

TERMS AND CONDITIONS

Page (3) 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

Please call for current labor and lift rates

- Straight Time: 8am-4:30pm M-F
- Premium Time: After 4:30 pm M-F, weekends and holidays
- Lift Rates: one hour minimum plus operator's time.
- The minimum charge per booth is one (1) hour installation and ½ the total time for dismantle.
- The minimum charge per booth for the relocation, energizing, or 208v (specialty) equipment connection is ½ hour.

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. Installation that differs from back of the booth setup will incur labor and material charges.
- All inline booths will incur a price upcharge if the entirety of expo aisles are not installed directly above floor ports with 10' foot spacing. HTE is authorized to charge the price difference should the floor layout change and or if the standard price is selected.
- All electrical outlets for Island booths will be dropped from one main panel location per the exhibitor's floor plan. Delays in installation can occur if no main panel location or floor plan is provided.
- All Island booths will be charged labor to install, energize, and dismantle, as well as materials. *For a pre-show estimate based on the submitted diagram, see estimates section below.*
- 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 208v outlets will require labor to install, energize/connect, and dismantle, as well as materials.
- All overhead services will require lift, labor, and materials.
- **24-hour power** and dedicated circuits are **double** the listed price. Indicate total outlets on order form.
- Electricity will be turned on within 30 minutes of show daily.
- **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 (HTE) JURISDICTION

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

SPECIAL EQUIPMENT

- Special Equipment orders require 30 days' notice prior to move-in.
- If the exhibitor has special equipment (due to size, weight, access to booth, etc.) HTE needs to be notified to assess if installation for surrounding booths needs to be delayed in order to provide a safe path for special handling or additional delivery space. If the special equipment damages any HTE equipment, and/or requires dismantle and installation of materials at any booth, the exhibitor of the special equipment is fully responsible for repair and associated labor costs.

HI-TECH ELECTRIC MATERIALS

- All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.
- All materials are inspected and tested upon energizing. Any materials that get damaged after installation and HTE testing occurs, the cost of repair (including labor time and materials) is billable to the credit card on file.

FLOOR COVERINGS

Unless otherwise directed, HTE 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 14 days in advance before move-in begins, in order to prevent delays in processing. A supporting floor plan(s) must accompany the estimate request. After the deadline, estimates may not be provided due to time restrictions, and are subject to a fee. Reductions made to an existing order are subject to a 10% surcharge.
- Check, wire or ACH payments for services require a mandatory estimate. Any balance will be charged to the credit card on file unless other arrangements are made.
- If an incentive rate quote is provided after the deadline, the customer will have 3 business days to pay on the quote before the base rate will automatically go into effect.

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 dcexhibitorservices@hi-techelectric.com.

PAYMENT POLICY

- Full prepayment of services and a credit card on file are required to process any order.
- Payments must be received in full 21 days before show start to secure the incentive rate.
- All service orders must be paid in full by the move-in date.
- Accepted forms of payment are credit card, check, ACH, wire, cash. **PO is not an accepted form of payment.**
- The credit card on file will be processed for the final balance including labor and material upon installation completion unless HTE agreed to check or electronic payment. Those must be received by show opening; otherwise, the credit card on file will be charged for the balance.
- There is a 3.5% service fee discount on check, cash and electronic payments.
- Check payments sent via mail, must be sent via FEDEX or UPS with tracking.
- Onsite payments must be submitted only to a Customer Service Representative or HTE Management.

- No credit or refund will be issued for connections installed and not used.
- Sending a payment without a quote and/or submitted contract does not secure the incentive rate pricing. This is also not advised.
- 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.
- Tipping or any gratuity or gift is not permitted to be accepted by any HTE personnel.

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.
- Credit card refunds are subject to a 3.3% credit card processing fee.

CLAIMS AND INVOICE DISPUTES

Any claims or disputes with regards to the services provided by HTE will not be placed under review by HTE management unless filed by the exhibitor prior to the close of the exposition. Such dispute must be in writing by the Exhibitor and provided to HTE management. HTE management will conduct a billing audit and handle such disputes on a case by case basis.

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.
- For safety precautions, all Island Booth power will be turned off after the installation is completed and tested. Once carpet is installed, exhibitor will need to notify HTE for the energizing of electricity.

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, HTE is due payment for all executed work, labor, and materials.
- If your booth is located in front of a freight door/aisle, for safety reasons, it is at our discretion to delay installation until freight traffic decreases. This may result in overtime labor charges at no fault of HTE. If the responsible party still insist on installation earlier than scheduled, the exhibitor will be responsible for all repair costs of any damaged HTE materials (see page 4 "Hi-Tech Electric Materials" section).

INDEMNITY

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