



GROUP: _____
 EVENT: _____
 ROOM: _____
 DATES: _____



Hyatt Regency Grand Cypress, Orlando FL

Video/Computer Display Equipment					DAILY RATE		Customer Information		
	Qty	Days		Total					
20" LCD Flatscreen Monitor*			\$275.00		Company Name:				
32" LCD Flatscreen Monitor w/Stand *			\$325.00		Address:				
42" Plasma Display w/Stand*			\$450.00		City:				
50" Plasma Display w/Stand *			\$650.00		State:		Zip:		
Plasma or Monitor Display/Wall Mount			\$50.00		Ordered By:				
DVD Player			\$100.00		Telephone #:				
Rolling Cart w/Black Skirt - 54" or 42" (Circle size needed)			\$30.00		Fax #:				
* Wall or Truss mounted Plasmas & Monitors may require additional mounts/labor. Please call to confirm.					Email:				
Computer Equipment					EVENT RATE		Ordering Instructions		
	Qty	Event		Total					
Laptop w/Windows, Office, CD/DVD		1	\$350.00		☞ The total charge per item is determined by multiplying the quantity by the daily rate.				
Desktop PC w/Windows, Office, 17" monitor		1	\$350.00		☞ 25% surcharge on orders added onsite				
Computer Speakers		1	\$50.00		☞ Please include applicable Sales Tax on equipment rental.				
Wireless Keyboard/Mouse		1	\$50.00		☞ TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.				
Audio Equipment					DAILY RATE				
	Qty	Days		Total					
CD Player pkg (CD player and speaker)			\$175.00		☞ To guarantee equipment availability and advanced rate, this order should reach us 14 days prior to delivery.				
Misc Equipment					DAILY RATE				
	Qty	Days		Total					
Escalator Marquee Slide			\$250.00		☞ Items ordered after deadline date are subject to applicable freight charges.				
Gaming Package with Plasma (Wii or Xbox)			\$750.00		☞ Operator labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum.				
Misc Services					EVENT RATE				
	Qty	Event		Total					
Banner Hanging		1	\$100.00		☞ CANCELLATIONS:				
Internet Access: (Wired or Wireless)					EVENT RATE				
	Qty	Days		Total					
Wired Internet Access Per Computer (1 Day)		1	\$450.00		A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge.				
Wired Internet Access Per User (per day) 20Mbps Shared			\$200.00		B) If services have already been provided at the time of cancellation, 50% of original charges will be applied.				
Wireless Internet Per User 512Kbps (Week) (Passwords given on site.)			\$50.00						
Communications					EVENT RATE				
	Qty	Days		Total					
DID Phone line (One time setup charge)		1	\$225.00						
Phone (\$25 per day)			\$25.00						
Rental Totals							Delivery Information		
TOTAL Rental Equipment and Internet					1	On-Site Contact:			
<i>10% Discount on all pre-orders if confirmed two weeks before event.</i>					2	Cell #:			
<i>(Discount excludes Escalator Marquee, Internet and Phone Lines)</i>						Booth #:			
<i>DELIVERY/SETUP/PICKUP (Included in above pricing.)</i>						Delivery Date:		Time: 8a-12p <input type="checkbox"/> 1p-5p <input type="checkbox"/>	
TOTAL Communications					3	Pickup Date:		Time:	
SUBTOTAL					4	Notes/ Additional Requirements:			
SALES TAX (6.5% of Subtotal)					5				
OPTIONAL LDW (Loss Damage Waiver: 10% of equipment total only)					6				
Initial here if declining:					7				
TOTAL DUE									

Method of Payment - PAYMENT IS DUE WHEN ORDER IS PLACED	Return for Processing
<p>Please complete the attached Credit Card Authorization Form.</p> <p>The completed/signed Credit Card Authorization form must be submitted with this order form to guarantee reservation of requested equipment.</p>	<p>If you have any questions, please do not hesitate to call me.</p> <p>Thank you for your business.</p> <p><i>Michael Marchant</i></p> <p>Please email or fax to my attention.</p> <p>PHONE: 407-239-3819 FAX: 407-239-3817 mmarchant@swankav.com</p>



ELECTRICAL ORDER FORM

MAIL TO

EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO

11483 Rocket Blvd. • Orlando, FL 32824 • Tel. (407) 854-9991 Fax (407) 854-9992 Email support@edlenelectrical.com

ELECTRICAL OUTLETS Approximately 120V A.C. 60 Cycle

120 VOLTS	QUANTITY	Advance Payment PRICE	Regular PRICE	COST
0-500 WATTS (5 AMPS)	_____	65.00	98.00	_____
500-1000 WATTS (10 AMPS)	_____	110.00	165.00	_____
1001-1500 WATTS (15 AMPS)	_____	132.00	198.00	_____
1501-2000 WATTS (20 AMPS)	_____	150.00	225.00	_____

For Outdoor Events 20 AMP Minimum Required

ELECTRICAL SERVICE CONNECTIONS Approximately 208V A.C. 60 Cycle

208 VOLTS SINGLE PHASE Labor of 1 1/2 Hrs./Hook-up & 1 Hr./Dismantle will be charged for 208 Volt Services

20 AMPS	_____	250.00	370.00	_____
30 AMPS	_____	290.00	470.00	_____
60 AMPS	_____	445.00	680.00	_____
100 AMPS	_____	625.00	805.00	_____

208 VOLTS THREE PHASE Labor of 1 1/2 Hrs./Hook-up & 1 Hr./Dismantle will be charged for 208 Volt Services

20 AMPS	_____	330.00	495.00	_____
30 AMPS	_____	390.00	627.00	_____
60 AMPS	_____	575.00	870.00	_____
100 AMPS	_____	725.00	945.00	_____
200 AMPS	_____	1245.00	1555.00	_____
400 AMPS	_____	1845.00	2355.00	_____

LIGHTING EQUIPMENT (Including Current Consumed)

150 WATT FLOOD LIGHT	_____	71.00	106.00	_____
300 WATT FLOOD LIGHT	_____	90.00	135.00	_____
300 WATT QUARTZ LIGHT	_____	65.00	85.00	_____

EXTENSION CORDS (Electricity Not Included)

SINGLE OUTLET	_____	20.00	_____	_____
QUAD OUTLET/POWER STRIP	_____	27.00	_____	_____

LABOR

ST Mon.-Fri. 8:00am-4:30pm (Except Holidays)	_____	60.00	_____	_____
OT Mon.-Fri. 4:30pm-8:00am (Sat/Sun/Holidays)	_____	120.00	_____	_____

(SEE REVERSE SIDE FOR TERMS AND CONDITIONS)

SPECIAL REQUIREMENTS

Dedicated Circuit
or 24 Hour Service Required?
_____ yes _____ no
If yes, double electrical outlet or electrical service connection charge.

Rental Rates quoted cover any portion of a (7) seven day consecutive period.

There is a minimum labor charge of (1 1/2) one and a half hours for hook-up and (1) one hour to dismantle for special events, island booths and 208 Volt services

RATES FOR HIGHER WATTAGES, VOLTAGE OR SPECIAL LIGHTING ON REQUEST-SPECIAL HANGING OR INSTALLATION DONE ON TIME AND MATERIAL BASIS.

SPECIAL INSTRUCTIONS

Aisle # _____

ISLAND BOOTHS
A scaled floor plan must accompany orders showing locations of electrical outlets, connections and lighting equipment.

Aisle # _____



Aisle # _____

FULL PAYMENT DUE PRIOR TO SHOW OPENING

Master Card Visa AMX Check

Credit Card# _____ EXP DATE _____

Cardholders Name (Print) _____

Authorized Signature _____

SUBTOTAL \$ _____

6.5% FL SLS TAX _____

TOTAL DUE \$ _____

PAYMENT MUST ACCOMPANY ALL ORDERS 10 BUSINESS DAYS PRIOR TO SHOW SET UP FOR DISCOUNT PRICE TO APPLY

ALL ORDERS MUST BE PAID IN ADVANCE ON U.S. BANKS

SHOW NAME	NAME OF FACILITY HYATT REGENCY GRAND CYPRESS
FIRM NAME	SHOW DATES _____ BOOTH # _____
ADDRESS	TELEPHONE# _____
CITY, STATE, ZIP	FAX# _____
SIGNATURE	PRINT NAME _____

REGULATION AND GENERAL INFORMATION

1. Calculate your lighting needs by adding wattage in each location.
2. For other equipment, read the ratings from the metal plate attached to the unit(See example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.
3. Separate locations require separate outlets (500 watt min.)

EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT



120V Single Phase
= 60 Cycle
1000 Watts



230 Volts
= 30 Amps
3 Phase

POWER LOCATIONS: X Indicate location of outlet

WHERE WILL MY OUTLET BE LOCATED?

Your outlet will be located as depicted below unless floorplan is received indicating otherwise.



INLINE BOOTHS-PENINSULA



BACK TO BACK PENINSULA BOOTHS

One drop within booth when power source in ceiling or one location at Edlen's discretion when power source is in the floor.
Please see Regulation #4 below.

ISLAND BOOTHS

1. Orders must be received with payment a minimum of ten (10) business days prior to scheduled event set up for discount rates. Orders received less than ten (10) business days prior to scheduled event set up or without payment will be charged at the floor order rates.
2. Edlen electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by an Edlen Electrical electrician. Edlen Electrical will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than an Edlen Electrical electrician.
3. A separate outlet must be ordered for each location where electricity is needed.
4. Rates listed for all connections include bringing the service to booth in the most convenient manner for EDLEN and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.
5. Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show. A minimum charge of one and a half (1 1/2) hour labor for installation and one (1) hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
6. Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
7. 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 insure compliance with all codes. EDLEN is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
10. All exhibitor's cords must be minimum of 14/3 with ground. ALL exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. A \$25.00 service charge will be assessed for all returned checks and credit cards.
12. Material and equipment furnished by EDLEN for this service order is furnished on a rental basis and remains the property of Edlen and shall be removed ONLY by EDLEN Employees. Price also includes all necessary disposable supplies.
13. EDLEN Employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.
14. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by an EDLEN Employee prior to close of event.
15. Credit will not be given for service installed and not used.
16. 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.
17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.
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. As the official Electrical Contractor, we will be responsible for:
 - All under carpet distribution of electrical wiring
 - All motor and equipment hook-ups requiring hardware connections
 - The above items require electrical labor, which may be ordered in the Electrical Labor sections on the reverse side
20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exists. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
 - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge
 - The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.