

Electrical Helpful Tips

- In-Line & Peninsula Booths** – 120 Volt single phase power includes labor and materials to one location at the rear of the booth. If you require the outlets to be distributed to any other location, materials and labor charges will apply. There is a minimum charge of 1 hour for installation and removal. Prices do not include materials, e.g., extension cords, powerstrips, and cord caps.
- Island Booths** – All Electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis. Prices do not include materials, e.g., extension cords, powerstrips, and cord caps.
- Electrical Labor Order Form** – Complete and return. Please indicate your desired time for installation and removal.
- Electrical Layout Form** – Complete and return. Please indicate the outlet locations.
- Carpet Installation** – If carpet is installed prior to electrical installation, additional labor charges will apply.
- Electrical Services Information** – Review the important conditions, regulations and guidelines.
- 24 Hour Services** – Electricity will be turned on within 30 minutes of show opening and off 30 minutes after the show closes. If you require power outside the show hours, please make arrangements in advance of show by indicating 24 hour power on the electrical order form.
- Distribution of Power** – Exhibitors are not allowed to use power unless it is ordered. Exhibitors found using outlets without an order will be subject to the regular rates for outlets used – no discounts will be given. Sharing power or plugging into facility outlets is strictly prohibited.
- 208/480 Volt Power Service and Connections** – Delivery and connection of high voltage services is done on a time and material basis. Please complete the SourceOne Events Electrical Labor Form to schedule your estimated connection time and return it with this order.

120 Volt Single Phase

- Price includes labor for service.
- All outlets over 20 Amps will require additional labor. Labor is required to inspect and hook up equipment pre-wired to plug into our system.
- In-Line & Peninsula Booths – Power includes labor and materials for all electrical outlets that will be installed on the floor at the draped back wall. Any change in location, or additional distribution of power will be charged on a labor and material basis.
- Island Booths – All electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis.

Rate Classification (Price includes labor)	Quantity (Show Hours Only)	Discount	Standard	Quantity (24 hours/day)	Discount	Standard	Total
10 Amps / 1000 Watts	X	\$197.40	\$236.88	X	\$394.80	\$473.76	= \$
20 Amps / 2000 Watts	X	\$241.50	\$289.80	X	\$483.00	\$579.60	= \$

Total: \$

208 Volt Single Phase

- Price does not include labor, materials, e.g., extension cords, powerstrips, and cord caps and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is pre-wired.
- Labor is subject to a 4 hour minimum for installation and removal.

Rate Classification (Price DOES NOT include labor)	Quantity (Show Hours Only)	Discount	Standard	Quantity (24 hours/day)	Discount	Standard	Total
30 Amps	X	\$474.95	\$569.94	X	\$948.75	\$1,138.50	= \$
60 Amps	X	\$538.20	\$645.84	X	\$1,075.25	\$1,290.30	= \$

Total: \$

Miscellaneous

Accessories – Below items do not include power. All items are used with 120 V	Quantity	Discount	Standard	Total
Halogen Arm Light – (includes adjustable clamp for mounting on booth systems)	X	\$71.50	\$85.80	= \$
LED Arm Light – (includes adjustable clamp for mounting on booth systems)	X	\$104.50	\$125.40	= \$
15' Extension Cord (Price does not include power)	X	\$27.50	\$33.00	= \$
30' Flat Extension Cord (Price does not include power)	X	\$49.50	\$59.40	= \$
Power Strip (Price does not include power)	X	\$44.00	\$52.80	= \$

Total: \$

Total Payment
for Selections

\$

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

Cancellation Policy: Items cancelled will be charged 50% of original price prior to move-in beginning and 100% of original price after installation.

Please Mail, Email, or Fax Completed Forms to SourceOne Events:

Address: 596 Lamont Rd. Elmhurst, IL 60126 | Email: michaela@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111