

## Authorized Signature:

I agree that I am the Authorized Card Holder on behalf of the Exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

---

Print Name:

Signature:

Booth No:

## TERMS AND CONDITIONS

***Page (2) must be signed in order for electrical installation to be scheduled***

**Additional Labor and Material Fees May Apply (See Terms and Conditions below for Details)**

### ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- \$104.00 per hour during Straight Time: 8am-4:30pm M-F
- \$198.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: \$190.00 per hour (one hour minimum) plus operator's time.
- The minimum charge per booth is one hour installation and ½ the total time for dismantle.

### RIGGING LABOR (For overhead booth lighting, Hanging Structures 200lbs & over, Chain Motors, Truss, Points)

#### **Please Use Exhibitor Rigging Order Form**

- \$104.00 per hour during Straight Time: 8am-4:30pm M-F
- \$198.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: \$190.00 per hour (one hour minimum) plus operator's time.
- A four (4) hour minimum per man labor call applies.

### DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

- All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered by the exhibitor.
- All electrical outlets for Island booths will be dropped from one main drop location per the exhibitor's floor plan. Delays in installation can occur if no main drop location is provided.
- All Island booths will be charged labor and materials which are determined by the diagram submitted.
- All booths or displays requiring multiple outlet distribution and connection are chargeable on a time and material basis.
- Re-distribution of such installation, additional power drops, and/or additional locations will be charged on a time and material basis.
- All 208 volt outlets will require labor and materials.
- All overhead services will require lift, labor, and materials.
- **24-hour power** and dedicated 20amp/120v circuits are **double** the listed price. Indicate total outlets on order form.
- Electricity will be turned on within 30 minutes of show daily.
- **Payment:** Payments must be received in full 21 days before show move-in to secure the incentive rate. No credit or refund will be issued for connections installed and not used. Full payment is required to process order. A retainer credit card is required. All balances must be settled prior to event closing. An outstanding balance may preclude the Exhibitor from retaining HTE services at

any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.

- **Unauthorized Power Usage:** Exhibitors using outlets without an order will be charged the base rate. A memo will be delivered onsite to all booths accessing outlets without an order.
- **Labor Rates:** All Labor Rates are subject to the current labor contract effective at time of performed labor.

## **HI-TECH ELECTRIC JURISDICTION**

- Only Hi-Tech Electric (THE) equipment is allowed for electrical distribution.
- Exhibitors are not permitted to bring their own distribution system.
- Hi-Tech installs all motor and equipment hook-ups requiring hard wiring connections.
- Hi-Tech performs all installations and/or repair of electrical fixtures.
- Hi-Tech performs installations of all electrical motors and electrical apparatus to be energized.
- Hi-Tech electrical labor is required to inspect pre-wired equipment that connects to Hi-Tech distribution systems. Exhibitor must give HTE notice of intended use of pre-wired equipment and schedule an inspection by Hi-Tech. Hi-Tech is not responsible for any loss or damage resulting from the use or installation of pre-wired equipment. The Exhibitor is responsible for any loss or damage caused by the use or installation of pre-wired equipment to Hi-Tech distribution systems.
- Hi-Tech provides labor for all overhead truss rigging and overhead booth lighting.
- Hi-Tech performs all installations of electrical cords under any booth space flooring.
- The exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric for any and all work related accidents.

## **RIGGING JURISDICTION (All Rigging is installed by the in house Rigging Contractor GLP.)**

- Rigging includes all motorized rigging-to-building structures.
- All exhibit hall rigging must provide a floor plan for approval by Hi-Tech Electric/GLP.
- All motors for rigging must be ordered through Hi-Tech Electric/GLP.
- All labor for rigging-to-building structures will be provided through Hi-Tech Electric/GLP.
- No other Contractor or Persons may attach motorized equipment for rigging to building. Hi-Tech/GLP is not responsible for any loss or damage resulting from any other Contractor or Person attaching motorized equipment to the building.
- Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
- A four (4) hour minimum applies per rigging labor call.

## **SPECIAL EQUIPMENT**

Special Equipment orders require 30 days notice prior to move-in.

## **HI-TECH ELECTRIC MATERIALS**

All materials and equipment furnished by Hi-Tech Electric shall remain the property of Hi-Tech and shall be removed only by Hi-Tech at the close of the show.

## **FLOOR COVERINGS**

Unless otherwise directed, Hi-Tech Electric personnel are authorized to cut floor coverings to permit installation of service. Hi-Tech Electric is not liable for any costs incurred by the Exhibitor for such cuts.

## **RAMPING UTILITY LINES**

All ramping of utility lines in booth are done on Straight Time plus materials. Laying of lines under carpet or floor or spotting from ceiling will incur additional labor charges. Minimum per removal of lines is 1 hour each. Floor plan is required with order to show location of lines.

## **ESTIMATES / REVISIONS**

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Reductions made to an existing order are subject to a 10% surcharge.

## **SUPERVISION FEES/INVOICES**

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email [dcehibitorservices@hi-techelectric.com](mailto:dcehibitorservices@hi-techelectric.com)

## **CANCELLATIONS**

- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund.

## **DISCONNECTION / INTERRUPTION OF SERVICES**

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by Hi-Tech Electric.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

## **DELAYS**

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, Hi-Tech Electric or GLP is due payment for all executed work, labor, and materials.

## **ON-SITE PAYMENTS / TIPPING**

- All payments must be submitted only to a Customer Service Representative or Hi-Tech Management.
- Tipping or any gratuity or gift, is not permitted to be accepted by any Hi-Tech personnel.

## **INDEMNITY**

The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC or GLP for any and all work related claims, accidents, losses, and damage.