



WALTER E. WASHINGTON  
CONVENTION CENTER

# ELECTRICAL SERVICE CONTRACT



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510-293-6155 FAX  
dcexhibitorservices@hi-techelectric.com  
[www.hi-techelectric.com](http://www.hi-techelectric.com)

**Signature on last page (Terms & Conditions) is required. Full payment for services ordered and retainer credit card must be remitted to process this contract.** Fed ID # 88-0437088 **2012-2013\*\***

**Deadline Date for Incentive Rates:**  
**FEB 7<sup>TH</sup> 2012**

Event Name <b>DESTINATIONS SHOWCASE</b>			Event Dates <b>FEB 28<sup>TH</sup> 2012</b>		
Company Name			Booth No.		
<b>Credit Card Billing Address (exact address for credit card)</b>					
City / State / Zip			Country		
Credit Card No			Exp Date		
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name (Please Print)		
Phone		Fax	Email		

\*\*\*\*\* PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES \*\*\*\*\*

## ELECTRICAL OUTLETS / LIGHTING SERVICES

24 Hr Power and dedicated 20amp / 120v outlets are double the listed price

Description Of Service	Total Outlets	Incentive	Base	24 Hr or Dedicated 20 amp	Overhead Service	Floor Service	Total Price
<b>120 V Outlet - Maximum of One (1) connection per outlet</b>							
5 Amp / 500 watts		95.00	115.00				
10 Amp /1000 watts		117.00	141.00				
20 Amp / 2000 watts		171.00	211.00				
<b>208 V 1Ø Motor &amp; Equipment Outlet - Maximum of One (1) connection per outlet</b>							
20 Amp- <i>Minimum for European Power</i>		315.00	386.00				
30 Amp		427.00	526.00				
40 Amp		540.00	666.00				
50 Amp		596.00	741.00				
60 Amp		777.00	954.00				
100 Amp		965.00	1,178.00				
<b>208 V 3Ø Motor &amp; Equipment Outlet - Maximum of One (1) connection per outlet</b>							
20 Amp		425.00	523.00				
30 Amp		617.00	745.00				
60 Amp		940.00	1,163.00				
100 Amp		1,704.00	2,045.00				
200 Amp		3,348.00	4,186.00				
400 Amp		5,510.00	6,887.00				

**Transformer(s):** Indicate which 208V outlet ordered in the 208V section (that requires a boost) by adding "Boost" next to the outlet name. Check European Power column in this section if you have European power

Description Of Service	Qty	Incentive	Base	European Power	Total Price
Boost 208V to 230V Euro Transformer 208V-240V (Min 20 Amp/208/1ph)		158.00	189.00		
European Transformer 480V -380V (Min 60 amp 480V 3ph)		377.00	627.00		
<b>480V 3Ø Motor &amp; Equipment Outlets</b>					
30 Amp		635.00	760.00		
60 Amp		1,128.00	1,354.00		
<b>Over 60 Amp 3Ø Outlet – Call for Quote</b>					
Description Of Service	Qty	Incentive	Base		
<b>Overhead Quartz Lights: 10x10 &amp; 10x20 In-line and Peninsula Booths Only!</b> <i>Includes Power, Rigging, Labor &amp; One Time Focus</i>					
25% of total price added if installed between 4:30 pm – 8:00 am Monday – Friday, Holidays & Weekends					
<b>All Island &amp; Special Displays must use separate Rigging Order Form to order Overhead Quartz Lights</b>					
Price Per Each Overhead Quartz Light		700.00	900.00		
<b>Additional Booth Lighting Services</b>					
90 Watt <b>On Stanchion Inline Booths Only</b>		95.00	115.00		
250 Watt Krypton <b>On Stanchion - Inline Booths Only</b>		149.00	179.00		
Stem Lights <b>Hard Wall Use Only</b>		95.00	115.00		
Track Lighting – (3) 75watt fixtures		206.00	217.00		
<b>10 ft. spreader bar required</b>					
<b>See Terms and Conditions Section for Labor Rates</b>					
<b>Subtotal of Charges</b>					<b>\$</b>
THIRD PARTY PAYMENT					
Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.					

**Labor Request Section:**

<b>Send PDF or DWG for all Island booths 30x30 or larger to: <a href="mailto:dcexhibitorservices@hi-techelectric.com">dcexhibitorservices@hi-techelectric.com</a></b>	
<input type="checkbox"/> Floor Plan included with outlet locations/orientation <input type="checkbox"/> Floor Plan to follow <input type="checkbox"/> OK to proceed without exhibitor present <input type="checkbox"/> Do Not proceed until exhibitor is onsite Scaled floor plan showing all outlet locations and booth orientation required	Installation Labor date: Installation Time: Size of Booth: Type of Booth: Inline <input type="checkbox"/> Island <input type="checkbox"/> Peninsula <input type="checkbox"/> Other <input type="checkbox"/> Indicate all 24 hr and dedicated outlets on floor plan

# TERMS AND CONDITIONS

*Must be signed in order for electrical installation to be scheduled*

## ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION

1. \$91.00 per hour during Straight Time: 8am-4:30pm M-F
2. \$174.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
3. Lift Rates: \$157.00 per hour (one hour minimum) plus operator's time
4. The minimum charge per booth is one hour installation and ½ the total time for dismantle.

## RIGGING LABOR

1. \$91.00 per hour during Straight Time: 8am-4:30pm M-F
2. \$174.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
3. A four (4) hour minimum per labor call applies.

## DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

1. All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered by the exhibitor.
  2. All electrical outlets for Island booths will be dropped from one main drop location per the exhibitor's floor plan. Delays in installation can occur if no main drop location is provided.
  3. All Island booths will be charged labor and materials which are determined by the diagram submitted.
  4. All booths or displays requiring multiple outlet distribution and connection are chargeable on a time and material basis.
  5. Re-distribution of such installation, additional power drops, and/or additional locations will be charged on a time and material basis.
  6. All 208 volt outlets will require labor and materials.
  7. All overhead services will require lift, labor, and materials.
- **24-hour power** and dedicated 20amp/120v circuits are **double** the listed price. Indicate total outlets on order form
  - Electricity will be turned on within 30 minutes of show daily.
  - **Payment:** Payments must be received in full 21 days before show move-in to secure the incentive rate. No credit or refund will be issued for connections installed and not used. Full payment is required to process order. A retainer credit card is required. All balances must be settled prior to event closing. An outstanding balance may preclude the Exhibitor from retaining HTE services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
  - **Unauthorized Power Usage:** Exhibitors using outlets without an order will be charged the base rate.
  - **Labor Rates:** All Labor Rates are subject to the current labor contract effective at time of performed labor.

## **HI-TECH ELECTRIC JURISDICTION**



1. Only HTE equipment is allowed for electrical distribution.
2. Exhibitors are not permitted to bring their own distribution system.
3. HTE installs all motor and equipment hook-ups requiring hard wiring connections.
4. HTE performs all installations and/or repair of electrical fixtures.
5. HTE performs installations of all electrical motors and electrical apparatus to be energized.
6. HTE electrical labor is required to inspect pre-wired equipment that connects to HTE distribution systems. Exhibitor must give HTE notice of intended use of pre-wired equipment and schedule an inspection by HTE. HTE is not responsible for any loss or damage resulting from the use or installation of pre-wired equipment. The Exhibitor is responsible for any loss or damage caused by the use or installation of pre-wired equipment to HTE distribution systems.
7. HTE provides labor for all overhead truss rigging and overhead booth lighting.
8. HTE performs all installations of electrical cords under any booth space flooring.
9. The exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric for any and all work related accidents.

## **RIGGING JURISDICTION**

1. Rigging includes all motorized rigging-to-building structures.
2. All exhibit hall rigging must provide a floor plan for approval by HTE
3. All motors for rigging must be ordered through HTE.
4. All labor for rigging-to-building structures will be provided by HTE.
5. No other Contractor or Persons may attach motorized equipment for rigging to building. HTE is not responsible for any loss or damage resulting from any other Contractor or Person attaching motorized equipment to the building.
6. Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
7. A four (4) hour minimum applies per rigging labor call.

## **SPECIAL EQUIPMENT**

- Special Equipment orders require 30 days notice prior to move-in.

## **HI-TECH ELECTRIC MATERIALS**

- All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.

## **FLOOR COVERINGS**

- Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installation of service. HTE is not liable for any costs incurred by the Exhibitor for such cuts.

## **RAMPING UTILITY LINES**

- All ramping of utility lines in booth are done on Straight Time plus materials. Laying of lines under carpet or floor or spotting from ceiling will incur additional labor charges. Minimum per removal of lines is 1 hour each. Floor plan is required with order to show location of lines.

## **ESTIMATES / REVISIONS**

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of one hour labor per revision.
- Reductions made to an existing order are subject to a 10% surcharge.

## **SUPERVISION FEES**

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.

## **CANCELLATIONS**

- *Prior to event:* Exhibitor will be charged 20% of services ordered.
- *At Show Site:* Exhibitor will be charged 50% of services ordered.
- *Once services are installed:* Exhibitor will be charged 100% of all services rendered.

## **DISCONNECTION / INTERRUPTION OF SERVICES**

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by HTE.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

## **DELAYS**

- In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

## **TIPPING**

- Tipping is not permitted to HTE employees. All payments must be made to a Customer Service Representative or HTE Management.

## **INDEMNITY**

- The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work related claims, accidents, losses, and damage.

## **Authorized Signature:**

I agree that I am an Authorized Representative on behalf of the Exhibitor and I accept HTE's payment policies and terms of contract.

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Print Name:

Signature:

Booth No:



## **1. Electrical Services**

### **Where Is My Power Located?**

Inline and Peninsula Booth power is generally located along the back center curtain wall, unless you request the power to be distributed from this main location (drop) to other locations in the booth.

Island Booths will have the main drop installed at the location requested by you. This main drop must be indicated on a scaled floor plan. Neighboring aisles and booths should also be included on this floor plan. Should no floor plan be provided, the main drop will be installed in the booth at our discretion.

### **What If I Need Power In One Or More Additional Locations?**

Supply Hi-Tech Electric with a floor plan of your booth showing the exact outlet locations needed, and the amount of electricity designated at each one.

Feel free to download any of these scaled grids provided on the FAQs link at our website: [www.hi-techelectric.com](http://www.hi-techelectric.com) for your convenience: [10x10](#), [10x20](#), [10x30](#), [20x20](#), [20x30](#), [20x40](#)

If a different size grid is needed, please let our Exhibitor Services Department know.

### **How Do I Determine How Much Power To Order?**

Calculate your electrical needs by the amperage (amps) or wattage (watts) of each piece of equipment requiring power. This would include lighting. If multiple outlet locations are required, there is a maximum of one connection per outlet.

Standard office equipment such as laptops, computer monitors, lead retrievals units, credit card machines, DVD players and TVs will be ordered from the first three line items under 120v outlet on the service order form.

### **How Do I Order 24 Hour Power?**

Indicate the quantity of outlets in the column marked **24 Hr or Dedicated 20 amp**, and double the listed amount according to the advance or post-deadline date. Also indicate these in the booth diagram.

### **How Do Know If My Booth Requires Labor And Materials?**

- Since all Island Booths stand alone, they require electricity to be brought to a main drop location from the closest power source in the exhibit hall. Therefore, a minimum one-hour (per technician) labor is charged for installation. Materials used to complete the installation are determined on site. If you require an estimate pre-show, contact our exhibitor services dept.
- Any booth or display that requires a dedicated outlet (minimum 20 amp) to be installed may also incur labor and material charges. Please call or email our exhibitor services department in our CA or DC office for more information.
- Any booth requesting multiple outlet locations (power distribution) will require labor with a minimum one hour (per technician) for installation. Materials used to complete the installation are determined on site.
- Any booth with a service order for a 208V motor and equipment outlet will require labor with a minimum one hour (per technician) to configure the connection. Materials used to complete the installation are determined on site.
- All overhead services will require labor
- All re-distribution of services, added outlets, or any other onsite changes will require labor
- Please complete the **Labor Request Section** of the service order form to schedule Labor.

### **What is Dismantle Labor?**

Dismantle labor is charged for all booths with installation work orders. The fee is one half (1/2) of the total installation charges.

### **Where Do I Go For Assistance At Show-Site?**

Hi-Tech Electric will have an Electrical Service Desk stationed with the other contractors at the general contractor Service Center.

**How Can I Get An Invoice Of My Electrical Charges?** A detailed invoice will be available upon request at the Electrical Service Desk at show-site. If a pre-event invoice is required, please contact our corporate office in Hayward, California.

### **Can I Bring My Own Extension Cords And Power Strips?**

Any extension cords or power strips that are not provided by Hi-Tech Electric are subject to inspection, and may **not** be placed under any carpet or flooring. These items are also available to rent at show site. Our electrical service desk will provide them upon request.

### **Will my international equipment be compatible with USA power source connections?**

Please call our Hayward California or Washington DC office for technical support.

### **How Do I Send A Wire Transfer Payment From Another Country?**

Please E-mail your request for our banking information to: [accounting@hi-techelectric.com](mailto:accounting@hi-techelectric.com)

### **Do I Need A Floor Plan For Lighting?**

All lights require a floor plan for placement and focusing.

### **How Is Payment Made To Hi-Tech Electric?**

Full payment for all items ordered from the electrical or plumbing service order form is required 30 days prior to the event in order to process installation. Any additional charges will be invoiced at show site.

- The correct credit card billing address must be on the service order form, complete with city, state, and zip code
- Purchase orders are not accepted as payment. Please call or E-mail our accounting department in Hayward, California. 202-293-6151 ext 223 [accounting@hi-techelectric.com](mailto:accounting@hi-techelectric.com)

### **What If Another Company Is Paying For My Electrical Services?**

The exhibiting company acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.