



# New Jersey Convention & Exposition Center

## ELECTRICAL SERVICE ORDER FORM



Mailing Address: 97 Sunfield Avenue, Edison, NJ 08837 Phone: (732) 417-1400 Fax: (732) 417-1414

Name of Show: \_\_\_\_\_ Company Name \_\_\_\_\_

Date of Show: \_\_\_\_\_ Electric to be installed in Booth# \_\_\_\_\_

### DEADLINE FOR ADVANCE RATE: 10 DAYS PRIOR TO THE EVENT

All orders received less than ten (10) days prior to the start of show set-up will be fulfilled subject to the capability of the Center's services, at standard rates. If you have any questions about labor charges or power increments, please call before submitting your order. If you have any problems or issues with your power, please go to the main office as no refunds or credits will be given after the start of the show.

\*\*\* On site corrections will be charged at FULL STANDARD RATES \*\*\*.

Outlets available as listed below are stated according to wattage or amperage (120 watts equal one amp.); 1000 watts = 10 amps.  
PLEASE NOTE: If no power layout is included with the order, electric drops will be placed in the middle/back of the booth

\*\*wattage requirements are typically located on the power source or on a label on the bottom or back of the equipment\*\*

BOOTH OUTLETS	QUANTITY	ADVANCE	STANDARD	TOTAL	LABOR
1 -500 watts	_____	\$99.00	\$149.00	_____	None
501-1000 watts	_____	\$139.00	\$199.00	_____	None
1001-1500 watts	_____	\$159.00	\$219.00	_____	None
1501-2000 watts	_____	\$175.00	\$239.00	_____	None
20 amp dedicated	_____	\$275.00	\$319.00	_____	None
30 amp dedicated	_____	\$325.00	\$379.00	_____	None
Power Strip	_____	\$29.00	\$49.00	_____	None

BOOTH LIGHTING**	QUANTITY	ADVANCE	STANDARD	TOTAL	LABOR
2-150 w. Flood Lights	_____	\$69.00	\$100.00	_____	None
2-300 w. Flood Lights	_____	\$79.00	\$125.00	_____	None
4-150 w. W/ Track	_____	\$199.00	\$362.00	_____	None
4-300 w. W/ Track	_____	\$249.00	\$390.00	_____	None

\*\*Rate does not include electricity. Outlets must be ordered separately. Track lighting rate does include installation

208 VOLT - 1 PHASE	QUANTITY	ADVANCE	STANDARD	TOTAL	LABOR
½ HP. or 5 Amps.	_____	\$203.00	\$264.00	_____	1 Hour
1 HP. or 10 Amps.	_____	\$263.00	\$336.00	_____	1 Hour
2 HP. or 20 Amps.	_____	\$359.00	\$479.00	_____	1 Hour
30 Amps.	_____	\$418.00	\$570.00	_____	1 Hour
50 Amps.	_____	\$481.00	\$626.00	_____	1 Hour
60 Amps.	_____	\$533.00	\$723.00	_____	1 Hour
80 Amps.	_____	\$597.00	\$811.00	_____	1 Hour
100 Amps.	_____	\$698.00	\$1,020.00	_____	2 Hours
200 Amps.	_____	\$1,208.00	\$1,735.00	_____	2 Hours

208 VOLT - 3 PHASE	QUANTITY	ADVANCE	STANDARD	TOTAL	LABOR
½ HP. or 5 Amps.	_____	\$262.00	\$350.00	_____	1 Hour
1 HP. or 10 Amps.	_____	\$326.00	\$445.00	_____	1 Hour
2 HP. or 20 Amps.	_____	\$412.00	\$576.00	_____	1 Hour
30 Amps.	_____	\$477.00	\$676.00	_____	1 Hour
50 Amps.	_____	\$536.00	\$762.00	_____	1 Hour
60 Amps.	_____	\$587.00	\$839.00	_____	1 Hour
80 Amps.	_____	\$665.00	\$956.00	_____	1 Hour
100 Amps.	_____	\$766.00	\$1,184.00	_____	2 Hours
200 Amps.	_____	1,347.00	\$2,111.00	_____	2 Hours

LABOR	QUANTITY	ADVANCE	STANDARD	TOTAL
Per Hour	_____	\$81.00	\$153.00	_____

\*\*\*To determine how much labor time is required, please consult labor column on far right of each electrical option. \* SEE ITEM #11 ON REVERSE!

SERVICE ORDERED	QUANTITY	TOTAL
BOOTH OUTLETS	_____	_____
BOOTH LIGHTING	_____	_____
EXTENSION CORDS	_____	_____
208 VOLT 1 OR 3 PHASE	_____	_____
LABOR	_____	_____

Please call if your device will have to be kept on for 24hrs

The costs are based upon ALTERNATING CURRENT ONLY, 115 volts, 60 cycles.

One outlet (any size) consists of a single receptacle. Power (208 volt, 1 and 3 phase) available as listed below, is stated according to horsepower and amperage.

TOTAL ENCLOSED \$ \_\_\_\_\_

IMPORTANT: PLEASE SEE REVERSE FOR ORDER AUTHORIZATION.

ORDERS WITHOUT AN AUTHORIZING SIGNATURE WILL NOT BE PROCESSED.

THIS REQUIREMENT APPLIES TO PAYMENT BEING MADE BY CHECK AS WELL AS CREDIT CARD.

**PLEASE PRINT THE FOLLOWING:**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY, STATE, ZIP \_\_\_\_\_  
 REPRESENTATIVE \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

My signature indicates that I have reviewed and agreed to all conditions below as well as those indicated on the front of the form. Additionally, I acknowledge that I am aware that a **50% cancellation fee** will be applied to all cancelled orders.

Signature \_\_\_\_\_

**CREDIT CARD INFORMATION: (PLEASE PRINT)**

Circle One CC type

AMOUNT AUTHORIZED \$ \_\_\_\_\_ MASTERCARD VISA Discover AMERICAN EXPRESS

ACCOUNT # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

CARDHOLDER NAME \_\_\_\_\_

BILLING ADDRESS OF CARD \_\_\_\_\_

CITY & STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CARDHOLDER SIGNATURE \_\_\_\_\_

**\*\*OPTIONAL:** I AUTHORIZE ANY ADDITIONAL CHARGES FOR LABOR OR MATERIAL REQUIRED ON SITE BE CHARGED TO THE ACCOUNT PROVIDED ABOVE. (VALID ONLY IF AUTHORIZED BY SIGNATURE BELOW), A COPY OF WHICH WILL BE PROVIDED UPON REQUEST ONLY. WITHOUT THE SIGNATURE BELOW, NO ADD'L SERVICES WILL BE PROVIDED FOR & ARE LIKELY TO CAUSE A DELAY IN SETUP.

ADDITIONAL CHARGE AUTHORIZATION (SIGNATURE) \_\_\_\_\_

**Exhibitor Note:** All orders include N.J. State Sales Tax. ADVANCE ORDER RATES ONLY APPLY TO THOSE ORDERS RECEIVED BY THE EXPO CENTER BY THE DEADLINE INDICATED ON THE REVERSE. DATE OF POSTMARK IS NOT CONSIDERED AS DATE OF RECEIPT.

**IMPORTANT RULES AND REGULATIONS**

1. All material and equipment furnished by the Center shall remain the property of the Center, and shall be removed only by Center personnel at the close of the show.
2. Wires will NOT be ran under booth carpet/flooring. Please adjust your floor plan accordingly. You are able to bring 3-prong grounded extension cords to secure power where it is needed.
3. No column or permanent building utility outlets are considered part of booth space, regardless of location, and MAY NOT be used by exhibitors. Anyone found utilizing unauthorized power will be charged 1½ times the standard rate for same.
4. All equipment, regardless of source of power, must comply with all federal, state, and local statutes, laws, ordinances, safety codes, rules and regulations.
5. Use of open clips sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibit booths is prohibited. Accessories may be rented from the Convention Center at an added cost.
6. Prices are based upon current utility and wage rates and are subject to change without notice.
7. Under no circumstances shall anyone other than the Center's authorized employees make any electrical connection to building systems.
8. With regard to any special equipment requiring exhibitors' engineers or technicians for assembly, servicing, preparatory work or operation, a FOURTEEN DAY prior approval must be obtained from the Expo Center. All service connections and overload protection to said equipment must be made by Expo Center personnel.
9. All equipment must be properly tagged and wired with complete information regarding type of current, voltage, phase, cycle, horsepower, etc. Sufficient electric must be ordered to correspond with posted requirements, as per fire department regulations. Under no circumstances will any equipment be connected with a power supply lower than that which is posted on equipment.
10. Electrical power for lights and displays will be provided 1 hour before show opening and 30 minutes past show closing unless otherwise specified.
11. Power will be placed in the back center of the booth, with island booths power will be placed where where it is most accessible location. Electrical plots will not be honored.
12. The center does not make appointments or guarantee timing for electrical services.
13. All exhibitor cords must be of the three-wire grounded type: 14 gauge minimum size. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
14. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and do not include connection equipment, adapters, or any special wiring.
15. Overhead track lighting will be suspended on the front edge of the booth at a height of 10' off the floor. Focusing (adjusting) of the lights will be done at the time of installation for a general wash. Refocusing can be done at an added cost of \$ 35.00. Colored filters are available at an additional cost. No signs or banners may be suspended from the track.
16. Suspension of signs, banners or other items may only be done by Center personnel. To order this service, please refer to Banner Hanging Form.