

EDLEN

The Power People

FORT WORTH



Our Fort Worth team is dedicated to providing safe, affordable, on-time utility services and superior customer service.



The Edlen Advantage

Provide proactive customer service

Pre-plan the most efficient and cost-effective solutions to meet exhibitor and show organizer utility requirements

Provide estimates in advance and final invoicing prior to show closing

Highly skilled Electricians and Event Services Managers

We look forward to your event!

Kim Ackley, General Manager
Edlen Electrical Exhibition Services, Fort Worth

www.edlen.com • 817.698.4687 • fortworth@edlen.com

Electrical & Plumbing Planning Information

PAYMENT

- A 100% deposit is required before move-in begins.
- Your final bill will be completed and ready for your review at show-site before the completion of your event. After reviewing, Edlen will request payment for the remaining balance due. This balance must be paid on-site prior to the conclusion of your event.

REQUIREMENTS

- When providing requirements for your show we must know:
 - Electrical amperage requirement(s) or the items and quantity being used in designated area(s)
 - Floor plan showing electrical locations with booth orientation and measurements
 - Installation and disconnect dates, times and the event schedule.

EXHIBITORS

- Online ordering is available at ordering.edlen.com. A kit insert will be given to your General Contractor to place in the Exhibitor Manual.
- With authorization from Show Management, Edlen will send an email to each exhibitor that has not yet placed an order for the event before the advanced pricing deadline.
 - The *No Order Notice* will ask if any services are required for their booth space and remind the exhibitor of the advanced deadline date. Edlen will require an Exhibitor List with emails for this action.
- There are no additional labor charges for inline booths with electric placed at the back drape.
 - If the exhibitor requires a different location other than the back of booth, a labor and material fee are applicable.
- An island booth is any booth that is not attached to another booth.
 - There is a minimum labor charge of 1 hour to deliver power, ½ hour for removal and the cost of the materials used for distribution.

PRODUCTION

- A labor and material charge will be associated with all electrical and plumbing services.
 - There will be a 4-hour minimum labor charge for installation and removal.

2022 HOURLY LABOR CHARGE

ST 8 am- 4:30 pm M-F | OT 4:30 pm – 8 am, Weekends & Holidays (Budget for a 5% annual labor increase)

- Fort Worth Convention Center
 - ST \$90.36/hour | OT \$137.22/hour | DT N/A
- Will Rogers Memorial Center
 - ST \$95.09/hour | OT \$184.96/hour | DT N/A

OUTLET RATES (Budget for a 5% annual increase)

- Available upon request, please reach out for a custom estimate.
- Material and labor utilized in the delivery of services is not included in the cost of the outlet.

ELECTRICAL EXHIBITION SERVICES
1201 Houston Street, Fort Worth, TX 76102
Phone: (817) 698-4687 Fax: (817) 698-4689
fortworth@edlen.com

EXHIBITOR:		BTH #	
EVENT:			
FACILITY:	Fort Worth Convention Center		
DATES:		EVENT #	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

INLINE AND PENINSULA DELIVERY
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).

ISLAND BOOTH DELIVERY ONE LOCATION
Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS
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.

208/480V POWER DELIVERY AND CONNECTIONS
Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.

MOTOR POWER
Order electrical services for motor power required on this form. If unsure of the electrical services required call for a quote.

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.

CANCELLATIONS
Credits will not be issued for services delivered and not used. See #16, 22 & 23 on Terms & Conditions for details.

TERMS & CONDITIONS
I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

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

	QTY Show Hours Only	QTY 24hrs/day Double	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
Add 8.25% tax					
120 VOLT					
500 WATTS (5 AMPS)	_____	_____	73.50	110.25	_____
1000 WATTS (10 AMPS)	_____	_____	100.80	151.20	_____
2000 WATTS (20 AMPS)	_____	_____	124.95	187.95	_____
208 VOLT SINGLE PHASE					
20 AMPS	_____	_____	173.25	260.40	_____
30 AMPS	_____	_____	214.20	321.30	_____
60 AMP	_____	_____	283.50	381.20	_____
208 VOLT THREE PHASE					
20 AMPS	_____	_____	291.90	437.85	_____
30 AMPS	_____	_____	399.00	599.00	_____
60 AMPS	_____	_____	594.00	891.00	_____
100 AMPS	_____	_____	902.00	1353.00	_____
TRANSFORMER(S) Boost 208 Volt to 230 Volt					
Transformer (20 amp minimum charge)			Total Amps: _____ x 5.50 = _____		

LIGHTS (Cost of Arm & Pole lights include power. If ordering Par Can, then order a 1000 watt outlet for each Par Can. For Par Can installation, scissor lift charges apply.)

1000 WATT PAR CAN	_____	95.81	134.31	_____
8' POLE LIGHT—1 FIXTURE	_____	103.51	146.41	_____
8' POLE LIGHT—2 FIXTURES	_____	118.91	169.51	_____

Must Pick up Items at Onsite Exhibitor Service Center. See #16 on Terms & Conditions for details.

15' EXTENSION CORD	_____	27.00	_____
POWER STRIP	_____	27.00	_____

Please call for information on any services you require that are not listed here

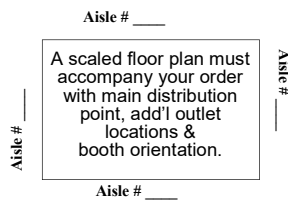
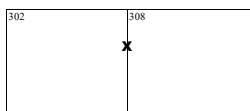
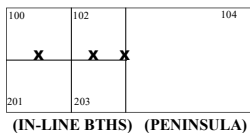
TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	TOTAL	_____
PRINT NAME:		
EMAIL:	PHONE:	

TERMS & CONDITIONS

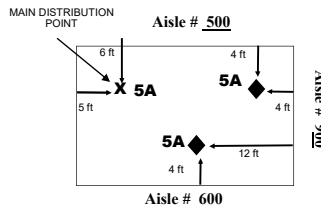
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance 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. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require 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.
6. 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.
7. Island Booths - 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.
8. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
9. 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, plus material.
10. Edlen Supervision—A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
11. For a dedicated outlet, order a 20 amp outlet.
12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
14. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
15. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor 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.
16. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
17. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
18. 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.
19. 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.
20. All Exhibitors' 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.
21. 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.
22. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
23. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
24. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
25. 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.
26. 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.
27. 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.
28. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

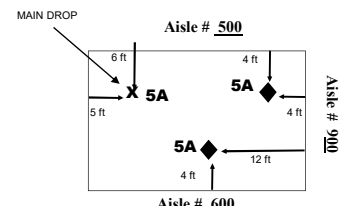
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**