ORDER INSTRUCTIONS

Advance Payment Deadline Date: 21 Days Prior to Move-In

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	**Washington State Convention Center**		
DATES:		EVENT #	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.WSCC.COM

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment
This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

A. Electrical/Lighting Order

B. Plumbing Order

Step 3 Review Electrical Labor Instructions
This form will help you determine if you require electrical labor in your booth.

A. What electrical work in your booth space needs to be performed by WSCC Electricians.

B. How power is delivered to your booth in the facility (from the floor or ceiling).

C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor Forms as Required
Forms include the following:

A. **Electrical Distribution**
This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. **Plumbing Distribution**
This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)
All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

POWER DELIVERY

Power is typically delivered from the ceiling in exhibit halls in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1.5' of floor space. Please call if you have any concerns.

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 21 Days Prior to Move-In

Exhibitor Services
Washington State Convention Center

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	**Washington State Convention Center**		
DATES:		EVENT #	

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, WSCC also accepts American Express, Mastercard, Visa, Discover, ACH, and Wire Transfers. 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. All orders placed by the same account will appear on the same unified invoice and have their credits (if any) issued in bulk unless a $25 administrative fee per order is paid prior to the close of show.

☐ **VISA** ☐ **MASTERCARD** ☐ **AMEX** ☐ **DISCOVER**

☐ **COMPANY CHECK**
Please make check payable to: WSCC. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file.

☐ **BANK WIRE TRANSFER INFORMATION ***

Beneficiary Acct: WSCC PFD Operating Account
Acct# 1-535-9527-6111— US DOLLARS
Bank: US BANK—1420 5th Ave, Seattle, WA 98101
SWIFT CODE USBKUS44IMT
Routing/ABA# 125000105
Account Type Checking

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

*****Please reference the Event Name and/or # and your Booth # on all checks and/or electronic 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

1. BANK TRANSFER CHARGES	
2. MANUAL PROCESSING FEE	$25.00
3. ELECTRICAL/LIGHTING	
4. ESTIMATED LABOR	
5. PLUMBING	
SUB TOTAL	
10.1% Sales Tax is due unless authorized exemption accompanies order	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE

PRINT NAME ABOVE TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.

V 12.19.18

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 21 Days Prior to Move-In

Exhibitor Services
Washington State Convention Center

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	**Washington State Convention Center**		
DATES:		EVENT #	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.WSCC.COM

ORDER INSTRUCTIONS

INLINE AND PENINSULA DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).

ISLAND BOOTH DELIVERY - ONE LOCATION

Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

ISLAND BOOTH DELIVERY - MULTIPLE LOCATIONS

Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, WSCC will deliver to the most convenient location. An additional charge to power up the booth may be assessed.

208/480V POWER DELIVERY AND CONNECTIONS

WSCC electricians must make all high voltage connections and disconnections on a time and material basis. Please complete the Electrical Booth Work Form to schedule your estimated connection time and return it with this order form.

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 1.5 times the outlet rate.

CANCELLATIONS

Credits will not be issued for services delivered and not used. See terms and conditions for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted WSCC'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 Show Hours Only	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	ONSITE PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)	_____	126.00	189.00	227.00	_____
1000 WATTS (10 AMPS)	_____	158.00	237.00	284.00	_____
1500 WATTS (15 AMPS)	_____	184.00	276.00	331.00	_____
2000 WATTS (20 AMPS)	_____	215.00	323.00	387.00	_____
208 VOLT SINGLE PHASE					
20 AMPS	_____	289.00	434.00	520.00	_____
30 AMPS	_____	352.00	528.00	634.00	_____
60 AMPS	_____	588.00	882.00	1058.00	_____
208 VOLT THREE PHASE					
20 AMPS	_____	457.00	686.00	823.00	_____
30 AMPS (Chain Motor Power)	_____	551.00	827.00	992.00	_____
60 AMPS (1-ton motor power)	_____	851.00	1277.00	1532.00	_____
100 AMPS	_____	1239.00	1859.00	2230.00	_____
200 AMPS	_____	2468.00	3702.00	4442.00	_____

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

LIGHTS (Package pricing includes power to run lights and labor to install and remove)

ARM LIGHT	_____	126.00	189.00	227.00	_____
PAR CAN (1000w quartz light)	_____	772.00	1158.00	1389.00	_____
LEKO LIGHT	_____	830.00	1244.00	1493.00	_____
COLORED GEL (per light)	_____	15.00	15.00	15.00	_____
BARN DOORS (per light)	_____	20.00	20.00	20.00	_____

120V RENTAL MATERIAL (Exhibitor must pick up items at WSCC Service Desk on show site)

15' EXTENSION CORD	_____	27.00	27.00	27.00	_____
POWER STRIP	_____	27.00	27.00	27.00	_____

PLACE TOTAL HERE AND TRANSFER TO BOX 3 ON MOP FORM _____

PRINT NAME:

EMAIL: PHONE:

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

V 1.18.19

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 21 Days Prior to Move-In

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	**Washington State Convention Center**		
DATES:		EVENT #	

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below
The work outlined under Electrical Jurisdiction below must be performed by WSCC Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Form
There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. **Electrical Distribution**
This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3 Return the following forms to WSCC Priority Exhibitor Services
Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING WSCC ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under flooring or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus

POWER DELIVERY

Power is typically delivered from the ceiling in exhibit halls in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1.5' floor space. Please call if you have any concerns.

LABOR RULES

STRAIGHT TIME
Monday-Friday 8am-4:30pm, excluding holidays

OVERTIME/DOUBLE TIME
Monday-Friday 4:30pm-9pm, and 6am-8am, and Saturday-Sunday from 6am-9pm is Overtime (time and a half). Double Time is charged from 9pm-6am

LIFT CHARGES
Lift charges will apply to for all overhead work such as: light installation overhead, power distribution overhead, hanging signs, etc. Lift cost does not include operator.

ADDITIONAL INFORMATION
Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come, first-served basis. A representative must come to the WSCC Exhibitor Services Desk prior to each individual labor call to confirm the booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per electrician for installation. Dismantle time will be calculated at 1/2 of the total installation time. Labor requests and service requests requiring labor made after onsite pricing begins are subject to a 20% labor surcharge.

ELECTRICAL DISTRIBUTION

Advance Payment Deadline Date: 21 Days Prior to Move-In

Exhibitor Services
Washington State Convention Center

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	**Washington State Convention Center**		
DATES:		EVENT #	

ELECTRICAL DISTRIBUTION UNDER FLOORING

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows WSCC the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. WSCC will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:

A. The electrical layout must indicate each power outlet and its location with exact measurements.

B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.

C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.

D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

2. What date will you begin building your booth?

A. Date:_____ Time: _____

3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

A. Describe flooring:_____

B. Estimated date and time flooring installation will begin. Date:_____ Time:_____

4. Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____

5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge. Labor requests and service requests requiring labor made after onsite pricing begins are subject to a 20% labor surcharge.

6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 person crew.

LABOR RATES AND HOURS

Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except holidays.
Overtime	Monday - Friday 4:30 PM - 9 PM and 6 AM—8 AM, all day Saturday and Sunday
Double Time	Every day, 9:00 PM—6:00 AM, and all holidays

DISTRIBUTION LABOR ESTIMATE

LABOR HRS		RATE	TOTAL
	ST	$122.00	
	OT	$182.00	
	DT	$243.00	

LIFT RENTAL

HOURS	RATE	TOTAL
	$150.00	

TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM

ESTIMATED TOTAL _____

AUTHORIZATION

PRINT NAME:	DATE:

V 12.9.19

ELECTRICAL BOOTH WORK

Advance Payment Deadline Date: 21 Days Prior to Move-In

Exhibitor Services
Washington State Convention Center

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	**Washington State Convention Center**		
DATES:		EVENT #	

BOOTH LABOR REQUIREMENTS

The date and times completed below assist WSCC in scheduling electrical manpower. These times and number of electricians are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to WSCC's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1 hour labor charge per electrician applies. Labor requests and service requests requiring labor made after onsite pricing begins are subject to a 20% labor surcharge.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Connection of High Voltage Services (208V - 480V)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Installation of Booth Lighting

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

OVERHEAD LIGHTING / LIGHTING REQUIREMENTS

Lift and labor charges may be assessed for overhead power and lighting.

LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 person crew.

LABOR RATES AND HOURS

Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except holidays.
Overtime	Monday - Friday 4:30 PM - 9 PM and 6 AM—8 AM, all day Saturday and Sunday
Double Time	Every day, 9:00 PM—6:00 AM, and all holidays

DISTRIBUTION LABOR ESTIMATE

LABOR HRS		RATE	TOTAL
	ST	$122.00	
	OT	$182.00	
	DT	$243.00	

LIFT RENTAL

HOURS	RATE	TOTAL
	$150.00	

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

ESTIMATED TOTAL _____

AUTHORIZATION

PRINT NAME:	DATE:

V 12.9.19

ELECTRICAL LAYOUT FORM

Advance Payment Deadline Date: 21 Days Prior to Move-In

Exhibitor Services
Washington State Convention Center

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	**Washington State Convention Center**		
DATES:		EVENT #	

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

POWER ORIGINATES FROM THE CEILING IN THIS VENUE

Power is dropped from the ceiling to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 12 for examples):

INDICATE BOOTH TYPE	
Island	_____
Inline	_____
Peninsula	_____

INDICATE SCALE & TOTAL SQ FT
Example: 1 Square = 1 Foot
_____ Square = _____ Ft
Total Square Footage = _____

OUTLET LEGEND	
X = Main Distribution Point	▲ = 5amp/500 watt
◆ = 10amp/1000 watt	★ = 15amp/1500 watt
● = 20amp/2000 watt	

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

V 12.19.18

PLUMBING ORDER FORM

Advance Payment Deadline Date: 21 Days Prior to Move-In

Exhibitor Services
Washington State Convention Center

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	**Washington State Convention Center**		
DATES:		EVENT #	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.WSCC.COM

IMPORTANT NOTES

ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

AIR LINE RESPONSIBILITIES

WSCC is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by WSCC unless they are a fixed part of your machine.

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. WSCC is not responsible for sediment, color or taste of water.

WASTE WATER

If waste water from your drain contains hazardous materials, chemicals or metals, WSCC cannot drain it.

LABOR NOTES

OUTLET DELIVERY

There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

OUTLET DISTRIBUTION

Once outlets have been delivered, the ramping and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.

OUTLET CONNECTIONS

Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without WSCC plumbers.

TERMS & CONDITIONS

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

V 12.9.19

UTILITY SERVICES

		Advance	Regular	Onsite	Total
COMPRESSED AIR: 90-100 LBS. Psi					
_____	Air Outlet + 5 CFM (call for a quote for 24-hour Air)	491.25	709.25	709.25	_____
	Additional Connections within 20' of Outlet + 5 CFM	206.25	281.25	281.25	
CFM REQUIREMENTS—CFM must be ordered with air services — see Plumbing Terms & Conditions pg 12					
	CFM (Each additional CFM over 5 per outlet/connection) Multiply total CFM required by listed rate for the total CFM charge:	11.25	11.25	11.25	_____
WATER LINES (WSCC is not responsible for sediment or the color or taste of the water.)					
_____	Water Outlet	375.00	563.00	563.00	_____
_____	Additional Connections within 20' of Outlet	200.00	300.00	300.00	_____
	# of connections required: _____ Size of connection: _____				
	PSI required: _____ GPM Required: _____				
DRAIN LINES					
_____	Drain Outlet	375.00	563.00	563.00	_____
_____	Additional Connections within 20' of Outlet	200.00	300.00	300.00	_____
	Number of connections required: _____ Size of connection required: _____				
FILL & DRAIN (WSCC is not responsible for sediment or the color of water)					
_____	1 – 50 Gallons	180.00	270.00	270.00	_____
_____	51 – 200 Gallons	450.00	675.00	675.00	_____
_____	201 – 500 Gallons	510.00	765.00	765.00	_____
	Each additional 100 Gallons up to 1,000 Gallons	37.50	56.25	56.25	_____

LABOR/LIFT (Labor is required for delivery and removal of air, water & drain outlets)

Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead, and for Fill & Drain Services. Complete the Plumbing Distribution form and include it with your order.

GAS & MISC. REQUIREMENTS (Call for a Quote)

$

PLACE TOTAL HERE AND TRANSFER TO BOX 5 ON MOP FORM	
PRINT NAME:	
EMAIL:	PHONE:

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

PLUMBING DISTRIBUTION

Advance Payment Deadline Date: 21 Days Prior to Move-In

Exhibitor Services
Washington State Convention Center

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	**Washington State Convention Center**		
DATES:		EVENT #	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.WSCC.COM

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of WSCC Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Drain lines
- Distribution of Air, Water & Drain lines under carpet
- Installation of lines delivered from overhead
- Performing Fill & Drain Services

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater. Labor requests and service requests requiring labor made after onsite pricing begins are subject to a 20% labor surcharge.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: _____ Estimated time: _____

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: _____

E. What time do you estimate needing the physical connection to your equipment? Date: _____ Time: _____

F. Show site supervisor: _____ Company: _____
Cell #: _____ Email: _____

G. This information allows WSCC the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. WSCC will make every attempt to complete the work prior to your arrival.

LABOR ESTIMATE

LABOR HRS		RATE	TOTAL
	ST	$122.00	
	OT	$182.00	
	DT	$243.00	
	ESTIMATED TOTAL		

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

WORK RATE SCHEDULE

ST	Monday - Friday, 8:00 AM - 4:30 PM, except holidays.
OT	Monday - Friday 4:30 PM - 9 PM and 6 AM—8 AM, all day Saturday and Sunday
DT	Every day, 9:00 PM—6:00 AM, and all holidays

AUTHORIZATION

PRINT NAME:

DATE:

V 12.9.19

PLUMBING LAYOUT

Advance Payment Deadline Date: 21 Days Prior to Move-In

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	**Washington State Convention Center**		
DATES:		EVENT #	

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

PLUMBING SERVICES ORIGINATE FROM THE CEILING IN THIS VENUE

Air and water services are delivered from the ceiling to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if these services are needed at any other location than the rear of the booth. Drains are in limited floor ports—contact Exhibitor Services to find out if drains are available in your location We cannot cross aisles with drains. (See T&C page 12 for examples):

INDICATE BOOTH TYPE	
Island	_____
Inline	_____
Peninsula	_____

INDICATE SCALE & TOTAL SQ FT

Example: 1 Square = 1 Foot

_____ Square = _____ Ft

Total Square Footage = _____

OUTLET LEGEND

X	= Main Distribution Point		
W	= Water	**A**	= Air
D	= Drain	**AC**	= Addt'l connection

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

V 12.9.19

Exhibitor Services
Washington State Convention Center

WSCC Electrical Distribution Service Delivery Terms and 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 of a minimum of 21 days prior to move-in for advance payment rates to apply. A few select events require a longer lead time for best pricing, please consult your exhibitor information or contact exhibitor services. Orders faxed or mailed 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. Orders received onsite will be charged the onsite rate. A purchase order or photocopied checks are not considered valid forms of payment for securing advanced rate.

2. In the event order totals are calculated incorrectly, WSCC 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.

3. Outlet rates listed include bringing the services to one location at the rear of in-line and peninsula booths.

4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other locations within the booth space. Distribution to multiple outlet locations regardless of booth type requires labor and is performed on a time and material basis; these secondary charges will be billed once work is completed. Exhibitors are invited to contact the local WSCC office to discuss any additional costs that may be incurred.

5. A separate outlet must be ordered for each location where an electrical service is required. The minimum amount of power that can be ordered for any one location is 5 amps or 500 watts. Power must be ordered according to peak amperage ratings.

6. Island Booths - If a floor plan showing main power location is not submitted to WSCC prior to our first move-in date, WSCC will deliver the power to the most convenient location. Island Booth installations are done on a time and material basis. For Island Booths that require distribution to more than one location, there is a minimum labor charge of one hour for installation and a half hour, or half the time to install, for removal plus material. There is a one hour minimum installation charge for Island Booths that only require delivery to one location.

7. Labor rates are based on current IBEW 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 1/2 hour or 1/2 the total time of installation, plus material. Labor requests and service requests requiring labor made after onsite pricing begins are subject to a 20% labor surcharge.

8. In the event overhead services cannot be reached via catwalks in the convention hall lift, operator, and electrical labor charges will apply. Please contact our local office to discuss any additional charges.

9. Only WSCC employees/contractors are authorized to install or run any power, air, or water services under floor coverings, and are assumed to have permission from the exhibitor should a cut need to be made to safely install utility services.

10. WSCC designated electrical contractor (EDLEN) is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the venue including the exhibitor's booth space. This material is provided on a rental basis ONLY and remains the property of WSCC. It shall be removed only by WSCC employees/contractors. Materials removed by the exhibitors will be charged to the card on file.

11. Any extension cords or power strips ordered on the front of this form should be picked up at the WSCC service desk. Credit will not be not issued for unused items or services.

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 WSCC.

13. All equipment regardless of source of power, must comply with federal, state and local codes. WSCC reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. WSCC 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. Car batteries and other fuel cell type batteries are not permitted to be connected on the show floor.

17. Power may be disconnected from any booth that has not paid for the service. Disconnected services may be restored by paying at the onsite service desk.

18. No exhibitor is permitted to split up or distribute power from a high voltage service.

19. The WSCC has designated Edlen Electrical of Washington as the exclusive provider and installer of electrical services. Edlen is a licensed and bonded electrical contractor in the State of Washington. The WSCC acts as a fiscal agent for Edlen in providing electrical services to event clients and their attendees at WSCC.

20. 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

Exhibitor Services
Washington State Convention Center

WSCC Plumbing Service Delivery Terms and Conditions

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event move-in for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event move-in will be charged the regular rate. Orders received during or after move-in will be charged the onsite rate. A few select events require a longer lead time for best pricing, please consult your exhibitor information or contact exhibitor services.

2. In the event that totals are calculated incorrectly, WSCC reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.

3. All services will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. WSCC will make every attempt to deliver these services to a location convenient to the exhibitor if a floor plan is not received with order.

4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution. Labor requests and service requests requiring labor made after onsite pricing begins are subject to a 20% labor surcharge.

5. Additional footage charges apply when the exhibitor requires services to be dropped from overhead when services originate on the floor or columns.

6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors' equipment. CFM is a labor charge for sizing and installation of the service infrastructure.

7. In some instances a pump is required to drain services out of an exhibitor's booth. W hen this occurs, time & material charges apply. Exhibitors are encouraged to contact WSCC to discuss any potential additional costs.

8. WSCC's plumbers or the exclusive plumbing contractor (EDLEN) is to make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without WSCC plumbers.

9. Service outlet size is determined by the volume required. Airline size is dictated by the CFM requirements. Standard air lines terminate with a 1/4" snap-in quick release.

10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.

11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.

12. Unless otherwise directed, WSCC personnel are authorized to cut floor coverings to permit installing service(s) ordered.

13. 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.

14. For safety reasons, WSCC does not allow plumbing drain pipes to be run across any publically accessed aisle space.

15. Natural Gas "when available" is not regulated by WSCC and is at the facility pressure (4oz.). Call for price quote when available.

16. Compressed gas is regulated by local fire code and must be approved.

17. All equipment using water must have inlet and outlet properly tagged.

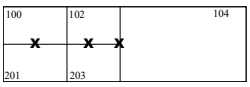
18. All equipment must comply with state and local codes.

19. WSCC 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. WSCC must have 30 days' notice in order to supply special regulators, strainers, etc.

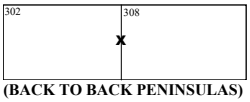
20. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions. Credit will not be given for outlets installed or connections made and not used.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

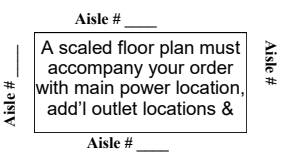
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall



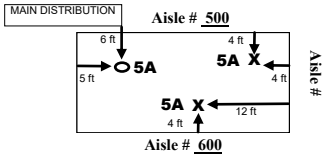
(IN-LINE BTHS) (PENINSULA)



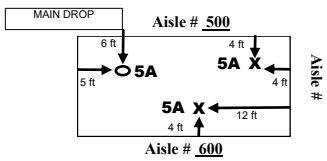
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.WSCC.COM OR CALL THE NUMBER ON THE FRONT OF THIS FORM

V 12.9.19

Exhibitor Services
Washington State Convention Center

WSCC Financial Terms and Conditions and Limits of Liability

1. The Licensor (WSCC) acts as a Fiscal Agent for its Exclusive and Preferred Contractors. By signing the order form and/or the Method of Payment form, the Licensee (individual Exhibiting Company) grants the Licensor the ability to act as the fiscal agent and binds the Licensee to pay for the services as if the Licensee had entered into separate contract with the individual service providers. The Licensor as fiscal agent will invoice and collect for services ordered via the online ordering system or manual transmission of the order to the Licensors Exhibitor Services Department. The Licensor will provide the Licensee with a consolidated statement of services at the time the order is processed.

2. Licensor (WSCC) reserves the exclusive right to furnish, install, or provide data and telecommunications services, electrical, compressed air, water, and drain. Such services will be provided to the requestor on the receipt of a written order and will be charged based on current rates.

3. Licensor (WSCC) has established exclusive contracts for Food & Beverages Services, Electrical, Air, Water , Drain, telecommunication and Internet services. Licensor (WSCC) has established a non-exclusive, preferred contract for Audio Visual Services. If the licensee chooses to contract for services with the preferred contractor, those services are incorporated into this agreement.

4. Licensor will provide consolidated invoice for all services post event, normally 3-5 business days.

5. Online ordering for all services is the preferred and recommended method for ordering services. A $25.00 order processing charge will be added to orders received via alternate methods, including, but not limited to: fax, email, USPS, courier, common carrier, etc.

6. The Licensor requires that all services are prepaid prior to delivery of services. Orders received without payment will not be processed. Services may be interrupted if payment is not received.

7. A valid and authorized credit card must be on file for any billable additions or modifications to the respective orders, regardless of payment method.

8. Online orders are generally due 21 days prior to the show move-in date, but may be longer based on show size and complexity. Please refer to your exhibitor package for advanced order deadline dates.

9. WSCC accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: WSCC.

10. There will be a $25 service charge for all returned checks or for declined credit cards. Any orders processed manually (fax, email, or hard copy) rather than online will be charged a $25.00 processing fee.

11. All orders placed by the same account will appear on the same unified invoice and have their credits (if any) issued in bulk unless a $25 administrative fee per order is paid prior to the close of show.

12. All services are subject to sales tax (currently 10.1%). Resale certificates are not acceptable for tax exemption.

13. Due to the cost of processing checks, any refunds due in the amount of $50.00 or less will not be refunded except upon written request, prior to the close of the show OR in person at the Exhibitor Service Desk.

14. Any unpaid balance after close of show will incur a 1.5% / month service charge.

15. **Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately.**

16. No credits will be given for service interruptions based on non-payment. Credit will not be given for services installed and not used. Services may be interrupted if payment for services is not received.

17. All orders are subject to a 25% cancellation fee if cancelled in writing & received by WSCC Exhibitor Services Manager within 21 calendar days prior to show opening.

18. Exhibitor/Licensee holds WSCC and its exclusive electrical contractor (EDLEN) harmless for any and all losses of power beyond WSCC'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.

19. 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 WSCC its attorney fees or applicable agency fees.

20. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event. Any disputed charges for services will not be considered without a record of the complaint being received in writing to exhibitor.services@wscc.com prior to the scheduled end of the event.

21. 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 declined credit cards.

22. By signing the order form and/or the Method of Payment form, exhibitor/licensee hereby agrees to all applicable terms and conditions

23. A per line move fee starting at $100 (Telephone), $200 (Internet) may apply to relocate the line(s) after it is installed.

24. Prices are based upon current rates and are subject to change without notice.

Utility Services provided by Edlen; managed by WSCC