



Viper Tradeshow Services  
2575 Northwest Parkway  
Elgin, IL 60124

**ELECTRICAL SERVICES ORDER FORM**

(847) 426-3100 Phone  
(847) 426-3111 Fax

Renaissance Schaumburg Convention Center

**4th Annual Midwest Furniture Show**

**August 9-13, 2010**

EVENT NAME

EVENT DATES HALL / BOOTH #

EXHIBITING COMPANY NAME

E-MAIL ADDRESS\*\*

ADDRESS

CITY, STATE ZIP

PHONE FAX

CONTACT PERSON (Please print)

**IMPORTANT NOTES:**  
Viper Tradeshow Services is the exclusive electrical provider at the Schaumburg Convention Center. No other electrical service provider will be allowed on the show floor at any time.  
  
Orders MUST be received with full payment 21 days prior to the first move in date to ensure availability and to receive the advance rate. **ADVANCE RATE DEADLINE: July 19, 2010**  
  
No credits will be issued on services installed as ordered even though not used, and no credits will be issued once the event has officially opened. All cancellations after the deadline are subject to a 25% fee.

**2010 LABOR RATES**  
Straight Time: \$75.00/hr.  
Over Time: \$114.00/hr.  
Double Time: \$150.00/hr.  
\*rates are subject to change\*

**RATE SCHEDULE**  
Mon-Fri, 8:00am-4:30pm ST  
Mon-Fri, 4:30pm-Midnight OT  
Saturday 8:00am-4:30pm OT  
Saturday 4:30pm-Midnight DT  
Sundays & Holidays (All Day) DT  
All Hrs between Mid & 8am DT  
\*Scheduled install/dismantle times are subject to change

**Install Date & Time:**

**Dismantle Date & Time:**

**TYPE OF LABOR**  
 Under Carpet  
 Equipment Hookup  
 Lighting Fixtures  
 Overhead Distribution  
 Other \_\_\_\_\_

**120 Volts - 60 HZ - AC** \* Pricing includes installation labor and is for duration of show hours only

CODE	ELECTRICAL USAGE	QTY	QTY (24-Hr)	ADVANCE RATE (Double for 24-Hr Power)	STANDARD RATE (Double for 24-Hr Power)	SUB-TOTAL
E0005	5 Amps/ 500 Watts or <			\$139	\$184	
E0010	10 Amps/1000 Watts or <			\$174	\$229	
E0020	20 Amps/2000 Watts or <			\$205	\$355	

**208 Volts 1 Phase - 60 HZ - AC** \* Pricing Does NOT include required labor

CODE	ELECTRICAL USAGE	QTY	QTY (24-Hr)	ADVANCE RATE (Double for 24-Hr Power)	STANDARD RATE (Double for 24-Hr Power)	SUB-TOTAL
E2083	30 Amps			\$325	\$515	
E2086	60 Amps			\$400	\$600	

**208 Volts 3 Phase - 60 HZ - AC** \* Pricing Does NOT include required labor

CODE	ELECTRICAL USAGE	QTY	QTY (24-Hr)	ADVANCE RATE (Double for 24-Hr Power)	STANDARD RATE (Double for 24-Hr Power)	SUB-TOTAL
E2083-20	20 Amps			\$415	\$620	
E2083-30	30 Amps			\$435	\$640	
E2083-60	60 Amps			\$475	\$725	
E2083-100	100 Amps			\$845	\$1,250	
E2083-200	200 Amps			Call for quote	Call for quote	
E2083-300	400 Amps or <			Call for quote	Call for quote	

**480 Volts 3 Phase - 60 HZ - AC** \* Pricing Does NOT include required labor and use of scissor lift

CODE	ELECTRICAL USAGE	QTY	QTY (24-Hr)	ADVANCE RATE (Double for 24-Hr Power)	STANDARD RATE (Double for 24-Hr Power)	SUB-TOTAL
E4803-30	30 Amps			\$525	\$750	
E4803-60	60 Amps			\$745	\$1,130	
E4803-100	100 Amps			Call for quote	Call for quote	

**Accessories & Labor**

CODE	ACCESSORY	QTY	ADVANCE RATE	STANDARD RATE	SUB-TOTAL
E-25	25' Extension		\$20	\$30	
E-Quad	Power Strip		\$40	\$45	
Scissor	Scissor Lift (per hour)*		\$100	\$150	
Condor	Aerial Lift (per hour)*		\$150	\$175	
EI-Labor	Installation Labor		See rate schedule	See rate schedule	
ED-Labor	Dismantle Labor		See rate schedule	See rate schedule	

**PAYMENT AUTHORIZATION** \* plus operator (see labor rate) **TOTAL:**

Check Check Number: \_\_\_\_\_  
 Credit Card  Mastercard  Visa  American Express

Account Number: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

CARDHOLDER'S NAME (AS IT APPEARS ON CARD) & SIGNATURE

CARDHOLDER'S BILLING ADDRESS (If different than above) CITY, STATE, ZIP

EMAIL ADDRESS (Please print!) \*\*Paid invoices are emailed within 3-5 days of show closing



## Electrical Billing Guidelines

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1. Electricity will be live within 30 minutes of the show opening and turned off within 30 minutes of the show close each day. If power is needed earlier or later each day, advanced arrangements must be made prior to the show opening.
2. Twenty-four (24) hour service to any outlet will be double the listed price and can only be guaranteed before show opening with advance arrangements for date needed.
3. The services include one outlet. Any exhibitor requiring more than one outlet will need to order multi strips or provide their own.
4. All electrical outlets will be installed on the floor at the back wall of in line booths and peninsula spaces. It is the exhibitor's responsibility to provide access for electrical outlets and electrical panels which may need to be serviced during the operation of the show. Outlets which are overloaded by the exhibitor will be reset one time as a courtesy. Prior to the resetting of the electrical circuit, the exhibitor will have this opportunity to purchase additional power or agree to operate within the limits of their original power order. If the circuit needs to be reset a second time, a 1 hour labor charge will be incurred at the appropriate rate (as listed on page 1) and the exhibitor will be required to purchase the appropriate power at the standard rate.
5. It is the exhibiting companies responsibility to order the appropriate amount of power, or to take the electricians advice while on show site. Viper Tradeshow Services is not responsible for any electrical damage caused to machinery or equipment.
6. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered. Column ad or wall outlets are not part of the exhibitor booth space and these outlets will be charged for accordingly.
7. Any exhibitor using power not contracted for will be charged a show rate for the service they are not authorized to use. This includes using any wall outlets.
8. All Service of 208 / 480 volts requires electrical labor for installation, hook-up, and disconnect. Hourly charge will cover all work performed.
9. All exhibitor ordered Standby Labor will be invoiced at the prevailing hourly rate.
10. Labor will be charged for the following categories:
  - a. All distribution of electrical wiring under carpet or flooring.
  - b. All distribution of overhead electrical wiring.
  - c. All motor and equipment hookups.
  - d. Installation or repair of electrical fixtures.
  - e. Installation of electrical motors and apparatus to be energized.
  - f. Motorized hoists, truss and lighting installation.
  - g. Installation and removal of all overhead electrical signs, trusses, motors or apparatus.
11. All extension cords that run under carpet or flooring must be supplied and installed by Viper Tradeshow Services.
12. All wiring utilized for booth work must have a 3 wire grounded cord with a minimum of #14 Gauge wire. If these requirements are not met Viper reserves the right to disconnect the cord and rent the exhibitor the proper equipment as listed on page one.
13. The use of Clip on sign sockets, latex or lamp cord wire in displays or the use of 2 wire fixtures is prohibited.
14. Permit fees may apply.

### **For Show Management Purposes:**

As part of any electrical service ordered, Viper Tradeshow Services will supply an onsite electrician for the first two hours of the first day your event is open. After that it is up to your discretion whether or not to employ an onsite electrician at your expense (cost outlined on page 1). The Stand-by Electrician is there for the safety and convenience of your, your exhibitors and the attendees. If you elect to waive this service and an issue does arise that dictates that an electrician is needed, the electrician will be summoned to the center, with the cost for that labor being charged to the show management invoice at the published labor rate. A 4 hour minimum will be applied to this labor call. If you have any questions regarding the Stand-by electrician and the waiver, please contact Viper Tradeshow Services.

Neither Viper Tradeshow Services nor the Renaissance Schaumburg Convention Center are responsible for voltage fluctuations or power failure due to temporary conditions or loose connections. For your protection you should install surge protection or over/under voltage protection on your equipment.

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