER VOLTAGES
There is a minimum labor charge of (1) hour for installation & 1/2 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form please call for a quote.

DEDICATED OUTLETS
Dedicated outlets require a 20 amp outlet.

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.

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS

FOR OFFICE USE ONLY	
DATE RECEIVED	_____
PAYMENT METHOD	_____
AMOUNT RECEIVED	_____
RECEIPTED BY:	_____

PLACE YOUR TOTAL PAYMENT HERE	_____
All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.	

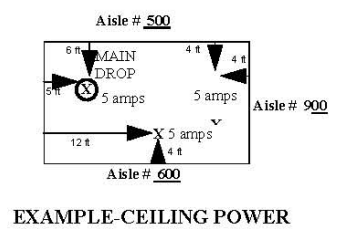
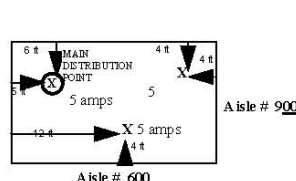
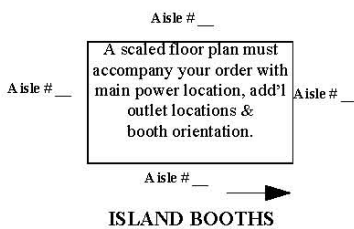
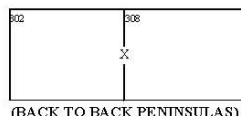
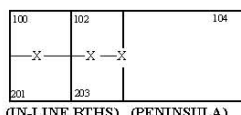
COMPANY NAME:		PHONE:		FAX:	
ADDRESS:		CITY:		ST:	ZIP:
SIGNATURE:		PRINT NAME:		Country:	
EMAIL ADDRESS:					
PAID BY: CK AMX VISA MC DISC DINER				EXP DATE:	
CARD HOLDER SIGN:			PRINT NAME:		
CREDIT CARD BILLING ADDRESS (If different from address above)					
ADDRESS:		CITY:		ST:	ZIP:

VERY IMPORTANT TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to 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 that the totals are calculated incorrectly on the front of this form, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsula booths. All services provided to island booths require labor and material for distribution. If floor plan showing main power location is not submitted prior to Edlen move-in date, Edlen will bring the main power to a convenient location at Edlen's discretion. Please refer to item #6.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, distribution of electrical services or labor. Distribution from the power source to all other locations in a booth space *regardless of booth type* requires 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. 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) 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.
7. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will be applied to hang the lights as requested. Please contact our office to determine if any additional charges will apply.
8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. Edlen is the exclusive provider of all material & 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.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
11. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
12. 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.
13. 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.
14. All Exhibitor's 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.
15. 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.
16. 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. Edlen will not refund overpayment, except sales tax, in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. 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.
19. 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.
20. 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.
21. By signing this 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 WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**