

PLUMBING ORDER FORM



The Power People

**EDLEN ELECTRICAL EXHIBITION SERVICES
INC OF ORLANDO**
Tampa@edlen.com

Advance Payment Deadline: 02/26/24



COMPANY:		BTH #	
EVENT:	TESOL 2024		
FACILITY:	TAMPA CONVENTION CENTER		
DATES:	03/21/24-03/23/24		

ONLINE ORDERING AVAILABLE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

LABOR REQUIREMENTS
There is a minimum charge of 1 hour for installation & 1/2 hour removal.

The cost of all air, fill & drain outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material charges apply. Complete a floor plan layout of your booth space indicating outlet locations.

ADDITIONAL AIR CONNECTIONS
If you have more than one machine, or multiple connections on a machine you must order another outlet.

OUTLET DISTRIBUTION
Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths.

SERVICE CONNECTIONS
All service connections are to be made by Edlen plumbers. Material charges may apply.

AIR LINE RESPONSIBILITIES
Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.

WATER PRESSURE
Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

WASTE WATER
If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot provide the drain. Please contact the facility to manage the disposal of your waste water.

ORDER CONFIRMATION
Orders faxed or mailed without payment and properly marked floor plan will not be guaranteed advance rates.

TERMS & CONDITIONS
I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of this contract.

UTILITY SERVICES	Advance	Regular	Onsite	Total
COMPRESSED AIR: 90-100 LBS. PSI				
_____ Air Outlet	394.00	544.00	619.00	_____
_____ CFM requirements (There is a 5 CFM min. charge per outlet)	7.00/ CFM	10.00/ CFM	12.00/ CFM	_____

If 12+ CFM are needed, call our office at (813) 517-1232 to order.
Remember to order CFM with air services. Connection size see # 8 on back of form.

FILL & DRAIN (Edlen is not responsible for sediment or the color or taste of the water.)
PLEASE CONTACT OUR OFFICE FOR PRICING ON CONTINUOUS WATER & DRAIN OUTLETS.

_____ 0 - 49 Gallons	133.00	151.00	162.00	_____
_____ 50 - 99 Gallons	166.00	203.00	219.00	_____
_____ 100 - 199 Gallons	199.00	251.00	335.00	_____
_____ 200 - 499 Gallons	231.00	301.00	365.00	_____
_____ Each additional 1,000 Gallons	132.00	149.00	160.00	_____

Connections more than 20 ft. require additional air & water lines. Please call for quote.

Please Specify:
Connection Size Requirement: _____ Total # of Connections: _____ PSI Required: _____
GPM Required: _____ Continuous: _____ Intermittent: _____

GAS & MISC. REQUIREMENTS (call for an estimate)

SUB TOTAL	
SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: (FLORIDA AND FEDERAL GOVERNMENT ACCEPTED)	
7.5% SALES TAX	
PLACE TOTAL HERE	

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

EMAIL: _____ PHONE: _____

The "Method of Payment" form must be completed and returned with this order form.

UTILITIES TERMS, CONDITIONS & REGULATIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than 21 days prior to the 1st contracted date for advance payment rates to apply. Regular rates apply after the advance deadline and onsite rates apply during exhibitor move in and duration of show. Rates are for the entire show. Orders faxed or mailed without payment and properly marked 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 totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or phone of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All booths will require minimum labor of 1 hour for installation and 1/2 hour for removal, and a scaled, properly marked floor plan.
4. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
5. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitor equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
6. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
7. Edlen plumbers make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
8. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements. Standard air lines terminate with a 1/2" female iron pipe valve.
9. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
10. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
11. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
12. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed..
13. Gas & Cylinders: When available 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
14. All equipment using water must have inlet and outlet properly tagged.
15. All equipment must comply with state and local codes.
16. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
17. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
18. Edlen must have 14 days notice in order to supply special regulators, strainers, traps, etc..
19. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
20. Credit will not be given for outlets installed or connections made and not used. Notification of cancellation of services MUST be postmarked in writing a MINIMUM of 14 days prior to the first scheduled show date to receive a full refund, less a \$75 administrative fee. If notification of cancellation is received less than 14 days prior to the first scheduled show date, no refund will be issued. Edlen will not refund overpayments, except sales tax, in amounts less than \$15.00, unless specifically requested in writing.
21. Payment in full for all plumbing services provided must be made prior to close of the event.
22. 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.
23. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
24. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM
For further information please call our office at (813) 517-1232, or email at Tampa@edlen.com

METHOD OF PAYMENT FORM



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EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card and Visa. Please indicate form of payment below.

CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event listed above on your remittance.

Checks can be mailed to:
 5858 Lakehurst Drive, Orlando, FL 32819

VISA **MASTER CARD** **AMEX**

CHECK AND CREDIT CARD INFORMATION

CHECK #											
CREDIT CARD NUMBER:										EXP DATE:	
CARD HOLDER SIGN:						PRINT NAME:					
EMAIL ADDRESS:										THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE											
ADDRESS:						CITY:			ST:		ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN	
	AUTHORIZED SIGNATURE
	PRINT NAME DATE

SERVICE TOTALS

PLUMBING	
SUB TOTAL	
7.5% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.	
TOTAL DUE	

