



Electrical Labor Order Form

E-3

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 407.503.3088 • FAX: 866.329.1437
 International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.



<Show Name>

<Show Facility>

<Show Dates>

DISCOUNT DEADLINE DATE:
21 days before move -in

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

**PLEASE COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR NEEDED.
 TO DETERMINE IF YOU NEED ELECTRICAL LABOR, PLEASE READ THIS FORM CAREFULLY.**

- All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, twisted pair, etc., and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor and equipment is one (1) hour per electrician and equipment. Labor thereafter is charged in half (½) hour increments per electrician and equipment. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES.** All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Electrician Per Hour	Discount	Regular	Show-Site
Straight Time	\$ 63.00	\$ 94.50	\$ 126.00
Overtime	\$ 126.00	\$ 189.00	\$ 252.00

- Straight Time: Monday through Friday 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday, and all day on Saturdays & Sundays.
- Double Time: All day on Holidays.
- Discount Rate: Rate applies to orders placed on or before the above discount deadline date.
- Regular Rate: Rate applies to orders placed after the above discount deadline date, but before the first day of exhibitor move-in.
- Show-Site: Rate applies to orders placed at show site.

Please Indicate Service

- TSE SUPERVISED (OK TO PROCEED)**
 Please complete "Booth Layout" form (H-3)
 TSE will supervise labor to:
- Distribute power under carpet.
- A 20% (\$25.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- EXHIBITOR SUPERVISED (DO NOT PROCEED)**
 Exhibitor will supervise.
- Indicate workers needed for installation and dismantling

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL
	AM	AM				\$
	PM	PM				\$
	AM	AM				\$
	PM	PM				\$
	AM	AM				\$
	PM	PM				\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.	1. Total Labor Ordered	\$
	2. 20% (\$25.00) GES Supervision	\$
	3. 6.5% Applicable Tax	\$
	4. Payment Enclosed	\$

Authorized Signature: **X**

TSE is a tradename only of GES.

AUTHORIZED NAME - PLEASE PRINT	DATE

Please estimate the number of electricians and hours per electrician needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Electrical Rental Information



<Show Name>
<Show Facility>
<Show Dates>

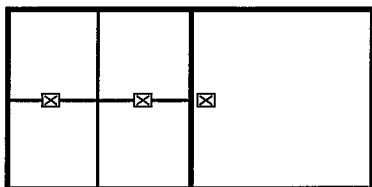
ELECTRICAL ORDER CHECKLIST:

- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Do you require additional lighting? We can handle a variety of lighting options to enhance your display.
- Order 24 Hour power if required for refrigeration, computer systems, water pumps, heaters, etc.
- Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form.
- If distribution is required, include a detailed electrical floor plan. Indicate both main power location(s) and distribution location(s). You may use the Booth Layout (Form H-3) for this purpose or provide your own floor plan.
- You may pre-wire your equipment to match our receptacles. Here is a list of the plugs that match our equipment receptacles:
 - 15 amp 120 volt: *Standard U-ground cord cap*
 - 20 amp 208 volt 1Ø or 3Ø: *Daniel Woodhead 26T10 or Hubbell 3521*
 - 60 amp 208 volt 1Ø or 3Ø: *Daniel Woodhead Trade Show Plug Y560P*
 - 100 amp 208 volt 1Ø or 3Ø: *Litton Veam Trade Show Plug CIR01GRH*
- Avoid code violations. Check the electrical code requirements on this information sheet.
- Labor is available to install and remove coaxial, fiber optic and twisted-pair cables for booth to booth, booth to satellite dish, and within the booth.
- Place your order before the discount rate deadline date and save on your electrical order!
- Payment must be included with your order to secure the discount rate. Include check or credit card authorization.

If you have any questions, please call us at 407.503.3088.

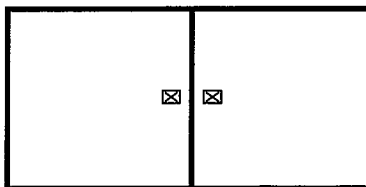
Where will my outlet be located?

There are four different types of trade show booths: Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol ☒ represents the approximate location of power outlets:

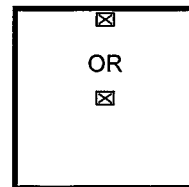


Line Booths

Peninsula Booths



Back-to-Back Peninsula Booths



Island Booths

One drop within booth when power source is in ceiling or one location on perimeter when power is in the floor.

How much power do I need?

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.

V120 PH1 120 Volt Single Phase
 Hz60 60 Cycle
 W1000 1000 Watts

V230 230 volts
 A30 30 Amps
 PH3 3 Phase