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Quilt, Craft & Sewing
San Mateo Expo Ctr
Feb. 18 – 20, 2010

WESTERN EVENT SERVICE

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

PAYMENT

THIS FORM, ALONG WITH YOUR PAYMENT (CHECK OR CREDIT CARD INFORMATION)
MUST BE RETURNED TO US TO ENSURE PROCESSING OF YOUR ORDER.

PAYMENT IN FULL of all rental, service and labor charges must accompany your orders to qualify for ADVANCE ORDER rates. All orders must be received at least two weeks prior to move-in, including payment, to qualify for Advance Order rates. All orders received without payment will be collected at the show and will be charged at LATE ORDER rates. All orders placed at the show are due and payable at the time the order is placed. Show site orders may be paid by cash, check or credit card.

PHONE ORDERS NOT ACCEPTED – PLEASE FAX ORDERS TO US AT (510) 430-0511

PLEASE TOTAL YOUR ORDER HERE:

ELECTRICAL \$ _____ ELECTRICAL LABOR \$ _____

THE LAST DAY WE WILL HONOR ADVANCE ORDER PRICING FOR THIS SHOW IS: Thursday, February 3rd.

Orders received after that date or at show site, will be charged at Late Order rates.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW! TOTAL DUE \$ _____

Check Enclosed for Total Amount Due. Check #: _____ Amount: \$ _____

IF PAYING BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

CHARGE TO: Am Express Discover Card Master Card Visa

Account Number

Expiration Date →

Security Numbers Printed on Card →

Please Print: Cardholder's Name: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Cardholder's Signature: _____ Date: _____

UNLESS ADVISED OTHERWISE, WE WILL USE THIS AUTHORIZATION TO BILL YOUR ACCOUNT FOR ADDITIONAL GOODS OR SERVICES INCURRED DURING THIS SHOW. EXHIBITOR MUST ADVISE SERVICE DESK OF ANY DISCREPANCIES PRIOR TO THE CLOSE OF SHOW.

Please Check all of the Following Boxes that Apply:

DO NOT Use this account for additional services at this show.

Allow the following people to sign for services: _____

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____

By (Signature): _____ Print Name: _____

Email address for primary contact: _____

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ELECTRICAL

ELECTRICAL SERVICE – Basic lighting or power outlets, includes labor.

QUANTITY		ADVANCE ORDER	LATE ORDER
_____	Single Outlet 500 watts or less	\$ 85.00	\$128.00 \$ _____
_____	Single Outlet 1000 watts or less	\$157.00	\$236.00 \$ _____
_____	Single Outlet 1500 watts or less	\$184.00	\$276.00 \$ _____
_____	Single Outlet 2000 watts or less	\$212.00	\$318.00 \$ _____
_____	150 watt Floodlight on 8' upright	\$ 90.00	\$132.00 \$ _____
_____	Double 150 watt floodlight on 8' upright	\$155.00	\$230.00 \$ _____
_____	3 – wire x 25' Extension cord	\$ 20.00	\$ 20.00 \$ _____
_____	Multi-outlet power strip	\$ 20.00	\$ 20.00 \$ _____

POWER & MOTOR OUTLETS

Description	120 volt			208 volt Single Phase			208 volt 3 Phase			Total
	Quantity	Advance	Late	Quantity	Advance	Late	Quantity	Advance	Late	
Up to 10 Amp Service		\$160	\$224		\$172	\$303		\$272	\$408	
15 Amp Service		\$204	\$286		\$254	\$330		\$330	\$429	
20 Amp Service		\$248	\$348		\$282	\$423		\$382	\$573	
30 Amp Service	NA	NA	NA		\$347	\$520		\$462	\$693	
60 Amp Service	NA	NA	NA		\$482	\$723		\$642	\$963	
100 Amp Service	NA	NA	NA		\$692	\$1,038		\$920	\$1,380	
Motor Connection Cord – Exhibitor Must Provide Female Plug if Required					\$30	\$40		\$30	\$40	

For outlets that require
24 hour service, add
100 % of standard rate: \$ _____

**LATE ORDER RATES WILL APPLY FOR ALL ORDERS NOT
RECEIVED AND PAID IN FULL 2 WEEKS PRIOR TO SHOW!**

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

Total Electrical \$ _____

Connections requiring additional labor for installation and dismantle; equipment connections, cords run under carpet or to specific locations within the booth, repairs to exhibitor equipment, etc., will require additional labor and is charged on a time and materials basis. Please use the ELECTRICAL LABOR order form for your additional labor needs.

OUTLET LOCATION AND DISTRIBUTION – You will need to designate a location for each outlet ordered. All distribution will be done on a time and materials basis. If you fail to provide us with a location or floor plan, installation will be done at our discretion and any changes will be billed at time and materials. Designate your outlet locations on our ELECTRICAL LABOR order form.

✓ All inline booth outlets will be installed on the floor, at the rear of booth along the booth backwall drape line, unless you direct us otherwise. Any location within the booth, other than along the backwall line, will require additional Labor

✓ Island Booths will be provided one drop when power is in the ceiling or one perimeter location when power source is from the floor.

Outlets requiring 24-hour service will be billed at double the above rates. All motors over 1 hp shall have a magnetic starter and manual disconnect switch furnished by exhibitor. All wiring and other electrical equipment must meet all applicable codes. Local codes allow no more than two connections per outlet box for lighting service and one connection for power outlets. No credits will be issued for any electrical service installed as ordered and not used. WES is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. Electrical service will be turned on during show installation and 30 minutes prior to show opening each day and approximately 30 minutes after show close each day.

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

Western Event Service 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 Late Order rate.** A purchase order or photocopy of a check is not considered a valid form of payment for securing advanced rates.
- 2 In the event that the totals are calculated incorrectly on the front of this form, WES reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by 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 floor plan showing main power location is not submitted prior to WES move-in date, WES will bring the main power to a convenient location at WES's discretion. Please refer to item #6.
- 4 Outlet rates listed **Do Not** include the connection of any equipment, special wiring, and 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 WES 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 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) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
- 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 WES employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- 9 WES is the exclusive provider of all material & 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 WES. It shall be removed only by WES employees.
- 10 Any extension cords or power strips ordered on the front of this form should be picked up at the service desk unless they are integral to the installation of electrical services ordered for placement under carpeting.
- 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 WES.
- 12 All equipment regardless of source of power, must comply with federal, state and local codes. WES reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. WES 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 WES within 14 calendar days prior to show opening. Claims will not be considered or adjustments made unless filed by Exhibitor prior to the close of the event.
- 17 Exhibitor shall hold WES harmless for any and all losses of power beyond WES'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.
- 18 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 WES its attorney fees or applicable agency fees.
- 19 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 and/or declined credit cards. Exhibitor agrees to reimburse WES for all applicable rental taxes where applicable.
- 20 By signing this form, exhibitor hereby agrees to all terms and conditions on this order form.