ELECTRICAL ORDER FORM

MAIL OR FAX TO

ELECTRICAL EXHIBITION SERVICES
129 Sylvester Road, So. San Francisco, CA 94080
Ph: (650) 225-0900 Fax (650) 225-0950
sanfrancisco@edlen.com

Questions? Visit www.edlen.com

COMPANY:		BTH #	

EVENT: **MAKER FAIRE 2008**

FACILITY: **SAN MATEO COUNTY EVENT CENTER**

DATES: **MAY 3 - 4, 2008** EVENT# **058048SF**

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)			89.00	133.00	
501 - 1000 WATTS (10 AMPS)			157.00	236.00	
1001 - 1500 WATTS (15 AMPS)			184.00	276.00	
1501 - 2000 WATTS (20 AMPS)			212.00	318.00	
208 VOLT SINGLE PHASE					
5 AMPS			177.00	266.00	
10 AMPS			265.00	397.00	
15 AMPS			303.00	454.00	
20 AMPS			379.00	569.00	
30 AMPS			452.00	678.00	
60 AMPS			594.00	891.00	
100 AMPS			782.00	1173.00	
208 VOLT THREE PHASE					
5 AMPS			266.00	399.00	
10 AMPS			351.00	527.00	
15 AMPS			405.00	607.00	
20 AMPS			506.00	759.00	
30 AMPS			605.00	907.00	
60 AMPS			791.00	1187.00	
100 AMPS			1041.00	1562.00	
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			105.00	158.00	
120 WATT FLOOD LIGHT 2			89.00	134.00	
120 WATT DBL POLE LIGHT 2			138.00	207.00	
300 WATT FLOOD LIGHT 2			109.00	164.00	
300 WATT QUARTZ LIGHT 2			129.00	194..00	
1000 WATT QUARTZ LIGHT 3			559.00	658..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 am - 3:30 pm, excluding Holidays)			98.00		
OT (Mon - Fri 3:30 pm - 8:00 am, Sat, Sun & Holidays)			189.00		

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.

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: 04/19/08

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:	

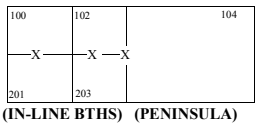
COMPANY NAME:	PHONE:	FAX:	
ADDRESS:	CITY:	ST:	ZIP:
SIGNATURE:	PRINT NAME:	Country:	
EMAIL ADDRESS:		CC VERIFICATION NO:	
PAID BY: CK AMX VISA MC DISC DINER		EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:		
CREDIT CARD BILLING ADDRESS (If different from address above)			
ADDRESS:	CITY:	ST:	ZIP:

VERY IMPORTANT TERMS & CONDITIONS

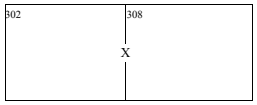
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed 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?

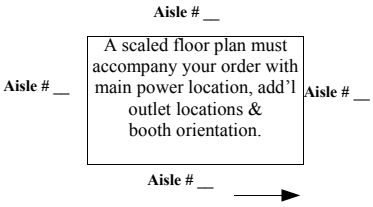
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



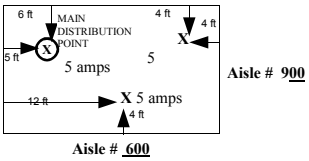
(IN-LINE BTHS) (PENINSULA)



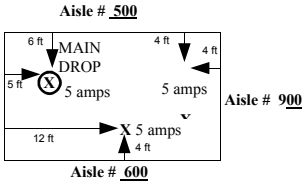
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

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