

# ELECTRICAL ORDER FORM

MAIL OR FAX TO



**Demers  
Events  
& Expo  
Services**

**Demers Exposition Services**

151A Park Ave., East Hartford, CT. 06108  
Ph: (860) 882-0003 Fax (860) 579-3976  
info@demersexpo.com

Questions? Visit [www.demersexpo.com](http://www.demersexpo.com)

|                  |           |              |  |
|------------------|-----------|--------------|--|
| <b>COMPANY:</b>  |           | <b>BTH #</b> |  |
| <b>EVENT:</b>    |           |              |  |
| <b>FACILITY:</b> |           |              |  |
| <b>DATES:</b>    | Event ID# |              |  |

**ELECTRICAL OUTLETS** Approximately 120V/208V A.C. 60hz Cycle

| QUANTITY<br>Per Show | QUANTITY<br>(For 24hrs Service) | ADVANCED<br>PAYMENT<br>PRICE | STANDARD<br>PAYMENT<br>PRICE | TOTAL<br>COST |
|----------------------|---------------------------------|------------------------------|------------------------------|---------------|
|----------------------|---------------------------------|------------------------------|------------------------------|---------------|

Prices are per event, maximum three days. For longer exhibits, add \$83 per additional day per item ordered.

**120 VOLT** All 120 Volt Connections are supplied with NEMA 5-15R, 5-20R

|                             |       |       |          |          |       |
|-----------------------------|-------|-------|----------|----------|-------|
| 1000 - 1500 WATTS (15 AMPS) | _____ | _____ | \$225.60 | \$289.40 | _____ |
| 1500 - 2000 WATTS (20 AMPS) | _____ | _____ | \$269.60 | \$347.70 | _____ |

**208 VOLT SINGLE PHASE**

All 208 Volt Single Phase Connections are supplied with NEMA 10-30R, 6-50R, 10-50R, 14-50R, L6-20, L6-30  
One Dedicated Line for Heavy Duty Service ONLY - Multiple Connections Not Allowed)

|          |       |       |          |           |       |
|----------|-------|-------|----------|-----------|-------|
| 15 AMPS  | _____ | _____ | \$225.60 | \$289.40  | _____ |
| 20 AMPS  | _____ | _____ | \$269.60 | \$347.70  | _____ |
| 30 AMPS  | _____ | _____ | \$671.00 | \$783.00  | _____ |
| 50 AMPS  | _____ | _____ | \$737.00 | \$868.00  | _____ |
| 60 AMPS  | _____ | _____ | \$938.00 | \$1129.00 | _____ |
| 100 AMPS | _____ | _____ | CALL     | CALL      | _____ |
| 200 AMPS | _____ | _____ | CALL     | CALL      | _____ |

**208 VOLT THREE PHASE**

All 208 Volt Three Phase Connections are supplied with Pin & Sleeve to 5 Wire RBBWG Cam-lok Connectors

|          |       |       |           |           |       |
|----------|-------|-------|-----------|-----------|-------|
| 60 AMPS  | _____ | _____ | \$2350.00 | \$2750.00 | _____ |
| 100 AMPS | _____ | _____ | CALL      | CALL      | _____ |
| 200 AMPS | _____ | _____ | CALL      | CALL      | _____ |
| 400 AMPS | _____ | _____ | CALL      | CALL      | _____ |

**RENTALS** (Electricity not included)

|                               |       |       |         |  |       |
|-------------------------------|-------|-------|---------|--|-------|
| 20' EXTENSION CORD            | _____ | _____ | \$64.00 |  | _____ |
| QUAD BOX / MULTI OUTLET STRIP | _____ | _____ | \$74.00 |  | _____ |

**LABOR**

|  |       |       |          |  |       |
|--|-------|-------|----------|--|-------|
| ST (Mon - Fri 8:00 - 4:30 pm, excluding Holidays)    | _____ | _____ | \$106.78 |  | _____ |
| OT (Mon - Fri 4:30 pm - 8:00 am, Sat, Sun & Holiday) | _____ | _____ | \$175.17 |  | _____ |

Additional Show Days \$83.00

Subtotal Labor & Subtotal Goods \_\_\_\_\_

Sales Tax (All items are taxable) No labor will be Taxed 6.35% \_\_\_\_\_

An administrative fee applies unless the order is placed through the online storefront 8.00% \_\_\_\_\_

**FOR ADVANCE PAYMENT PRICE**  
(posted on online portal) to apply we must receive your order, payment and floor plan showing main power location and distribution points, **10 Business days prior to your show event.**

**Avoid Duplication !!**  
If you fax this form with credit card info, do not mail the original form or send another form of payment.

**ONLINE ORDERING**  
This show may be available online. Visit [www.demersexpo.com](http://www.demersexpo.com). Click on Exhibitor Login. **Login access must be requested prior to portal login is possible by emailing info@demersexpo.com**

**ISLAND BOOTHS**  
There is a minimum labor charge of (1) hour to deliver power to all Island booths. All additional distribution is done by Demers electricians on a time & material basis.

**208V & HIGHER VOLTAGES**  
There is a minimum labor charge of (1) hour for installation & 1/2 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form please call for a quote.

**DEDICATED OUTLETS**  
Dedicated outlets require a 20 amp outlet.

**24 HOUR SERVICES**  
Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

**SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS**

|                            |       |
|----------------------------|-------|
| <b>FOR OFFICE USE ONLY</b> |       |
| DATE RECEIVED              | _____ |
| PAYMENT METHOD             | _____ |
| AMOUNT RECEIVED            | _____ |
| RECEIPTED BY:              | _____ |

|   |       |
|---|-------|
| <b>PLACE YOUR TOTAL PAYMENT HERE</b>  | _____ |
| All foreign checks must be drawn on U.S. Banks Only. Demers reserves the right to correct orders figured incorrectly. |       |

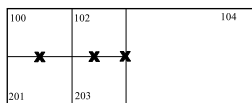
|  |  |  |  |             |  |             |  |                  |  |      |  |
|--|--|--|--|-------------|--|-------------|--|------------------|--|------|--|
| COMPANY NAME:  |  |  |  | PHONE:      |  |             |  | FAX:             |  |      |  |
| ADDRESS:   |  |  |  | CITY:       |  |             |  | ST:              |  | ZIP: |  |
| SIGNATURE:   |  |  |  | PRINT NAME: |  |             |  | Country:         |  |      |  |
| EMAIL ADDRESS:   |  |  |  |             |  |             |  | EXPIRATION DATE: |  |      |  |
| PAID BY: CHECK   |  |  |  | AMX         |  | VISA        |  | MC               |  | CVV: |  |
| CARD HOLDER SIGN:  |  |  |  |             |  | PRINT NAME: |  |                  |  |      |  |
| <b>CREDIT CARD BILLING ADDRESS (If different from address above)</b> |  |  |  |             |  |             |  |                  |  |      |  |
| ADDRESS:   |  |  |  | CITY:       |  |             |  | ST:              |  | ZIP: |  |

# TERMS & CONDITIONS

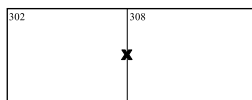
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than 10 days prior to event set up for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance 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, Demers Exposition Services reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Demers Exposition Services 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. 15 amps or 1500 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 Demers Exposition Services prior to our first move-in date, Demers Exposition Services will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hours labor will apply for all installation work. The removal of this work will be charged a minimum of 1 hour.
8. Demers Exposition Services employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. Demers Exposition Services 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 Demers Exposition Services. It shall be removed only by Demers Exposition Services employees.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be issued for unused items.
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 Demers Exposition Services.
12. All equipment regardless of source of power, must comply with federal, state and local codes. Demers Exposition Services reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Demers Exposition Services is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
13. 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.
14. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and 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.
15. Payment in full must be rendered during the event. Services may be interrupted if payment is not received.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if canceled in writing & received by Demers Exposition Services within 14 calendar days prior to show opening. Except sales tax, Demers Exposition Services will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. Exhibitor holds Demers Exposition Services harmless for any and all losses of power beyond Demers Exposition Services 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.
19. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Demers Exposition Services its attorney fees or applicable agency fees.
20. 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 Demers Exposition Services for all applicable rental taxes.
21. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

## COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

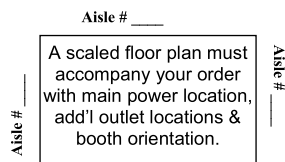
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Demers Exposition Services to bring power inside the booth on a time and material basis.



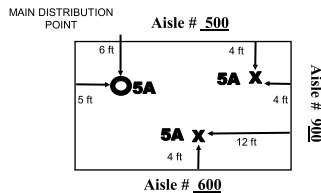
(IN-LINE BTHS) (PENINSULA)



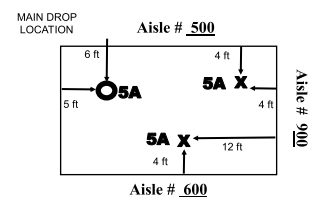
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @  
WWW.DEMERSEXPO.COM OR CALL 860.882.0003**