

New Jersey Convention & Exposition Center

97 Sunfield Avenue Edison, NJ 08837 (732)417-1400 Fax: (732) 417-1414 (Effective 8/1/11)

ELECTRICAL SERVICE ORDER FORM

Name of Show: _____
Date of Show: _____

Company Name _____
Electric to be installed in Booth# _____

DEADLINE FOR ADVANCE POWER- MUST BE RECEIVED WITHIN 10 DAYS OF EVENT

Outlets available as listed below are stated according to wattage or amperage (**120 watts equal one amp.**); **1000 watts = 10 amps.** The costs are based upon ALTERNATING CURRENT ONLY, 115 volts, 60 cycles. One outlet (any size) consists of a single receptacle. Power (208 volt, 1 and 3 phase) available as listed below, is stated according to horsepower and amperage. **All orders received less than ten (10) days prior to the start of show set-up will be fulfilled subject to the capability of the Center's services, at standard rates.** If you have any questions about labor charges or power increments, please call before submitting your order. If you have any problems or issues with your power, please go to the main office as no refunds or credits will be given after the start of the show. ***** On site corrections will be charged at FULL STANDARD RATES ***.**

SCHEDULE OF PRICES FOR ELECTRIC WIRING

BOOTH OUTLETS	QUANTITY	ADVANCE	ADVANCE 24 HR.	STANDARD	STANDARD 24 HR.	TOTAL RATE	EST.	LABOR
1 -500 watts	_____	\$ 95.00	\$ 107.00	\$ 145.00	\$ 160.00	_____	_____	None
501-1000 watts	_____	\$ 131.00	\$ 147.00	\$ 194.00	\$ 215.00	_____	_____	None
1001-1500 watts	_____	\$ 149.00	\$ 166.00	\$ 214.00	\$ 244.00	_____	_____	None
1501-2000 watts	_____	\$ 164.00	\$ 185.00	\$ 235.00	\$ 271.00	_____	_____	None
20 amp dedicated	_____	\$ 185.00	\$ 204.00	\$ 259.00	\$ 301.00	_____	_____	None
30 amp dedicated	_____	\$ 211.00	\$ 243.00	\$ 304.00	\$ 358.00	_____	_____	None
Extension cord w/4 Receptacles	_____	\$ 26.00	\$ 26.00	\$ 42.00	\$ 42.00	_____	_____	None

BOOTH LIGHTING	QUANTITY	ADVANCE	STANDARD	ON-SITE	TOTAL RATE	EST.	LABOR
2-120 w. Flood Lights	_____	\$ 59.00	\$ 82.00	\$ 100.00	_____	_____	None
2-300 w. Flood Lights	_____	\$ 72.00	\$ 103.00	\$ 125.00	_____	_____	None
4-120 w. W/ Track	_____	\$ 197.00	\$ 292.00	\$ 362.00	_____	_____	None
4-300 w. W/ Track	_____	\$ 226.00	\$ 320.00	\$ 390.00	_____	_____	None

**Rate does not include electricity.

Outlets must be ordered separately.

Track lighting rate does include installation.

208 VOLT - 1 PHASE	QUANTITY	ADVANCE	ADVANCE 24 HR.	STANDARD	STANDARD 24 HR.	TOTAL RATE	EST.	LABOR
½ HP. or 5 Amps.	_____	\$ 197.00	\$ 214.00	\$ 256.00	\$ 321.00	_____	_____	1 Hour
1 HP. or 10 Amps.	_____	\$ 255.00	\$ 315.00	\$ 326.00	\$ 408.00	_____	_____	1 Hour
2 HP. or 20 Amps.	_____	\$ 348.00	\$ 398.00	\$ 465.00	\$ 581.00	_____	_____	1 Hour
30 Amps.	_____	\$ 406.00	\$ 493.00	\$ 553.00	\$ 691.00	_____	_____	1 Hour
50 Amps.	_____	\$ 467.00	\$ 525.00	\$ 608.00	\$ 761.00	_____	_____	1 Hour
60 Amps.	_____	\$ 517.00	\$ 596.00	\$ 702.00	\$ 879.00	_____	_____	1 Hour
80 Amps.	_____	\$ 579.00	\$ 674.00	\$ 797.00	\$ 996.00	_____	_____	1 Hour
100 Amps.	_____	\$ 677.00	\$ 783.00	\$ 990.00	\$ 1238.00	_____	_____	2 Hours
200 Amps.	_____	\$ 1173.00	\$ 1362.00	\$ 1684.00	\$ 2104.00	_____	_____	2 Hours

208 VOLT - 3 PHASE	QUANTITY	ADVANCE	ADVANCE 24 HR.	STANDARD	STANDARD 24 HR.	TOTAL RATE	EST.	LABOR
½ HP. or 5 Amps.	_____	\$ 254.00	\$ 284.00	\$ 340.00	\$ 426.00	_____	_____	1 Hour
1 HP. or 10 Amps.	_____	\$ 316.00	\$ 361.00	\$ 432.00	\$ 540.00	_____	_____	1 Hour
2 HP. or 20 Amps.	_____	\$ 400.00	\$ 466.00	\$ 559.00	\$ 698.00	_____	_____	1 Hour
30 Amps.	_____	\$ 463.00	\$ 545.00	\$ 656.00	\$ 820.00	_____	_____	1 Hour
50 Amps.	_____	\$ 520.00	\$ 616.00	\$ 740.00	\$ 925.00	_____	_____	1 Hour
60 Amps.	_____	\$ 570.00	\$ 679.00	\$ 814.00	\$ 1019.00	_____	_____	1 Hour
80 Amps.	_____	\$ 645.00	\$ 773.00	\$ 928.00	\$ 1160.00	_____	_____	1 Hour
100 Amps.	_____	\$ 744.00	\$ 898.00	\$ 1149.00	\$ 1436.00	_____	_____	2 Hours
200 Amps.	_____	\$ 1307.00	\$ 1600.00	\$ 2049.00	\$ 2561.00	_____	_____	2 Hours

480 POWER

PLEASE CONTACT ELECTRICAL SERVICE DEPARTMENT !!!

LABOR	QUANTITY	ADVANCE	STANDARD	ON-SITE	TOTAL RATE
Per Hour	_____	\$ 79.00	\$ 119.00	\$ 148.00	_____

***To determine how much labor time is required, please consult labor column on far right of each electrical option. * SEE ITEM #11 ON REVERSE!

SERVICE ORDER SUMMARY

SERVICE ORDERED	QUANTITY	TOTAL \$
BOOTH OUTLETS	_____	_____
BOOTH LIGHTING	_____	_____
EXTENSION CORDS	_____	_____
208 VOLT 1 OR 3 PHASE	_____	_____
LABOR	_____	_____

\$ _____ TOTAL ENCLOSED _____ CHECK _____ CREDIT CARD

IMPORTANT - PLEASE SEE REVERSE FOR ORDER AUTHORIZATION. ORDERS WITHOUT AN AUTHORIZING SIGNATURE WILL NOT BE PROCESSED. THIS REQUIREMENT APPLIES TO PAYMENT BEING MADE BY CHECK AS WELL AS CREDIT CARD.

*****REMINDER: ORDERS & PAYMENT MUST BE RECEIVED BY THE CONVENTION CENTER NO LATER THAN 10 DAYS PRIOR TO THE START OF SET-UP TO BE ELIGIBLE FOR ADVANCED PRICING.**

PLEASE PRINT THE FOLLOWING:

COMPANY NAME _____ BOOTH # _____

ADDRESS _____ CITY, STATE, ZIP _____

REPRESENTATIVE _____

TELEPHONE (_____) _____ FAX(_____) _____

My signature indicates that I have reviewed and agreed to all conditions below as well as those indicated on the front of the form. Additionally, I acknowledge that I am aware that a **50% cancellation fee** will be applied to all cancelled orders.

Signature _____

CREDIT CARD INFORMATION: ***** PLEASE CHECK ONE;**

AMOUNT AUTHORIZED \$ _____ MASTERCARD VISA AMERICAN EXPRESS

ACCOUNT # _____ EXPIRATION DATE _____

CARDHOLDER NAME _____ SIGNATURE _____

BILLING ADDRESS OF CARD _____ CITY, STATE, _____
ZIP _____

****OPTIONAL: I AUTHORIZE ANY ADDITIONAL CHARGES FOR LABOR OR MATERIAL REQUIRED ON SITE BE CHARGED TO THE ACCOUNT PROVIDED ABOVE. (VALID ONLY IF AUTHORIZED BY SIGNATURE), A COPY OF WHICH WILL BE PROVIDED UPON REQUEST ONLY. WITHOUT THE SIGNATURE BELOW, NO ADD'L SERVICES WILL BE PROVIDED FOR & ARE LIKELY TO CAUSE A DELAY IN SETUP.**

ADDITIONAL CHARGE AUTHORIZATION (SIGNATURE) _____

Exhibitor Note: All orders include N.J. State Sales Tax. ADVANCE ORDER RATES ONLY APPLY TO THOSE ORDERS RECEIVED BY THE EXPO CENTER BY THE DEADLINE INDICATED ON THE REVERSE. DATE OF POSTMARK IS NOT CONSIDERED AS DATE OF RECEIPT.

IMPORTANT RULES AND REGULATIONS

1. All material and equipment furnished by the Center shall remain the property of the Center, and shall be removed only by Center personnel at the close of the show.
2. No column or permanent building utility outlets are considered part of booth space, regardless of location, and MAY NOT be used by exhibitors. Anyone found utilizing unauthorized power will be charged 1½ times the standard rate for same.
3. All equipment, regardless of source of power, must comply with all federal, state, and local statutes, laws, ordinances, safety codes, rules and regulations.
4. Use of open clips sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibit booths is prohibited. Accessories may be rented from the Convention Center at an added cost.
5. Prices are based upon current utility and wage rates and are subject to change without notice.
6. Under no circumstances shall anyone other than the Center's authorized employees make any electrical connection to building systems.
7. With regard to any special equipment requiring exhibitors' engineers or technicians for assembly, servicing, preparatory work or operation, a FOURTEEN DAY prior approval must be obtained from the Expo Center. All service connections and overload protection to said equipment must be made by Expo Center personnel.
8. All equipment must be properly tagged and wired with complete information regarding type of current, voltage, phase, cycle, horsepower, etc. Sufficient electric must be ordered to correspond with posted requirements, as per fire department regulations. Under no circumstances will any equipment be connected with a power supply lower than that which is posted on equipment.
9. Electrical power for lights and displays will be provided 1 hour before show opening and 30 minutes past show closing unless otherwise specified.
10. All exhibitor cords must be of the three-wire grounded type: 14 gauge minimum size. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
11. **Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and do not include connection equipment, adapters, or any special wiring.**
12. Overhead track lighting will be suspended on the front edge of the booth at a height of 10' off the floor. Focusing (adjusting) of the lights will be done at the time of installation for a general wash. Refocusing can be done at an added cost of \$ 35.00. Colored filters are available at an additional cost. No signs or banners may be suspended from the track.
13. Suspension of signs, banners or other items may only be done by Center personnel. To order this service, please refer to Banner Hanging Form.

NEW JERSEY CONVENTION & EXPOSITION CENTER

97 SUNFIELD AVE., EDISON NJ 08837
PHONE (732) 417-1400 FAX (732) 417-1414

BOOTH CLEANING ORDER FORM



General Booth cleaning: This service includes waste removal, vacuuming and/ or sweeping.

*** Full pre-payment is required prior to service. Pre-payment may be made by check, money order, or credit card. (Visa, Mastercard, and American Express). All payments made to the New Jersey Convention and Exposition Center, 97 Sunfield Avenue, Edison, NJ 08837- Attn: Booth cleaning

\$.20 per gross square foot, PER DAY Square feet x \$.20; \$ _____
of days needed; _____
7% NJ Sales Tax; \$ _____
TOTAL COST; \$ _____

Credit Card information; AMEX _____ MC _____ Visa _____

Credit Card#: _____ Exp Date: _____

Billing Address: _____
(for cardholder)

City, State, Zip: _____

Carholder Signature: _____ Phone #: () -

Event Name _____ Event Dates _____ Booth # _____

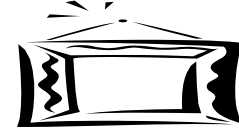
Company Name _____ Representative _____

Business Address _____ City, State, Zip _____

Business Telephone () _____ Business Fax () _____

NEW JERSEY CONVENTION & EXPOSITION CENTER

97 SUNFIELD AVE., EDISON NJ 08837
PHONE (732) 417-1400 FAX (732) 417-1414



SIGN/ BANNER HANGING FORM

Standard	Advance Order-	Up & Down-	\$ 150.00 _____ (Add 7% Tax)
Standard	Late Order-	Up & Down-	\$ 200.00 _____ (Add 7% Tax)

*** Please read the information below as this form is specifically for "standard" sign/ banner hanging. If this is not considered "standard" please contact our office for proper procedure.

*** Banners will be installed in the order in which fully paid orders are received. Full pre-payment is required prior to installation. Pre-payment may be made by check, money order, or credit card. (Visa, Mastercard, and American Express).

Please Note the following terms, conditions, instructions, and information:

1. Signs/ Banners will be installed at the above rates which are deemed "standard".
2. "Standard" applies to any signs/ banners up to 6' x 20' or the equivalent to 120' square feet.
3. "Standard" applies to any signs/ banners up to 50 lbs. total weight
4. All orders received that are NOT in the parameters of "standard" above will be subject to additional charges.
5. The New Jersey Convention and Exposition Center reserves the right to refuse the hanging of any sign/ banner.
6. The renter assumes full responsibility for the sign/ banner drop off and pickup.
7. For any cancelled orders prior to hanging their will be a 50% charge. Any cancellation thereafter will result in full payment.

Event Name _____ Event Dates _____ Booth # _____

Company Name _____ Representative _____

Business Address _____ City, State, Zip _____

Business Telephone () _____ Business Fax () _____

** Credit Card information is required to secure all orders regardless of payment format. No sign/ banner will be installed without this information.

Credit Card Information: * (Must be provided)**

VISA _____ MASTERCARD _____ AMEX _____

Card Number _____ Exp. Date _____ Name _____

Billing Address _____ City, State, Zip _____

I AUTHORIZE THE ABOVE CHARGES AS WELL AS ANY ADDITIONAL FEES INCURRED

*** There will be a 50% cancellation charge applied to all orders.

SIGNATURE _____ DATE / /