

# **ELECTRIC SERVICE & LABOR INSTALLATION ORDER FORM**

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

## IF PAYING BY CHECK RETURN THIS FORM TO:

PCCA/ASM Order Processing 1101 Arch Street Philadelphia, PA 19107 Inquiries only: 215-418-2190

Email: <u>exhibitorservices@paconvention.com</u>

**ICSC 2023** 

**ADVANCED DEADLINEDATE:** 

**AUGUST 15, 2023** 

ORDERS WAY BE PLACED	ONLINE AT: https://	<u>//finyurl.com/y5vv/s2h</u>

							-	11.CO111/ ¥344/ 3211				Box	ath No					
	-									Booth No.:								
										Event:								
Cily	lar Cambr	ad Nieuwa								State:Zip:								
EXNIDI	tor Conta	ct Name	∍:							Title: E-Mail:								
CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials.  In our efforts to follow PCI compliance security guidelines and in order to safeguard your credit card information, we can no longer accept credit card information ria this order form. To make payments via credit card, please contact our accounts receivable department at 215-418-2190 for assistance.																		
via this	order form.							se contact our accou	ınts re	eceivab								
STANDARD 110V/120V SERVICE  Please see Terms & Conditions for additional Info (1.B.a)										208V MOTORS/MACHINERY SERVICE  Labor and material charges will apply								
Δ						TANDARD				Δ.		ADVAN		STANDARD				
QTY	SE	RVICE		RA		_	RATE	TOTAL		QTY	SER	VICE	RAT	_	RATE	TOTAL		
	500 watts \$		\$140	.00 \$168.00		168.00				20 amp 1Ph	nase	\$410.	00	\$510.00				
	1000 watts			\$175		\$205.00					30 amp 1Ph		\$430.		\$575.00			
	2000 watts			\$225		\$270.00					60 amp 3Ph		\$800.		\$1,120.00			
	24 hr. – 50			\$187 \$232		\$252.00 \$325.00					100 amp 3F		\$1,280		\$1,500.00			
	24 hr. – 10										24HR 20am 24HR 30am		\$615. \$645.		\$765.00 \$862.50			
	24 hr. – 2000 watts \$29 OTHER			Call for Pricing						24HR 60am		\$1,200		\$1.760.00				
			REI				<del>.</del>				24HR 100a		\$1,920		\$2,250.00			
RENTAL LIGHTS Price includes power, labor to install/dismantle and a one-time focus on stage											OTHER							
QTY		RVICE		RATE I			ANDAR RATE	D TOTAL		accordance with s								
		3 - 90w Lam	_	\$167.00			\$263.00			•		n will apply.						
		3 - 90w Lam	_	\$232 \$20.		\$315.00 \$30.00				<ul> <li>Dismantle labor of floor power will be automo of the total installation hours.</li> </ul>					ornalically cric	irged di 50%		
	Each additional track lamp \$20.  LED Clamp Stem Light \$130		·		•						ervices, signs, truss, motors and lights will be							
		verhead Light		\$670						billed on actual labor hour			ırs incur	rs incurred.				
		Ĭ						ELECTRICAL LABO	OR RA	TES PI	ER HOUR							
STRAIGHT TIME: WEEKDAYS 8 AM – 4:30 PM  OVER TIME: WEEKDAYS 6 AM TO 8 AM AND AFTER 4:30 PM; ALL DAY SATURDAY  DOUBLE TIME: ALL DAY SUNDAY AND HOLIDAYS																		
Regular Rate \$1			\$137.	7.00 <b>Reg</b>		Regu	lar Rate	\$205.50		Regular R	Regular Rate		\$274.00					
Show	Show Site Rate		\$163.	163.00 <b>Sho</b>		Show	v Site Rate		\$244.50 <b>Show Site</b>		Rate		\$326.00					
	Unsupervised Installation					Supervised In			stallation by Exhibitor/Name:					Cell:				
	NO			YES				EAC or I&D Company:						Cell:				
PLEASE CHECK ALL WORK REQUIRED BELOW. Only PCC/ASM Global electricians under IBEW Jurisdiction perform the electrical installations listed below. Material charges will apply where applicable, i.e. extension cords/feed cables/cord caps, lift charges, etc.																		
	Distribution carpet/floori	ng from po	int of	int of origin			208v/480v Service Connection Electrical Equipment/Hardwire			Dedicated Daily Booth (submit schedule if ned					as/Monitors Sa	V, Security ors Satellite Dish mantle & Cabling		
		etwork Data Cabling Distribution Terminations  Da			Date	e: Time:		Date	:	1	ime:	Date	<b>)</b> :	Time:				
Date:		Time:	e:			PCC/ASM Truss/Motors/Lights					led Electrical Signs and/or Motors		Disconnect/Connect Vehicle Battery		Vehicle			
	Booth Lighting, Stem Lights & Electrical Signage			&	Exhibitor Rental			Install Date:			Disc	Disconnect Date:						
Install Date: Ins				Insta	Install Date:			Time:			Tim	Time:						
				Time:								onnect [	Date:					
Dismantle Date:			Dismantle Date:			Dismantle Date:												

#### 1. INSTRUCTION FOR COMPLETING ORDER FORM

- A. Order must be typed or clearly printed; illegible forms will delay processing.
- B. Services requested at location other than back of booth must include proper forms and diagrams.
  - a. Please note there are additional labor and material charges for locations other than the back of booth for inline & peninsula booths and labor and material charges will always be required for island booths.
- C. For services and equipment not listed on the service order form, call the PCCA/ASM Global Exhibitor Services Department for availability and quotes at (215) 418-2190 or e-mail exhibitorservices@paconvention.com

#### 2. PAYMENT TERMS & CONDITIONS

A. Full payment is due with service order. Credit Card Pre-authorization for on-site charges, labor and materials is required when placing an order.

Acceptable forms of payment are:

- Company check (drawn on a U.S. bank) payable to Pennsylvania Convention Center Authority, (PCCA)
- Accepted credit cards.

Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided. To pay by credit card, please contact our **Accounts Receivable Department** at **215-418-4793** for assistance.

- B. Advanced Rates will be applicable to service orders received with payment in full by the deadline date noted on the front of this form.
- C. Standard Rates will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.
- D. Third party billing is available upon request. Please contact the PCCA/ASM Global Finance Department at 215-418-4795 for approval.
- E. Outstanding balance for services will be automatically billed to the credit card on file.
- F. Credit will not be given for service installed and not used.
- **G.** Cancellation of services must be received by PCC/ASM Global Exhibitor Services Department 21 days prior to the event. Services cancelled without 21 days prior written notice are subject to a cancellation fee of 25%.
- H. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- I. Rates are based on current wages and are subject to change without notice.
- J. Claims regarding services provided by PCCA/ASM Global will not be considered unless filed by customer issued prior to the close of show.
- K. Refunds of overpayments and dispute resolutions will be issued by submitting requests to PCCA/ASM Global Finance Department within 30 days of the close of final invoicing.
- L. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/ASM Global shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania.
- M. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- N. For companies exempt from sales tax, PCCA/ASM Global requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

### 3. EXPLANATION OF SERVICE

- A. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in-line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- **B.** Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Exhibitor Services Desk.
- C. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening.
- D. 24-hour electrical service is available for refrigeration, electronics, and circulation pumps.

#### 4. RULES & REGULATIONS FOR SERVICES

- A. Services provided may not be shared by multiple exhibits.
- B. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or it's Sub-contractors.
- C. All rental equipment furnished by PCC not left in the booth at the close of the show will be charged an additional 75% of the original rental equipment charge.
- D. PCC and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- E. PCC or its sub-contractors are not responsible for interruption or fluctuation of services.
- F. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/ASM safety standards. All equipment is subject to inspection and approval by PCC prior to connection to service.
- G. Customer is responsible for any lost or damaged equipment supplied by the PCC.