## ORDER INSTRUCTIONS

S	Exhibitor Services
	Washington State Convention Center

## **Advance Payment Deadline Date: 21 Days Prior to Move-In**

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	Washington State Convention	n Center	
DATES:		EVENT#	

#### FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.WSCC.COM

#### COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

#### **Step 1** Complete the Method of Payment

This form must be completed and returned with the order forms below.

#### Step 2 Complete Utility Order Forms as Required

- A. Electrical/Lighting Order
- B. Plumbing Order

#### **Step 3 Review Electrical Labor Instructions**

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by WSCC Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

## Step 4 Complete Additional Labor Forms as Required

Forms include the following:

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by <u>all island</u> booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

#### **B. Plumbing Distribution**

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by <u>all island</u> booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

#### **Step 5** Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

## **POWER DELIVERY**

**Power is typically delivered from the ceiling** in exhibit halls in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1.5' of floor space. Please call if you have any concerns.

# **METHOD OF PAYMENT FORM**

# **Advance Payment Deadline Date: 21 Days Prior to Move-In**



10.1% Sales Tax is due unless

authorized exemption accompanies order

**TOTAL DUE** 

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	Washington State Convention	n Center	
DATES:		EVENT#	

	Services	EVENT:					
	Washington State Convention Center	FACILITY:	Washi	ngton State Con	nventior	n Center	
4	Convention Center	DATES:				EVENT#	
	FIN	IANCIALLY RE	SPONS	IBLE COMPANY	,		
COMPANY N	IAME:				PHON	IE:	
ADDRESS:				_	FAX:	_	
CITY:			ST:			ZIP:	
COUNTRY:			CELI	-:			
EMAIL:			•				
		METHOD	OF PA	/MENT			
All transactio	ons require a credit card				dition to	chacks WSCC al	so accents
	ress, Mastercard, Visa, Dis						30 accepts
COMPAN	Y CHECK			BANK WIRE TRAN	NSFER II	NFORMATION *	
be drawn o	ke check payable to: WSCC. An U.S. Banks only. For those lidit card must be on file.	All foreign checks moooths that require	,   	Beneficiary Acct: WSCC Acct# 1-535-9527-6111- Bank: US BANK—1420 SWIFT CODE USBKUS Routing/ABA# 125000' Account Type Checking	— US DOL 5th Ave, S S44IMT 105	LARS	
			•	\$50 processing fee	MUST b	e included with tra	ansfer.
any remain A copy of fi	ing balances on your account nal charges will be sent to the the payment information section.  MASTERCARD  AM	prior to event closir email address on.	ng.	Name : Booth	and/or#a	hecks and/or	
	CHE	CK AND CREI	DIT CAR	D INFORMATIO	N		
COMPANY N							
CHECK#							
CREDIT CAR	RD NUMBER:					EXP DATE:	
CARD HOLD	ER SIGN:		<u> </u>	PRINT NAME:			
EMAIL:				Т	HIRD PA	RTY PAYMENT?	YES or NO
CF	REDIT CARD ADDRESS	INFORMATIO	N IF DIF	FERENT THAN I	INFORM	NATION ABOVE	
ADDRESS:			CITY:		ST:	ZIP:	
SERVICE -	TOTALS		AUT	HORIZATION			
1. BANK TRA	ANSFER CHARGES						
2. MANUAL F	PROCESSING FEE	\$25.0	00				
3. ELECTRIC	CAL/LIGHTING		ALITE	IORIZED SIGNATUR	PE AROVE		
4. ESTIMATE	ED LABOR		AUIF	ONIZED SIGNATUR	ADOVE	-	
5. PLUMBING	G						
	SUB TOTAL		PRIN'	T NAME ABOVE		TODAY'S DATE	ABOVE

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all completed service order forms and the Edlen General **Data Protection Regulation privacy policy.** 

# **ELECTRICAL ORDER FORM**

# Exhibitor Services Washington State Convention Center

# **Advance Payment Deadline Date: 21 Days Prior to Move-In**

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	Washington State Convention	n Center	
DATES:		EVENT#	

	DATES:			EVENT :	#	
FOR YOUR CON	/ENIENCE PLACE YOU	R ORDER ONL	INE AT WWW.	.WSCC.COM	1	
ORDER INSTRUCTIONS	ELECTRICAL OUTLETS	Approximately 12	0V/208V A.C. 60	Cycle - Prices	are for entire	event
INLINE AND PENINSULA DELIVERY The cost of 120-Volt outlets includes delivery to one location at the rear of inline or		<b>QTY</b> Show Hours Only	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	ONSITE PAYMENT PRICE	TOTAL COST
peninsula booths. If you require the outlet(s)			116.00	174.00	200.00	
to be distributed to any other location(s), material and labor charges apply. There is a			142.00	213.00		
minimum charge of (1) hour for installation	4500 MATTO (45 AMBO)		168.00	252.00		
and (1/2) hour for removal. Complete and return the Electrical Distribution Form along	2000 WATTS (20 AMPS)		194.00	291.00		
with a floor plan layout of your booth space indicating outlet location(s).	208 VOLT SINGLE PHASE				0.0.00	
indicating other location(s).	20 AMPS		263.00	395.00	473.00	
ISLAND BOOTH DELIVERY -	30 AMPS		320.00	480.00		
ONE LOCATION	60 AMPS		531.00	797.00		
Island booths that only need power delivered to one location incur (1) hour labor charge for	208 VOLT THREE PHASE					
installation & removal. Return a floor plan layout of your booth space indicating the	00 44400		415.00	623.00	747.00	
outlet location with measurements and		r)	499.00	749.00		
orientation.	60 AMPS (1-ton motor power	•	772.00	1158.00	1390.00	
ISLAND BOOTH DELIVERY -	100 AMPS		1124.00	1686.00	2023.00	
MULTIPLE LOCATIONS  Island booths that require power to be	200 AMPS		2248.00	3372.00	4046.00	
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, WSCC will deliver to the most convenient location. An additional charge to power up the booth may be assessed.	Please call us for LIGHTS (Package pricing ARM LIGH	НТ	r to run lights a	and labor to in	estall and ren	nove)
208/480V POWER DELIVERY	70	N	700.00	1050.00	1260.00	
AND CONNECTIONS WSCC electricians must make all high voltage connections and disconnections on a time and material basis. Please complete the Electrical Booth Work Form to schedule your estimated connection time and return it with this order form.	LEKO LIGH	00w quartz light)	750.00	1125.00	1350.00	
	COLORED GEL (per light)		15.00	15.00	15.00	
24 HOUR SERVICES Electricity will be turned on within 30 minutes	BARN DOORS (per light)		20.00	20.00	20.00	
of show opening and off within 30 minutes of show closing, show days only. If you require	120V RENTAL MATERIAL	L (Exhibitor must	pick up items at \	WSCC Service	Desk on show	site)
power at any other time order 24 hour power at 1.5 times the outlet rate.			26.00	26.00	26.00	
CANCELLATIONS	POWER STRIP		26.00	26.00	26.00	
CANCELLATIONS Credits will not be issued for services delivered and not used. See terms and		AND TRANSFER	R TO BOX 3 ON	MOP FORM		
conditions for additional details.	PRINT NAME:					

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

EMAIL:

The "Method of Payment Form" must be completed and returned with this order form.

PHONE:

## **ELECTRICAL LABOR INSTRUCTIONS**

S	Exhibitor Services
	Washington State Convention Center

#### **Advance Payment Deadline Date: 21 Days Prior to Move-In**

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	Washington State Convention		
DATES:		EVENT#	

# LABOR ORDERING INSTRUCTIONS

#### Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by WSCC Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

## **Step 2 Complete the Appropriate Form**

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for <u>all island</u> booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

#### Step 3 Return the following forms to WSCC Priority Exhibitor Services

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

## **ELECTRICAL JURISDICTION**

#### **WORK REQUIRING WSCC ELECTRICIANS**

- 1. Delivery of main power line to Island Booths only
- 2. Electrical distribution under flooring or overhead
- 3. Connection of all high voltage services
- 4. Hardwiring of any electrical apparatus

## **POWER DELIVERY**

**Power is typically delivered from the ceiling** in exhibit halls in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1.5' floor space. Please call if you have any concerns.

#### LABOR RULES

#### STRAIGHT TIME

Monday-Friday 8am-4:30pm, excluding holidays

#### OVERTIME/DOUBLE TIME

Monday-Friday 4:30pm-9pm, and 6am-8am, and Saturday-Sunday from 6am-9pm is Overtime (time and a half). Double Time is charged from 9pm-6am

#### LIFT CHARGES

Lift charges will apply to for all overhead work such as: light installation overhead, power distribution overhead, hanging signs, etc. Lift cost does not include operator.

#### **ADDITIONAL INFORMATION**

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come, first-served basis. A representative must come to the WSCC Exhibitor Services Desk prior to each individual labor call to confirm the booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per electrician for installation. Dismantle time will be calculated at 1/2 of the total installation time.

# **ELECTRICAL DISTRIBUTION**

# AL DISTRIBUTION

S	Exhibitor Services
-	Washington State Convention Center

## **Advance Payment Deadline Date: 21 Days Prior to Move-In**

COMPANY NAME:		BOOTH NUMBER:
EVENT:		
FACILITY:	Washington State Convention	n Center
DATES:		EVENT #

#### **ELECTRICAL DISTRIBUTION UNDER FLOORING**

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows WSCC the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. WSCC will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:

2. What date will you begin building your booth?

- A. The electrical layout must indicate each power outlet and its location with exact measurements.
- B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
- C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
- D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

	A.	Date: 1	ime:		
3.	Will	you be utilizing any specialty floor cov	vering other than ca	rpet, such as vinyl	or wood?
	A.	Describe flooring:			
	B.	Estimated date and time flooring inst	allation will begin.	Date:	Time:
١.	Sho	w site supervisor:			
	Nam	ne	<del> </del>	Cell #	
	Ema	ail		Company _	

- **5.** The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
- **6.** In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 person crew.

LABOR RAT	LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE			
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	LABOR HRS	ST OT	<b>RATE</b> \$110.00 \$165.00	TOTAL	
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except holidays.			\$220.00		
Overtime	Monday - Friday 4:30 PM - 9 PM and 6 AM—8 AM,	LIFT RENTAL				
	all day Saturday and Sunday	HOURS		RATE	TOTAL	
<b>Double Time</b> Every day, 9:00 PM—6:00 AM, and all holidays			(	\$150.00		
TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM		ESTIMATE	о тот	AL		

AUTHORIZATION
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PRINT NAME: DATE:

## **ELECTRICAL BOOTH WORK**

# **Advance Payment Deadline Date: 21 Days Prior to Move-In**

S	Exhibitor Services
	Washington State Convention Center

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	Washington State Convention	n Center	
DATES:		EVENT#	

## **BOOTH LABOR REQUIREMENTS**

The date and times completed below assist WSCC in scheduling electrical manpower. These times and number of electricians are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to WSCC's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1 hour labor charge per electrician applies.

Hardwiring o	of any Device or Appar	atus (Any electrical de	evice that does not d	come with a plug attac	ched)	
Day	Date	Time	# Elec	Hrs. Each	Total —	
Connection (	of High Voltage Servic	<b>es</b> (208V - 480V)				
Day	Date	Time	# Elec	Hrs. Each	Total —	
Installation o	of Booth Lighting					
Day	Date	Time	# Elec	Hrs. Each	Total	

## OVERHEAD LIGHTING / LIGHTING REQUIREMENTS

Lift and labor charges may be assessed for overhead power and lighting.

## LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 person crew.

LABOR RAT	ES AND HOURS	DISTRIBUT	ION L	ABOR ES	TIMATE
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	LABOR HRS	ST OT	<b>RATE</b> \$110.00 \$165.00	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except holidays.		DT	\$220.00	
Overtime	Monday - Friday 4:30 PM - 9 PM and 6 AM—8 AM,	LIFT RENTA	ĄL		
Double Time	all day Saturday and Sunday  Every day, 9:00 PM—6:00 AM, and all holidays	HOURS		<b>RATE</b> \$150.00	TOTAL
		][			

TRANSFER ESTIMATED	TOTAL	TO BOX #4	4 ON T	HE METH	IOD
OF PAYMENT FORM					

**ESTIMATED TOTAL** 

ΔU	TΗ	OR	IZATI	ON

PRINT NAME:	DATE:

# **ELECTRICAL LAYOUT FORM**

# **Advance Payment Deadline Date: 21 Days Prior to Move-In**

S	Exhibitor Services
	Washington State Convention Center

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	Washington State Convention	n Center	
DATES:		EVENT#	

Adjacent Booth or Aisle #

Go to the exhibitors tab at <a href="https://www.edlen.com">www.edlen.com</a> for an exact grid to match your booth space.

# POWER ORIGINATES FROM THE CEILING IN THIS VENUE

Power is dropped from the ceiling to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 12 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND
Island	Example: 1 Square = 1 Foot	X = Main Distribution Point ▲ = 5amp/500 watt
Inline	Square = Ft	♦ = $10 \frac{1000}{1000}$ watt = $15 \frac{1500}{1500}$ watt
Peninsula	Total Square Footage =	● = 20amp/2000 watt

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle#\_

## PLUMBING ORDER FORM



## Advance Payment Deadline Date: 21 Days Prior to Move-In

COMPANY NAME:		BOOTH NUMBER:							
EVENT:									
FACILITY:	Washington State Convention	Washington State Convention Center							
DATES:		EVENT#							

#### FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.WSCC.COM **IMPORTANT NOTES UTILITY SERVICES** Advance Regular **Onsite Total** ADDITIONAL CONNECTIONS If you have more than one machine or COMPRESSED AIR: 90-100 LBS. Psi multiple connections on a machine, you must order an additional connection for 365.00 547.50 547.50 Air Outlet (call for a quote for 24-hour Air) each machine or connection within 20 feet of the outlet ordered. Otherwise 150.00 100.00 150.00 Additional Connections within 20' of Outlet you must order another outlet. **AIR LINE RESPONSIBILITIES** CFM REQUIREMENTS—CFM must be ordered with air services — see Plumbing Terms & Conditions pg 12 WSCC is not responsible for moisture. oil, or water in air lines, loss of flow, or CFM (5 CFM minimum charge per outlet/connection) Multiply total 7.50 11.25 11.25 increase in pressure in line to CFM required by listed rate for the total CFM charge: equipment. Exhibitor should supply their own filters, driers, or other equipment **WATER LINES** (WSCC is not responsible for sediment or the color or taste of the water.) as needed. No compressors are permitted other than those supplied by Water Outlet 300.00 450.00 450.00 WSCC unless they are a fixed part of your machine. Additional Connections within 20' of Outlet 277.00 185.00 277.00 **WATER PRESSURE** # of connections required: Size of connection: Pressure may vary. No guarantee can be made to minimum or maximum PSI required: \_\_\_\_\_ GPM Required: \_\_\_\_\_ pressures. If pressure is critical, the Exhibitor should arrange to have a **DRAIN LINES** pressure regulator valve or pump installed. WSCC is not responsible for sediment, color or taste of water. 450.00 **Drain Outlet** 300.00 450.00 **WASTE WATER** Additional Connections within 20' of Outlet 180.00 270.00 270.00 If waste water from your drain contains hazardous materials, chemicals or metals, WSCC cannot drain it. Number of connections required: Size of connection required: **LABOR NOTES** FILL & DRAIN LABOR (WSCC is not responsible for sediment or the color of water) **OUTLET DELIVERY** 180.00 1 - 50 Gallons 120.00 180.00 There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove 51 - 200 Gallons 320.00 450.00 450.00 each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in 201 - 500 Gallons 340.00 510.00 510.00 island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift Each additional 100 Gallons up to 1.000 Gallons 25.00 37.50 37.50 charge for installation and 1 hour for removal will apply. LABOR/LIFT (Labor is required for delivery and removal of air, water & drain outlets) **OUTLET DISTRIBUTION** Labor is required for all air, water, & drain lines, as well as distribution of Once outlets have been delivered, the ramping and/or distribution of services services in your booth space or overhead. Complete the Plumbing on the floor will be done on a time and Distribution form and include it with your order. material basis. A minimum 1 hour labor charge for installation and 1/2 hour for GAS & MISC. REQUIREMENTS (Call for a Quote) removal will apply. **OUTLET CONNECTIONS** Connection to exhibitor equipment is included in the cost of the service. PLACE TOTAL HERE AND TRANSFER TO BOX 5 ON MOP FORM Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without PRINT NAME: WSCC plumbers. **TERMS & CONDITIONS** PHONE:

accepted WSCC's payment policy and The "Method of Payment" form must be completed and returned with this order form the terms and conditions of contract.

EMAIL:

I agree in placing this order that I have

#### PLUMBING DISTRIBUTION



#### **Advance Payment Deadline Date: 21 Days Prior to Move-In**

COMPANY NAME:		BOOTH NUMBER:						
EVENT:								
FACILITY:	Washington State Convention Center							
DATES:		EVENT#						

#### FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.WSCC.COM

## PLUMBING JURISDICTION

The work described below falls within the jurisdiction of WSCC Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

Delivery of Air, Water and Fill & Drain lines

- · Installation of lines delivered from overhead
- · Distribution of Air, Water & Drain lines under carpet

## 1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

#### A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

#### B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

#### C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

#### 2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

- A. Island Booths need to provide the following information:
  - 1. The plumbing layout must indicate each outlet and its location with exact measurements.
  - 2. Each location should indicate the type of service. All air locations must include CFM requirements.
  - 3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
  - 4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.
- B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

	·	
C.	Date you will begin building your booth:	Estimated time:
D.	D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?  1. Describe flooring:	
	1. Describe flooring:	
E.	What time do you estimate needing the physical connection to your equipment? Date:	Time:
F.	Show site supervisor:Comp	pany:
	Cell #: Email:	-

G. This information allows WSCC the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. WSCC will make every attempt to complete the work prior to your arrival.

LABOR ESTIMATE				WORK RATE SCHEDULE				
LABOR HRS RATE		TOTAL	ST	Monday - Friday, 8:00 AM - 4:30 PM, except holidays.				
	ST	\$110.00		ОТ	Monday - Friday 4:30 PM - 9 PM and 6 AM—8 AM, all day Saturday and Sunday			
	ОТ	\$165.00						
	DT	\$220.00		DT	Every day, 9:00 PM—6:00 AM, and all holidays			
EST	IMATE	D TOTAL		AUTHORIZATION				

PRINT NAME:

DATE:

TRANSFER ESTIMATED TOTAL TO BOX #4 ON THE METHOD OF PAYMENT FORM

## PLUMBING LAYOUT

S	Exhibitor Services
	Washington State Convention Center

Adjacent Booth or Aisle #

## **Advance Payment Deadline Date: 21 Days Prior to Move-In**

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	Washington State Convention	n Center	
DATES:		EVENT#	

Adjacent Booth or Aisle#

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

## PLUMBING SERVICES ORIGINATE FROM THE CEILING IN THIS VENUE

Air and water services are delivered from the ceiling to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if these services are needed at any other location than the rear of the booth. Drains are in limited floor ports—contact Exhibitor Services to find out if drains are available in your location We cannot cross aisles with drains. (See T&C page 12 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND	
Island	Example: 1 Square = 1 Foot	X = Main Distribution Point	
Inline	Square = Ft	W = Water	A = Air
Peninsula	Total Square Footage =	<b>D</b> = Drain	AC = Addt'l connection

Adjacent Booth or Aisle #

Adjacent Booth or Aisle #



# **WSCC Electrical Distribution Service Delivery Terms and 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 of a minimum of 21 days prior to move-in for advance payment rates to apply. A few select events require a longer lead time for best pricing, please consult your exhibitor information or contact exhibitor services. 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. Orders received onsite will be charged the onsite rate. A purchase order or photocopied checks are not considered valid forms of payment for securing advanced rate.
- 2. In the event order totals are calculated incorrectly, WSCC reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
- 3. Outlet rates listed include bringing the services to one location at the rear of in-line and peninsula booths.
- 4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other locations within the booth space. Distribution to multiple outlet locations regardless of booth type requires labor and is performed on a time and material basis; these secondary charges will be billed once work is completed. Exhibitors are invited to contact the local WSCC 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. The minimum amount of power that can be ordered for any one location is 5 amps or 500 watts. Power must be ordered according to peak amperage ratings.
- 6. Island Booths If a floor plan showing main power location is not submitted to WSCC prior to our first move-in date, WSCC will deliver the power to the most convenient location. Island Booth installations are done on a time and material basis. For Island Booths that require distribution to more than one location, there is a minimum labor charge of one hour for installation and a half hour, or half the time to install, for removal plus material. There is a one hour minimum installation charge for Island Booths that only require delivery to one location.
- 7. Labor rates are based on current IBEW 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.
- 8. In the event overhead services cannot be reached via catwalks in the convention hall lift, operator, and electrical labor charges will apply. Please contact our local office to discuss any additional charges.
- 9. Only WSCC employees/contractors are authorized to install or run any power, air, or water services under floor coverings, and are assumed to have permission from the exhibitor should a cut need to be made to safely install utility services.
- 10. WSCC designated electrical contractor (EDLEN) is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the venue including the exhibitor's booth space. This material is provided on a rental basis ONLY and remains the property of WSCC. It shall be removed only by WSCC employees/contractors. Materials removed by the exhibitors will be charged to the card on file.
- 11. Any extension cords or power strips ordered on the front of this form should be picked up at the WSCC service desk. Credit will not be not issued for unused items or services.
- 12. 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 WSCC.
- 13. All equipment regardless of source of power, must comply with federal, state and local codes. WSCC reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. WSCC is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- 14. 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.
- 15. 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.
- 16. Car batteries and other fuel cell type batteries are not permitted to be connected on the show floor.
- 17. Power may be disconnected from any booth that has not paid for the service. Disconnected services may be restored by paying at the onsite service desk.
- 18. No exhibitor is permitted to split up or distribute power from a high voltage service.
- 19. The WSCC has designated Edlen Electrical of Washington as the exclusive provider and installer of electrical services. Edlen is a licensed and bonded electrical contractor in the State of Washington. The WSCC acts as a fiscal agent for Edlen in providing electrical services to event clients and their attendees at WSCC.

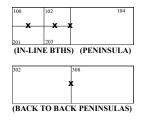


#### **WSCC Plumbing Service Delivery Terms and Conditions**

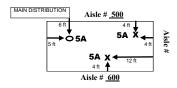
- 1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event move-in for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event move-in will be charged the regular rate. Orders received during or after move-in will be charged the onsite rate. A few select events require a longer lead time for best pricing, please consult your exhibitor information or contact exhibitor services.
- 2. In the event that totals are calculated incorrectly, WSCC reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
- 3. All services will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. WSCC will make every attempt to deliver these services to a location convenient to the exhibitor if a floor plan is not received with order.
- 4. Distribution of services throughout the booth space, whether 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. Additional footage charges apply when the exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
- 6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors' equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
- 7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact WSCC to discuss any potential additional costs.
- 8. WSCC's plumbers or the exclusive plumbing contractor (EDLEN) is to make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without WSCC plumbers.
- 9. Service outlet size is determined by the volume required. Airline size is dictated by the CFM requirements. Standard air lines terminate with a 1/4" snap-in quick release.
- 10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours 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, WSCC 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. For safety reasons, WSCC does not allow plumbing drain pipes to be run across any publically accessed aisle space.
- 15. Natural Gas "when available" is not regulated by WSCC and is at the facility pressure (4oz.). Call for price quote when available.
- 16. Compressed gas is regulated by local fire code and must be approved.
- 17. All equipment using water must have inlet and outlet properly tagged.
- 18. All equipment must comply with state and local codes.
- 19. WSCC 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. WSCC must have 30 days' notice in order to supply special regulators, strainers, 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. Credit will not be given for outlets installed or connections made and not used.

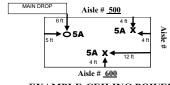
## COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall









EXAMPLE-FLOOR POWER

**EXAMPLE-CEILING POWER** 



#### **WSCC Financial Terms and Conditions and Limits of Liability**

- 1. The Licensor (WSCC) acts as a Fiscal Agent for its Exclusive and Preferred Contractors. By signing the order form and/or the Method of Payment form, the Licensee (individual Exhibiting Company) grants the Licensor the ability to act as the fiscal agent and binds the Licensee to pay for the services as if the Licensee had entered into separate contract with the individual service providers. The Licensor as fiscal agent will invoice and collect for services ordered via the online ordering system or manual transmission of the order to the Licensors Exhibitor Services Department. The Licensor will provide the Licensee with a consolidated statement of services at the time the order is processed.
- 2. Licensor (WSCC) reserves the exclusive right to furnish, install, or provide data and telecommunications services, electrical, compressed air, water, and drain. Such services will be provided to the requestor on the receipt of a written order and will be charged based on current rates.
- 3. Licensor (WSCC) has established exclusive contracts for Food & Beverages Services, Electrical, Air, Water , Drain, telecommunication and Internet services. Licensor (WSCC) has established a non-exclusive, preferred contract for Audio Visual Services. If the licensee chooses to contract for services with the preferred contractor, those services are incorporated into this agreement.
- 4. Licensor will provide consolidated invoice for all services post event, normally 3-5 business days.
- 5. Online ordering for all services is the preferred and recommended method for ordering services. A \$25.00 order processing charge will be added to orders received via alternate methods, including, but not limited to: fax, email, USPS, courier, common carrier, etc.
- 6. The Licensor requires that all services are prepaid prior to delivery of services. Orders received without payment will not be processed. Services may be interrupted if payment is not received.
- 7. A valid and authorized credit card must be on file for any billable additions or modifications to the respective orders, regardless of payment method.
- 8. Online orders are generally due 21 days prior to the show move-in date, but may be longer based on show size and complexity. Please refer to your exhibitor package for advanced order deadline dates.
- 9. WSCC accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: WSCC.
- 10. There will be a \$25 service charge for all returned checks or for declined credit cards. Any orders processed manually (fax, email, or hard copy) rather than online will be charged a \$25.00 processing fee.
- 11. All services are subject to sales tax (currently 10.1%). Resale certificates are not acceptable for tax exemption.
- 12. Due to the cost of processing checks, any refunds due in the amount of \$50.00 or less will not be refunded except upon written request, prior to the close of the show OR in person at the Exhibitor Service Desk.
- 13. Any unpaid balance after close of show will incur a 1.5% / month service charge.
- 14. Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately.
- 15. No credits will be given for service interruptions based on non-payment. Credit will not be given for services installed and not used. Services may be interrupted if payment for services is not received.
- 16. All orders are subject to a 25% cancellation fee if cancelled in writing & received by WSCC Exhibitor Services Manager within 21 calendar days prior to show opening.
- 17. Exhibitor/Licensee holds WSCC and its exclusive electrical contractor (EDLEN) harmless for any and all losses of power beyond WSCC'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.
- 18. 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 WSCC its attorney fees or applicable agency fees.
- 19. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event. Any disputed charges for services will not be considered without a record of the complaint being received in writing to <a href="mailto:exhibitor.services@wscc.com">exhibitor.services@wscc.com</a> prior to the scheduled end of the event.
- 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 declined credit cards.
- 21. By signing the order form and/or the Method of Payment form, exhibitor/licensee hereby agrees to all applicable terms and conditions
- 22. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.
- 23. Prices are based upon current rates and are subject to change without notice. Utility Services provided by Edlen; managed by WSCC

## **Privacy Policy**

Edlen Electrical Exhibition Services ("us", "we", or "our") operates the ordering.edlen.com website (the "Service").

This page informs you of our policies regarding the collection, use, and disclosure of personal data when you use our Service and the choices you have associated with that data.

We use your data to provide and improve the Service. By using the Service, you agree to the collection and use of information in accordance with this policy. Unless otherwise defined in this Privacy Policy, terms used in this Privacy Policy have the same meanings as in our Terms and Conditions, accessible from ordering edlen.com

#### **Definitions**

#### **Personal Data**

Personal Data means data about a living individual who can be identified from those data (or from those and other information either in our possession or likely to come into our possession).

#### **Usage Data**

Usage Data is data collected automatically either generated by the use of the Service or from the Service infrastructure itself (for example, the duration of a page visit).

#### Cookies

Cookies are small pieces of data stored on a User's device.

#### Data Controller

Data Controller means a person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal data are, or are to be, processed.

For the purpose of this Privacy Policy, we are a Data Controller of your data.

#### **Data Processor (or Service Providers)**

Data Processor (or Service Provider) means any person (other than an employee of the Data Controller) who processes the data on behalf of the Data Controller.

We may use the services of various Service Providers in order to process your data more effectively.

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## **Data Subject**

Data Subject is any living individual who is the subject of Personal Data.

#### User

The User is the individual using our Service. The User corresponds to the Data Subject, who is the subject of Personal Data.

## **Information Collection And Use**

We collect several different types of information for various purposes to provide and improve our Service to you.

# **Types of Data Collected**

#### Personal Data

While using our Service, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you ("Personal Data"). Personally identifiable information may include, but is not limited to:

- Email address
- First name and last name
- Phone number
- Address, State, Province, ZIP/Postal code, City
- Cookies and Usage Data

We may use your Personal Data to send you newsletters, as well as consumer surveys and other correspondence concerning our service, but only if you opt to receive this information voluntarily during the registration process. Occasionally, we may send these materials to you via postal mail. If you no longer want to receive marketing communications via email or postal mail, simply access the "My Account" page, click "Edit Your Profile", then uncheck the "Newsletter" item to unsubscribe. Please note that you cannot unsubscribe from certain correspondence from us, including messages relating to your account transactions.

#### **Usage Data**

We may also collect information how the Service is accessed and used ("Usage Data"). This Usage Data may include information such as your computer's Internet Protocol address (e.g. IP address), browser type, browser version, the pages of our Service that you visit, the time and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

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## Tracking Cookies Data

We use cookies and similar tracking technologies to track the activity on our Service and hold certain information.

Cookies are files with small amount of data which may include an anonymous unique identifier. Cookies are sent to your browser from a website and stored on your device. Tracking technologies also used are beacons, tags, and scripts to collect and track information and to improve and analyze our Service.

You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Service.

Examples of Cookies we use:

- **Session Cookies.** We use Session Cookies to operate our Service.
- **Preference Cookies.** We use Preference Cookies to remember your preferences and various settings.
- **Security Cookies.** We use Security Cookies for security purposes.

#### Use of Data

Edlen Electrical Exhibition Services uses the collected data for various purposes:

- To provide and maintain our Service
- To notify you about changes to our Service
- To allow you to participate in interactive features of our Service when you choose to do so
- To provide customer support
- To gather analysis or valuable information so that we can improve our Service
- To monitor the usage of our Service
- To detect, prevent and address technical issues
- To provide you with news, special offers and general information about other goods, services and events which we offer that are similar to those that you have already purchased or enquired about unless you have opted not to receive such information

#### **Retention of Data**

Edlen Electrical Exhibition Services will retain your Personal Data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use your Personal Data to the extent necessary to comply with our legal obligations (for example, if

we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies.

Edlen Electrical Exhibition Services will also retain Usage Data for internal analysis purposes. Usage Data is generally retained for a shorter period of time, except when this data is used to strengthen the security or to improve the functionality of our Service, or we are legally obligated to retain this data for longer time periods.

## **Transfer Of Data**

Your information, including Personal Data, may be transferred to — and maintained on — computers located outside of your state, province, country or other governmental jurisdiction where the data protection laws may differ than those from your jurisdiction.

If you are located outside United States and choose to provide information to us, please note that we transfer the data, including Personal Data, to United States and process it there.

Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer.

Edlen Electrical Exhibition Services will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data will take place to an organization or a country unless there are adequate controls in place including the security of your data and other personal information.

#### **Disclosure Of Data**

#### **Disclosure for Law Enforcement**

Under certain circumstances, Edlen Electrical Exhibition Services may be required to disclose your Personal Data if required to do so by law or in response to valid requests by public authorities (e.g. a court or a government agency).

## **Legal Requirements**

Edlen Electrical Exhibition Services may disclose your Personal Data in the good faith belief that such action is necessary to:

- To comply with a legal obligation
- To protect and defend the rights or property of Edlen Electrical Exhibition Services

- To prevent or investigate possible wrongdoing in connection with the Service
- To protect the personal safety of users of the Service or the public
- To protect against legal liability

# **Security Of Data**

The security of your data is important to us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.

# "Do Not Track" Signals

We do not support Do Not Track ("DNT"). Do Not Track is a preference you can set in your web browser to inform websites that you do not want to be tracked.

You can enable or disable Do Not Track by visiting the Preferences or Settings page of your web browser.

# **Your Rights**

Edlen Electrical Exhibition Services aims to take reasonable steps to allow you to correct, amend, delete, or limit the use of your Personal Data.

If you want to access or alter your contact information, you may do so by visiting the "My Account - Edit Your Profile" section of our website. You must be signed in to access "My Account." You can also make changes to marketing subscriptions preferences by going to the "My Account" page. With respect to your personal information, you can request access and that we correct or delete this personal information by emailing your request to helpdesk@edlen.com.

If you wish to be informed what Personal Data we hold about you and if you want it to be removed from our systems, please contact us.

In certain circumstances, you have the right:

- To access and receive a copy of the Personal Data we hold about you
- To rectify any Personal Data held about you that is inaccurate
- To request the deletion of Personal Data held about you

You have the right to data portability for the information you provide to Edlen Electrical Exhibition Services. You can request to obtain a copy of your Personal Data in a commonly used electronic format so that you can manage and move it.

Please note that we may ask you to verify your identity before responding to such requests.

#### **Service Providers**

We may employ third party companies and individuals to facilitate our Service ("Service Providers"), to provide the Service on our behalf, to perform Service-related services or to assist us in analyzing how our Service is used.

These third parties have access to your Personal Data only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

**Transfer of Information and International Users:** Given that the Internet is a global environment, using the Internet to collect and process information necessarily involves the transmission of data on an international basis. Therefore, by using the Edlen online ordering website, you acknowledge and consent to the transfer of your information outside your country of residence to any country (including the United States) where we have facilities or engage third parties (including but not limited to payment processors, cloud service or other IT providers, and other companies that provide services to us). You understand that the countries to which we may transfer information may not have as comprehensive a level of data protection as in your country.

#### **Payments**

We may provide paid products and/or services within the Service. In that case, we use third-party services for payment processing (e.g. payment processors).

We will not store or collect your payment card details. That information is provided directly to our third-party payment processors whose use of your personal information is governed by their Privacy Policy. These payment processors adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, Mastercard, American Express and Discover. PCI-DSS requirements help ensure the secure handling of payment information.

The payment processors we work with are:

## **Cybersource Corporation**

Their Privacy Policy can be viewed at https://www.cybersource.com/privacy/

#### **Links To Other Sites**

Our Service may contain links to other sites that are not operated by us. If you click on a third party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third-party sites or services.

# **Children's Privacy**

Our Service does not address anyone under the age of 13 ("Children").

We do not knowingly collect personally identifiable information from anyone under the age of 13. If you are a parent or guardian and you are aware that your Children has provided us with Personal Data, please contact us. If we become aware that we have collected Personal Data from children without verification of parental consent, we take steps to remove that information from our servers.

# **Changes To This Privacy Policy**

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page.

We will let you know via email and/or a prominent notice on our Service, prior to the change becoming effective and update the "effective date" at the top of this Privacy Policy.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

#### **Contact Us**

If you have any questions about this Privacy Policy, please contact us:

- By email: helpdesk@edlen.com
- By phone number: +17023856911
- By mail: Edlen Electrical Exhibition Services

6705 S. Eastern Avenue, Las Vegas, NV 89119-3916