

**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: \_\_\_\_\_ Date: \_\_\_\_\_

Labor Request Section: **4 Hour Minimum per Man**

**See Terms and Conditions Section for Labor/Lift Rates**

Installation Day/Date	No. Stagehands	No. Riggers		Dismantle Day/Date	No. Stagehands	No. Riggers
M				M		
T				T		
W				W		
Th				Th		
F				F		
Sa				Sa		
Su				Su		

## TERMS AND CONDITIONS

**RIGGING LABOR (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
- A four (4) hour minimum per man labor call applies.
- Lift Rates: one hour minimum plus operator's time.
- Due to safety concerns, all exhibit lighting orders must be pre-hung before decorator move-in.

**RIGGING JURISDICTION**

- Rigging includes all motorized rigging-to-building structures.
- All exhibit hall rigging must provide a floor plan for approval by HTE/GLP
- **All chain motors** for rigging must be ordered through HTE/GLP. HTE/GLP only hangs structures over 200lbs unless the hanging item is a speaker, light or a piece of special equipment. Please email to [dcehibitorservices@hi-techelectric.com](mailto:dcehibitorservices@hi-techelectric.com) for a quote.
- **Rotating motors** are available by request; however, exhibitor may also bring their own rotating motor. Unless the rotating motor is both supplied and rigged by HTE/GLP, power is not included and requires a separate order for overhead power.
- All labor for rigging-to-building structures will be provided by HTE/GLP.
- No other contractor or persons may attach motorized equipment for rigging to building. HTE/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 / ONSITE ORDERS**

- HTE/GLP only hangs structures over 200lbs unless the hanging item is a speaker, light or special equipment.
- Special Equipment orders require 30 days' notice prior to move-in.

- Onsite orders increase by 50%.
- No lighting orders will be taken on-site after the first day of move in. **NO EXCEPTIONS**

## **HI-TECH ELECTRIC/GLP MATERIALS**

All materials and equipment furnished by HTE/GLP shall remain the property of HTE/GLP and shall be removed only by HTE/GLP at the close of the show.

## **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.
- Estimate requests are subject to a minimum of one hour labor per revision.
- All rigging, truss lighting, and Hall DE lighting orders must be quoted.
- Rigging & lighting orders will not be accepted without sufficient drawings.
- 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.
- 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.

## **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).

## **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/GLP 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/GLP personnel.

## **THIRD PARTY PAYMENT**

- Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled prior to the event closing.

## **CANCELLATIONS**

- Cancellation up to 21 days prior to event start date is subject to 20% of services ordered.
- Cancellation within 21 days of event start date up until decorator move-in date is subject to 50% of services ordered.

- Once services are installed, there is no refund for cancellation.
- Credit card refunds are subject to a 3.3% credit card processing fee.
- Cancellation may occur at HTE/GLP's discretion if rigging is not paid at least 2 business days before move-in due to insufficient time to pull and deliver inventory.

#### **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 GLP/HTE.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

#### **CLAIMS AND/OR INVOICE DISPUTES**

Any claims or disputes to charges 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.

#### **INVOICING**

Final invoices are not available until after the completion of move-out and all dismantle charges are processed and audited. This may take up to 7 business days after the event is closed.

#### **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 LLC/GLP is due payment for all executed work, labor, and materials.

#### **INDEMNITY**

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