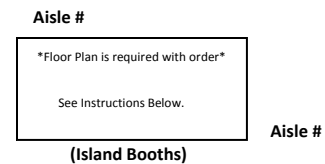
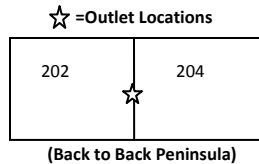
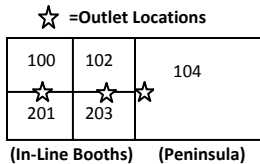


VERY IMPORTANT TERMS, CONDITIONS, AND REGULATIONS

PLEASE REVIEW THE FOLLOWING ITEMS CAREFULLY

1. Completed 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 STANDARD RATE. A purchase order or photocopy of a check is not considered as a valid form of payment for securing the Advanced Rate.
2. ALL ORDERS THAT REQUIRE ANY DISTRIBUTION OF ELECTRICAL INSIDE THE BOOTH, WORK TO BE COMPLETED PER A FLOOR PLAN, OR BOOTHS REQUIRING 208 Volt or 480 Volt power MUST HAVE A CREDIT CARD ON FILE! Harper Wood Electric will not begin work without a credit card on file. Payment may be made by check or cash for advance payment and for any additional charges at the close of the show if desired, but we must have a credit card on file to begin any work in your booth.
3. ALL EXHIBIT BOOTHS WILL BE INVENTORIED AT SHOWSITE, AND ANY ADDITIONS WILL BE PRICED AT STANDARD PRICE RATE.
4. Outlet rates **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 requires labor and will be billed on a time and material basis.
5. Outlet rates listed include bringing the service/s to one location at the rear of the booth for all in-line and peninsula booths. All services provided to island booths require labor and material for distribution. If a floor plan is not submitted for an island booth indicating the main power location prior to show move-in date the main power will be dropped to a convenient location at Harper Wood Electric's discretion.



Requirements for Floor Plans

1. SCALED DIMENSIONS indicating the **DROP LOCATION** (The location where the power will be dropped from the ceiling into your booth)
2. SCALED DIMENSIONS indicating **OUTLET LOCATIONS**.
3. **PLAN ORIENTATION**- Please indicate neighboring booths or aisle numbers so that we can tell which direction your plan faces.
6. A separate outlet must be ordered for each location where an electrical service is required. 1800 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings. Standard wall and other permanent building utility outlets or sockets are **not** a part of booth space and may not be used by exhibitors unless electrical services have been ordered through Harper Wood Electric.
7. Rates for 208V and 480V power DO NOT INCLUDE connection labor or any material to hook-up. These charges are for the power only. All 208V and 480V power must be hooked up and disconnected by a Harper Wood Electric Electrician. There will be at least a **minimum** charge of ½ hour labor for hookup and at least a **minimum** charge of ½ hour labor for disconnection. Labor will be charged per the actual time it takes to perform the task (in half hour increments). Material will be charged as necessary.
8. All electrical connections and disconnects must be made by Harper Wood Electric.
9. Harper Wood Electric is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall and grounds including the exhibitor's booth space. This material is provided on a rental basis **only** and remains the property of Harper Wood Electric. It shall be removed only by Harper Wood Electric employees.
10. All equipment regardless of power source, must comply with national, state, and local electrical codes. Harper Wood Electric reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Harper Wood Electric is required to refuse connections where the exhibitor wiring or equipment is not in compliance with electrical codes. The rates listed include necessary City Permit and inspection by City authority enforcing national code.
11. All electrical equipment must be properly tagged and wired with completed information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
12. All exhibitors' cords must be a minimum of 14-gauge, three wire, and must be grounded. Two wire extension cords are not permitted unless the cord is a component part of an assembly which is specifically approved. All exposed non-current carrying parts of fixed equipment which are liable to be energized must be grounded.
13. **SAFE WIRING IS ESSENTIAL**; Harper Wood Electric 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.**
14. Harper Wood Electric employees are authorized to cut floor coverings when essential for installation of services, unless otherwise directed in writing.
15. Exhibitor holds Harper Wood Electric harmless for any and all losses of power beyond Harper Wood Electric'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.
16. **LABOR ORDERS MUST BE PLACED AT THE SERVICE DESK FOR ANY ELECTRICAL LABOR REQUIRED.** Keep in mind to order labor as early as possible, as labor orders are worked on a "first come, first serve" basis. **LABOR ORDERS MUST BE ORDERED 24 HOURS IN ADVANCE TO HAVE ELECTRICIANS AVAILABLE WHEN NEEDED.**
17. Please 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 and additional cost.
18. 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.
19. Credit will not be given for services installed and not used. All completed work is subject to full payment. Any changes or cancellations must be made in writing prior to any work being performed to obtain credit.
20. **By signing this form, exhibitor agrees to all terms and conditions on this order form.**