

5931 4<sup>th</sup> Ave South  
Seattle, WA 98108  
Phone: (206) 781-2411  
Fax: (206) 781-2270

## **Edlen Electrical Exhibition Services PAYMENT PLAN**

We appreciate your adherence to the following payment schedule for your Estimated Electrical Invoice.

- 1. 50% DEPOSIT DUE - 50%** of the cost of services ordered by the specified cut-off date is due to Edlen upon placing order – 14 days prior to event.
- 2. BALANCE DUE BY START DATE -** The remaining 50% balance is due by the start date of the event.
- 3. ADDITIONAL SERVICES -** All billable services incurred or added after the cut-off date will be billed to your account at event close. Post event billing is due Net 10 days from the billing date to pay the balance due. If we have not received the balance due within 30 days, the balance due will be billed to your authorized credit card.
- 4. CREDIT CARD AUTHORIZATION REQUIRED –** All orders **MUST** be accompanied by credit card information and authorization. Please complete the credit card authorization form and fax it to **206-781-2270**. All requested information along with the authorized card holder signature must be completed before Edlen Electrical can process your service order. It is **MANDATORY** that a credit card from you be held on file for surety. If Edlen does not receive final payment within terms, the charges will be applied to the credit card on file.

Thank you for your order. We look forward to serving you!  
Please contact Liz Brostrom at 206-781-2411 or [lbrostrom@edlen.com](mailto:lbrostrom@edlen.com) if you have questions.

# METHOD OF PAYMENT



5931 4<sup>th</sup> Ave South  
Seattle, WA 98108  
Phone: (206)781-2411  
Fax: (206)781-2270

---

*If you are going to utilize the services of Edlen Electrical Exhibition Services, this form must be completed and returned. Please indicate below the method of payment you will be using for services provided.*

**CREDIT CARD**

*For your convenience we will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by you or your representative(s). These charges include all services provided by Edlen Electrical, or any charges that Edlen Electrical may be obligated to pay on behalf of Exhibitor. Please complete the information requested below.*

*I have read the above information* \_\_\_\_\_  
(Initial)

- AMERICAN EXPRESS       MASTERCARD       VISA
- DISCOVER       DINERS CLUB

Cardholder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Verification Code: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

***By signing above, we agree to be bound by all terms and conditions as described on this Method of Payment form.***

NAME OF SHOW \_\_\_\_\_

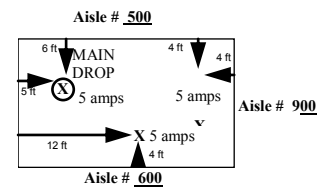
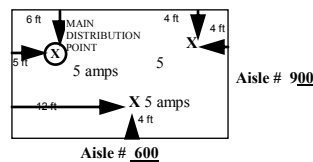
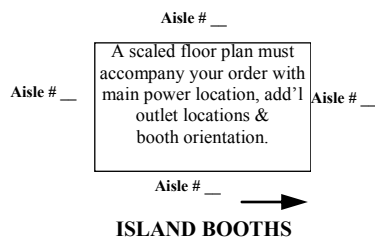
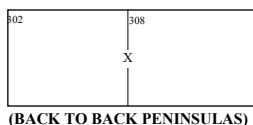
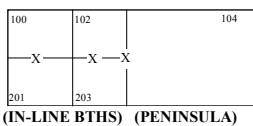
COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

## VERY IMPORTANT TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form 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 that the totals are calculated incorrectly on the front of this form, Edlen 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 all in-line or peninsula booths. All services provided to island booths require labor and material for distribution. If a floor plan showing main power location is not submitted prior to Edlen's move-in date, Edlen will bring the main power to a convenient location at Edlen's discretion. Please refer to item #6.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, distribution of electrical services or labor. Distribution from the power source to all other locations in a booth space *regardless of booth type* requires labor and is performed on a time and material basis. 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. A minimum labor charge of (1) hour per electrician will apply for all installation work and connection of high voltage services. The removal of this work will be charged a minimum of 1/2 hour or half the total time of installation, whichever is greater. Labor to disconnect motor tails and other high voltage services will begin upon show closing. There will be a minimum 1/2 labor charge at the corresponding labor rates to make the disconnection. 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.
7. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will be applied to hang the lights as requested. Please contact our office to determine if any additional charges will apply.
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 & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor's 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. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
11. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
12. 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.
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 Exhibitor's 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. Exhibitors ARE NOT billed for services provided. 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 cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Edlen will not refund overpayment, except sales tax, 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 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.
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 Edlen 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 Edlen for all applicable rental taxes.

### 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 OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
 OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**