

REQUEST FOR ELECTRICAL SERVICE INSTRUCTIONS AND CONDITIONS:

PLEASE REVIEW THE FOLLOWING ITEMS CAREFULLY:

1. RATES **DO NOT** INCLUDE CONNECTING EQUIPMENT, SPECIAL WIRING OR LABOR.
Rates include BRINGING POWER TO THE REAR CENTER OF STANDARD BOOTH ONLY - MULTIPLE BOOTH OUTLETS WILL BE BROUGHT ONE FOOT INSIDE BOOTH, NEAREST OUR POWER SOURCE. Labor and material WILL BE CHARGED for ANY WORK DONE FROM THAT POINT INTO THE BOOTH. FOR EXAMPLE:
 - ▶ RUN CORDS UNDER CARPET.
 - ▶ TAPE DOWN CORDS.
 - ▶ HOOKING UP MOTORS OR EQUIPMENT.
 - ▶ INSTALLATION OF BALL OR TRACK LIGHTS OR ANY OTHER ELECTRICAL ILLUMINATION AND FOR REMOVAL OF SAME AT SHOW CLOSE.
 - ▶ IF THE BOOTH CONFIGURATION IS CHANGED AFTER THE ELECTRICAL WORK IS COMPLETED, LABOR WILL BE CHARGED TO RE-INSTALL.
 - ▶ CHANGE ROTATION IF CLIENT IS NOT PRESENT.
2. RATES FOR 208 and 480 VOLT POWER **DO NOT INCLUDE** CONNECTION OR LABOR TO HOOKUP. THESE CHARGES ARE FOR THE **POWER ONLY**.
3. Wall outlets and post outlets are NOT PART OF BOOTH SPACE. Separate outlets must be ordered for each booth to be connected.
4. All exhibitor's cords must be a minimum of 14/3. All electrical cords MUST BE THREE WIRE, GROUNDED TYPE. All exposed current-carrying metal parts of fixed equipment which are liable to be energized, SHALL BE GROUNDED.
5. SAFE WIRING IS ESSENTIAL: Harper Wood Electric Co. is responsible for the temporary electrical distribution systems and the linking of electrical items in an exhibit with the power services of the building. IF YOU HAVE CORDS THAT WILL BE RUN UNDER THE CARPET, THIS WORK MUST BE DONE BY HARPER WOOD ELECTRIC.
6. All equipment, regardless of source of power, must comply with all national electrical codes, state and local safety codes.
7. Unless otherwise directed, Harper Wood Electric Co. electrician's are authorized to cut floor coverings to permit installation of service.
8. The rates listed include necessary City Permit and inspection by City authority enforcing national code.
9. LABOR ORDERS MUST BE PLACED AT THE SERVICE DESK FOR ANY ELECTRICAL LABOR REQUIRED. KEEP IN MIND TO ORDER AS EARLY AS POSSIBLE AS LABOR ORDERS ARE WORKED ON A "FIRST COME FIRST SERVE" BASIS.
10. MAKE SURE THAT ALL CRATES ARE OUT OF YOUR BOOTH AND ALL OF YOUR EQUIPMENT IS IN PLACE BEFORE REQUESTING ELECTRICAL LABOR. **REMEMBER** IF YOUR BOOTH IS NOT READY WHEN AN ELECTRICIAN ARRIVES, YOU MUST PLACE ANOTHER LABOR ORDER AT THE SERVICE DESK, WHICH COULD CAUSE YOU FURTHER DELAYS.
11. All electrical connections and disconnects must be made by Harper Wood Electric Co.
12. All material and equipment furnished remains the property of Harper Wood Electric Co.
13. WE ACCEPT AMERICAN EXPRESS, MASTERCARD, VISA, CHECKS AND CASH.
14. ALL EXHIBIT BOOTHS WILL BE INVENTORIED AND ADDITIONS PRICED AT LATE ORDER PRICE.
15. All completed work subject to full payment. Any changes or cancellations must be done prior to work being performed to obtain credit