



E-3

FORM DEADLINE: **Tuesday, May 26, 2015**

DATE _____

If you have an island booth and/or require electrical distribution, you must submit a booth floor plan with your Electrical Service Order Form to ensure that your outlets and lighting are properly placed. If you do not have a booth floor plan, please use the grid on this page and submit it with your electrical order. (See the Electrical Service Information Sheet for additional information).

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (e.g. 1 square = 10 feet) or indicate the dimensions of your booth.
- **Mark the adjacent booth numbers or aisle numbers.** This will help us orient your service correctly.
- Mark outlet locations, expressed in watts or amps and voltage in each location.
- Mark main power location.
- Detach this form and send it with your prepaid Electrical Service Order Form.
- The Payment & Credit Card Charge Authorization form (G-2) must be completed and returned with your order before labor will be performed.

A full page of blank graph paper. The grid consists of small, uniform squares formed by thin black lines. There are 20 columns and 20 rows of squares, creating a total area of 400 small squares. The margins are consistent on all sides.

Adjacent Booth or Aisle Number: