

# METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 02/06/26



The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES  
INC OF ORLANDO

5858 Lakehurst Drive, Orlando, FL 32819  
Phone: (407) 854-9991 Fax: (407) 854-9992  
swandolphin@edlen.com

|           |                                  |       |  |
|-----------|----------------------------------|-------|--|
| COMPANY:  |                                  | BTH # |  |
| EVENT:    | ASDIN Annual Scientific Meeting  |       |  |
| FACILITY: | WALT DISNEY WORLD SWAN & DOLPHIN |       |  |
| DATES:    | February 20-22                   |       |  |

## FINANCIALLY RESPONSIBLE COMPANY

|               |         |        |
|---------------|---------|--------|
| 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 accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

### ACH ELECTRONIC PAYMENT TRANSFER

Bank of America

Routing #: 063100277 Acct #: 898031757660  
Account Name: Edlen Electrical Exhibition Services Inc. of Orlando

The financial institution **MUST** be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

### BANK WIRE TRANSFER INFORMATION \*

Domestic & International Bank of America

Routing #: 026009593 Acct #: 898031757660  
Swift Code: BOFAU6S or BOFAUS3N  
Account Name: Edlen Electrical Exhibition Services Inc. of Orlando

\* **\$50 processing fee MUST be included with transfer.**

### MANUAL ORDER PROCESSING FEE \*

Orders submitted for manual processing **MUST include a \$25 processing fee.** Submit orders online instead @ [www.edlen.com](http://www.edlen.com)

### CREDIT CARD

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

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Reference the Event # listed above on your remittance.

☐ VISA ☐ MASTERCARD ☐ AMEX

\*A 3% credit card processing fee is applied to all Credit Card payments.

## CHECK AND CREDIT CARD INFORMATION

|                     |                                |
|---------------------|--------------------------------|
| COMPANY NAME:       |                                |
| CHECK #:            |                                |
| CREDIT CARD NUMBER: | EXP DATE:                      |
| CARD HOLDER SIGN:   | PRINT NAME:                    |
| EMAIL:              | THIRD PARTY PAYMENT? YES or NO |

## CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

|          |       |     |      |
|----------|-------|-----|------|
| ADDRESS: | CITY: | ST: | ZIP: |
|----------|-------|-----|------|

| SERVICE TOTALS  |         | AUTHORIZATION   |
|---|---------|---|
| * MANUAL ORDER PROCESSING FEE   | \$25.00 |   |
| * BANK WIRE TRANSFER PROCESSING FEE   |         |   |
| 2. ELECTRICAL ORDER   |         |   |
| 3. ESTIMATED LABOR  |         |   |
| 4. BOOTH CLEANING ORDER   |         |   |
| 5. PLUMBING ORDER   |         | AUTHORIZED SIGNATURE ABOVE  |
| SUB TOTAL   |         | PRINT NAME ABOVE TODAY'S DATE ABOVE   |
| 6.5% SALES TAX. Sales Tax is due unless exemption certificate accompanies this order. |         | By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy. |
| TOTAL DUE   |         |   |

# ELECTRICAL ORDER FORM

# EDLEN

The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES INC  
OF ORLANDO

5858 Lakehurst Drive, Orlando, FL 32819  
Phone: (407) 854-9991 Fax: (407) 854-9992  
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|                  |   |              |  |
|------------------|---|--------------|--|
| <b>COMPANY:</b>  |   | <b>BTH #</b> |  |
| <b>EVENT:</b>    | <b>ASDIN Annual Scientific Meeting</b>      |              |  |
| <b>FACILITY:</b> | <b>WALT DISNEY WORLD SWAN &amp; DOLPHIN</b> |              |  |
| <b>DATES:</b>    | <b>February 20-22</b>                       |              |  |

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT ORDERING.EDLEN.COM**

## ORDER INSTRUCTIONS

### 120 VOLT POWER DELIVERY

The cost of 120-Volt 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 and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete a floor plan layout of your booth space indicating outlet locations.

### CALCULATING LABOR

If labor applies to your order, the following is a guide to calculate the quantity:  
1-3 outlets = 1hr in/.5 hr out  
4-6 outlets = 2hrs in/1hr out  
7-9 outlets = 3hrs in/1.5hrs out  
10-12 outlets = 4hrs in/2hrs out  
13+ outlets = contact for pricing

### 208/480V POWER DELIVERY AND CONNECTIONS

All 208/480V Single & Three Phase must accompany a connection type—NEMA plug variable, large cam hookup, or hardwired. Edlen Electricians must make all high voltage connections and disconnects. Please complete a floor plan layout of your booth space indicating outlet locations.

There is a minimum of 1.5 hour for installation & 1 hour for removal.

### ISLAND BOOTHS

There is a minimum labor charge of 1 hour for installation & 1/2 hour for removal. A scaled booth plan must accompany orders showing locations of electrical outlets and lighting equipment.

### 24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

### DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet and please indicate on the floor plan.

### MATERIAL DELIVERY

Material requested on this order form will be dropped in booth by an electrician. If not there, please visit Edlen Service Desk.

### TERMS & CONDITIONS

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

## ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

|                                  | QTY<br>Show<br>Hours Only | QTY<br>24hrs/day<br>Double rate | ADVANCE<br>PAYMENT<br>PRICE | REGULAR<br>PAYMENT<br>PRICE | TOTAL<br>COST |
|----------------------------------|---------------------------|---------------------------------|-----------------------------|-----------------------------|---------------|
| <b>120 VOLT</b>                  |                           |                                 |                             |                             |               |
| 500 WATTS (5 AMPS)               |                           |                                 | 185.00                      | 233.00                      |               |
| 1000 WATTS (10 AMPS)             |                           |                                 | 313.00                      | 396.00                      |               |
| 1500 WATTS (15 AMPS)             |                           |                                 | 428.00                      | 542.00                      |               |
| 2000 WATTS (20 AMPS)             |                           |                                 | 496.00                      | 627.00                      |               |
| <i>For outdoor events 20 AMP</i> | <i>Minimum</i>            | <i>Required</i>                 |                             |                             |               |

### 208 VOLT SINGLE PHASE

|          |  |  |          |          |  |
|----------|--|--|----------|----------|--|
| 20 AMPS  |  |  | 743.00   | 1,100.00 |  |
| 30 AMPS  |  |  | 892.00   | 1,320.00 |  |
| 60 AMPS  |  |  | 1,125.00 | 1,663.00 |  |
| 100 AMPS |  |  | 1,500.00 | 2,220.00 |  |

### 208 VOLT THREE PHASE

|          |  |  |          |          |  |
|----------|--|--|----------|----------|--|
| 20 AMPS  |  |  | 939.00   | 1,305.00 |  |
| 30 AMPS  |  |  | 1,211.00 | 1,683.00 |  |
| 60 AMPS  |  |  | 1,606.00 | 2,232.00 |  |
| 100 AMPS |  |  | 2,081.00 | 2,893.00 |  |
| 200 AMPS |  |  | 3,356.00 | 4,664.00 |  |
| 400 AMPS |  |  | 4,354.00 | 6,515.00 |  |

**Please call for information on any services you require that are not listed here.**

### LIGHTING

|                      |  |  |        |        |  |
|----------------------|--|--|--------|--------|--|
| 150 WATT FLOOD LIGHT |  |  | 94.00  | 140.00 |  |
| 300 WATT FLOOD LIGHT |  |  | 116.00 | 175.00 |  |

## MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

|                    |  |  |       |  |
|--------------------|--|--|-------|--|
| 15' EXTENSION CORD |  |  | 27.00 |  |
| POWER STRIP        |  |  | 37.00 |  |

## ELECTRICAL LABOR

|   |  |  |        |  |
|---|--|--|--------|--|
| ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)  |  |  | 147.00 |  |
| OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays) |  |  | 221.00 |  |

## TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM

**TOTAL**

PRINT NAME:

EMAIL:

PHONE:

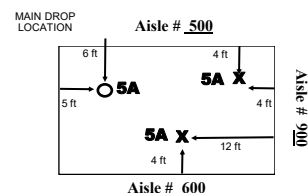
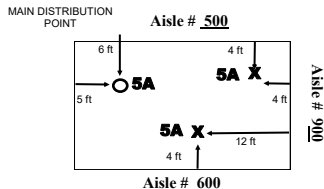
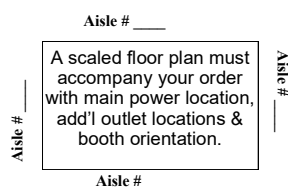
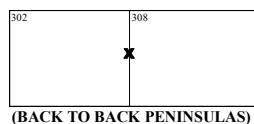
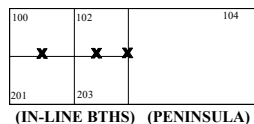
**The "Method of Payment Form" must be completed and returned with this order form.**

## TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required 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. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
4. Outlet rates listed include bringing the services to one location at the rear of in-line and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations **regardless of booth type** require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. 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.
7. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
8. 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 .5 hour.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and 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 Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. 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 ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. 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.
15. All Exhibitors' 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.
16. 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.
17. 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 Edlen within 21 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
19. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
20. 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.
21. 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.
22. 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 credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
23. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

### COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

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**DATES: February 20-22**

Adjacent Booth or Aisle #

**BOOTH CLEANING FORM****EDLEN**

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OF ORLANDO**5858 Lakehurst Drive, Orlando, FL 32819  
Phone: (407) 854-9991 Fax: (407) 854-9992  
swandolphin@edlen.com**Advance Payment Deadline Date: 02/06/26****COMPANY:****BTH #****EVENT: ASDIN Annual Scientific Meeting****FACILITY: WALT DISNEY WORLD SWAN & DOLPHIN****DATES: February 20-22****FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT ORDERING.EDLEN.COM****ORDER INSTRUCTIONS****SCHEDULING SERVICES**

Please note which days you will require cleaning services. If no information is provided, services will begin on first day of show opening and continue until the number of days ordered are utilized.

**VACUUM SCHEDULING**

Dates Requested

1st Day \_\_\_\_\_

2nd Day \_\_\_\_\_

3rd Day \_\_\_\_\_

4th Day \_\_\_\_\_

**MOPPING SCHEDULING**

Dates Requested

1st Day \_\_\_\_\_

2nd Day \_\_\_\_\_

3rd Day \_\_\_\_\_

4th Day \_\_\_\_\_

**PORTER SERVICE SCHEDULING**

Dates Requested

1st Day \_\_\_\_\_

2nd Day \_\_\_\_\_

3rd Day \_\_\_\_\_

4th Day \_\_\_\_\_

**PORTER SERVICE RATES**

Rates include emptying waste baskets and policing of your exhibit area at two hour intervals during show hours.

**VACUUMING (Charged per square foot with 100' minimum cost)**

| Total Sq. Ft. | (Please schedule what days you would like the service provided in the Vacuum scheduling block on the left) | # of Days | Advance Price | Regular Price | TOTAL COST |
|---------------|--|-----------|---------------|---------------|------------|
| _____         | Vacuum Booth - Before Show Open <b>ONLY</b>  | _____     | 1.67          | 2.33          | _____      |
| _____         | Vacuum Booth - Day(s) <b>AFTER</b> Show Open   | _____     | 1.36          | 1.91          | _____      |

**SHAMPOOING (Charged per square foot with 100' minimum cost)**

| Total Sq. Ft. | Date Service Requested         | Advance Price | Regular Price | TOTAL COST |
|---------------|--------------------------------|---------------|---------------|------------|
| _____         | Shampoo Carpet - One Time Only | 1.85          | 2.59          | _____      |

**MOPPING (Charged per square foot with 100' minimum cost)**

| Total Sq. Ft. | (Please schedule what days you would like the service provided in the Mopping scheduling block on the left) | # of Days | Advance Price | Regular Price | TOTAL COST |
|---------------|---|-----------|---------------|---------------|------------|
| _____         | Mop Booth - Per Day   | _____     | 2.53          | 3.54          | _____      |

**PORTER SERVICES (Charged per day)**

| # of Days | (Please schedule what days you would like the service provided in the Porter Service scheduling block on the left) | Advance Price | Regular Price | TOTAL COST |
|-----------|--|---------------|---------------|------------|
| _____     | 1 - 500 square feet  | 319.00        | 443.00        | _____      |
| _____     | 501 - 1,500 square feet  | 404.00        | 561.00        | _____      |
| _____     | 1,501 - 3,000 square feet  | 496.00        | 690.00        | _____      |
| _____     | 3,001 square feet and over   | 680.00        | 945.00        | _____      |

**SPECIAL CLEANING REQUIREMENTS**

Please indicate below any special cleaning requests or instructions that you may have.

**TOTAL****TRANSFER ESTIMATED TOTAL TO BOX #4 ON THE METHOD OF PAYMENT FORM****AUTHORIZATION**

PRINT NAME:

EMAIL:

PHONE:

## BOOTH CLEANING TERMS & CONDITIONS

1. Cleaning your exhibit area is not included in space rental.
2. Cleaning service can be ordered on site at the regular rate.
3. Our exclusive cleaning contract will not permit other service contractors to provide this service.
4. If you have any questions or need assistance with any orders items not listed, please call and ask for your Event Services Manager Representative.
5. Full payment is due in advance or at show site before any service is provided. Purchase orders are not considered payment.
6. It is your responsibility to advise our service center representative of any problem with any of your orders, and to check your invoice for accuracy prior to the close of the exhibition.
7. We require 100% prepayment of advanced orders, any orders or services placed at show site must be paid at show site.
8. Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a finance charge at the lesser on the maximum rate allowed by applicable law, or 1.5% per month, which is an annual percentage rate of 18%, and future orders will be on a pre-payment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received shall be either applied to reduce the principle unpaid balance or refunded to the payer.
9. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>