ELECTRICAL ORDER FORM

Advance Payment Deadline: 09/20/20

EDLEN ELECTRICAL EXHIBITION SERVICES OF
ORLANDO, INC
Support@edlen.com

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY
The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, there is a minimum charge of 1 hour for installation & removal. Complete a floor plan layout of your booth space indicating outlet locations.

208/480V CONNECTIONS & POWER DELIVERY
All 208/480V Single Phase must accompany a NEMA plug variable. All 208/480V Three Phase need to inquire if Edison or large cam hookup. Edlen Electricians must make all high voltage connections and disconnects. Please complete a floor plan layout of your booth space indicating outlet locations.

ISLAND BOOTHs
There is a minimum labor charge of 1 hour for installation & removal. A scaled booth plan must accompany orders showing locations of electrical outlets and lighting equipment.

CEILING DROPS
Ceiling drops utilize electrical access from the ceiling as required for lighting, rigging, etc. There is a fee for each drop installed from the ceiling in addition to the electrical power charge. Please contact our office for more information.

24 HOUR SERVICES
All prices include 24 hour power. Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing.

DEDICATED OUTLETS
For a dedicated outlet, order a 20 amp and indicate location on the floor plan.

MATERIAL DELIVERY
Material requested on this order form will be dropped in booth by an electrician. If not there, please visit the Edlen Service Desk.

CANCELLATIONS
Credits will not be made for services delivered and not used. See back of form for additional details.

ORDER CONFIRMATION
Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates.

TERMS & CONDITIONS
I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of this contract.

COMPANY: ___________________________ BTH #: ________________

EVENT: IBEX 2020

FACILITY: TAMPA CONVENTION CENTER

DATES: September 29 - October 1

ONLINE ORDERING AVAILABLE AT WWW.EDLEN.COM

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

<table>
<thead>
<tr>
<th>QTY</th>
<th>ADVANCE PAYMENT PRICE</th>
<th>REGULAR PAYMENT PRICE</th>
<th>ONSITE PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 WATTS (5 AMPS)</td>
<td>101.00</td>
<td>151.00</td>
<td>176.00</td>
<td></td>
</tr>
<tr>
<td>1000 WATTS (10 AMPS)</td>
<td>127.00</td>
<td>191.00</td>
<td>223.00</td>
<td></td>
</tr>
<tr>
<td>2000 WATTS (20 AMPS)</td>
<td>153.00</td>
<td>230.00</td>
<td>269.00</td>
<td></td>
</tr>
<tr>
<td>3000 WATTS (30 AMPS)</td>
<td>234.00</td>
<td>352.00</td>
<td>410.00</td>
<td></td>
</tr>
<tr>
<td>5000 WATTS (50 AMPS)</td>
<td>288.00</td>
<td>432.00</td>
<td>504.00</td>
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</tbody>
</table>

208 VOLT SINGLE PHASE; 1-HR LABOR INCLUDED IN PRICE

<table>
<thead>
<tr>
<th>QTY</th>
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<th>ONSITE PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 AMPS</td>
<td>342.00</td>
<td>473.00</td>
<td>593.00</td>
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<tr>
<td>30 AMPS</td>
<td>410.00</td>
<td>573.00</td>
<td>655.00</td>
<td></td>
</tr>
<tr>
<td>60 AMPS</td>
<td>517.00</td>
<td>734.00</td>
<td>842.00</td>
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</tr>
<tr>
<td>100 AMPS</td>
<td>690.00</td>
<td>993.00</td>
<td>1146.00</td>
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208 VOLT THREE PHASE; 1-HR LABOR INCLUDED IN PRICE

<table>
<thead>
<tr>
<th>QTY</th>
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<th>ONSITE PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 AMPS</td>
<td>489.00</td>
<td>693.00</td>
<td>795.00</td>
<td></td>
</tr>
<tr>
<td>30 AMPS</td>
<td>517.00</td>
<td>734.00</td>
<td>842.00</td>
<td></td>
</tr>
<tr>
<td>60 AMPS</td>
<td>690.00</td>
<td>994.00</td>
<td>1147.00</td>
<td></td>
</tr>
<tr>
<td>100 AMPS</td>
<td>838.00</td>
<td>1215.00</td>
<td>1404.00</td>
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ADDITIONAL EQUIPMENT & SERVICES

<table>
<thead>
<tr>
<th>QTY</th>
<th>ADVANCE PAYMENT PRICE</th>
<th>REGULAR PAYMENT PRICE</th>
<th>ONSITE PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>15' EXTENSION CORD</td>
<td>34.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POWER STRIP</td>
<td>34.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CEILING DROPS (PER DROP)</td>
<td>201.00</td>
<td>301.00</td>
<td>351.00</td>
<td></td>
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</table>

120 VOLT ELECTRICAL LABOR

<table>
<thead>
<tr>
<th>QTY</th>
<th>ADVANCE PAYMENT PRICE</th>
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<th>ONSITE PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-hr min labor for island booth</td>
<td>82.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-hr min labor for power other than back of booth</td>
<td>82.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SUB TOTAL

SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER:
(FLORIDA AND FEDERAL GOVERNMENT ACCEPTED)

7% SALES TAX

PLACE TOTAL HERE

PRINT NAME: _______________________

AUTHORIZED SIGNATURE: ______________

EMAIL: ____________________________

PHONE: ____________________________

The “Method of Payment Form” must be completed and returned with this order form.
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than 21 days prior to the 1st contracted date for advance payment rates to apply. Regular rates apply after the advance deadline and onsite rates apply during exhibitor move in and duration of show. Rates are for the entire show. 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 regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.

2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or phone of any such corrections.

3. Outlet rates listed include bringing the services to one location at the rear of inline and peninsula booths.

4. Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets to other locations within the booth space. Distribution to all other locations regardless of booth type require labor and floor plan with booth orientation. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.

5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.

6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.

7. Electricity will be turned on 30 minutes prior to show opening and turned off within 30 minutes after the show closes.

8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.

9. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.

10. Material requested on this order form will be dropped in the booth by an electrician. If not there, please visit the Edlen Service Desk.

11. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.

12. Surge protectors are recommended for computers and other sensitive equipment.

13. All equipment, regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.

14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.

15. All Exhibitors’ cords must be a minimum of 14 gauge, 3 wire grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.

16. Exhibitors ARE NOT billed post-show for services provided. Payment in full must be rendered during the event. Services may be interrupted if payment is not received onsite.

17. The sharing of electrical power with other exhibitors is not allowed.

18. Credit will not be given for services installed and not used. Notification of cancellation of services MUST be postmarked in writing a MINIMUM of 14 days prior to the first scheduled show date to receive a full refund, less a $75 administrative fee. If notification of cancellation is received less than 14 days prior to the first scheduled show date, no refund will be issued. Edlen will not refund overpayments, except sales tax, in amounts less than $15.00, unless specifically requested in writing.

19. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.

20. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen’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.

21. It is agreed that in the event the Exhibitor becomes responsible for the payment of the electrical services, the Exhibitor will pay Edlen its electric fees or applicable agency fees.

22. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.

23. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

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COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.

For further information please call our office at (407) 854-9991, or email at support@edlenelectrical.com
METHOD OF PAYMENT FORM

COMPANY: ___________________________ BTH # ___________________________

EVENT: IBEX 2020

FACILITY: TAMPA CONVENTION CENTER

DATES: September 29 - October 1

ONLINE ORDERING AVAILABLE AT WWW.EDLEN.COM

EXHIBITOR INFORMATION

COMPANY NAME: ___________________________ PHONE: ___________________________

ADDRESS: __________________________________________________________

CITY: ___________________ ST: ___________________ ZIP: ___________________

COUNTRY: ____________________________________________________________

EMAIL: ______________________________________________________________

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card and Visa. Please indicate form of payment below.

☐ CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event listed above on your remittance.

☐ VISA ☐ MASTER CARD ☐ AMEX

CHECK AND CREDIT CARD INFORMATION

CHECK # ___________________________

CREDIT CARD NUMBER: ___________________________

CARD HOLDER SIGN: ___________________________

PRINT NAME: ___________________________

EMAIL ADDRESS: ___________________________

THIRD PARTY: YES or NO

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS: ___________________________

CITY: ___________________________

ST: ___________________________

ZIP: ___________________________

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN

AUTHORIZED SIGNATURE ___________________________

PRINT NAME: ___________________________

DATE: ___________________________

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL ___________________________

SUB TOTAL ___________________________

7% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.

TOTAL DUE ___________________________
**COMPANY:**

**BTH #**

**EVENT:**  IBEX 2020

**FACILITY:**  TAMPA CONVENTION CENTER

**DATES:**  September 29 - October 1

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Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an inline booth this form is not necessary.

Indicate booth type:  Island  □  Peninsula  □  Inline  □  (Provide aisle or adjacent booth #'s for orientation)

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

- **X** = Main Distribution Point
- **◆** = 5amp/500watt
- **▲** = 10amp/1000watt
- **★** = 20amp/2000 watt
- **●** = 30amp/3000 watt

**P** = Plumbing  **A** = Air

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

______Square = ______Ft  

Total Square Footage = __________

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Adjacent Booth or Aisle # ________________

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Adjacent Booth or Aisle #

---

Adjacent Booth or Aisle #

---

Adjacent Booth or Aisle #