

# New Jersey Convention & Exposition Center (1-2005)

97 Sunfield Avenue Edison, NJ 08837 (732)417-1400 Fax: (732) 417-1414

## ELECTRICAL SERVICE ORDER FORM

Name of Show: \_\_\_\_\_  
Date of Show: \_\_\_\_\_

Company Name \_\_\_\_\_  
Electric to be installed in Booth# \_\_\_\_\_

**DEADLINE FOR ADVANCE POWER- MUST BE RECEIVED WITHIN 10 DAYS OF EVENT**

Outlets available as listed below, are stated according to wattage or amperage (120 watts equal one amp.). The costs are based upon ALTERNATING CURRENT ONLY, 115 volts, 60 cycles. One outlet (any size) consists of a single receptacle. Power (208 volt, 1 and 3 phase) available as listed below, is stated according to horsepower and amperage. **All orders received less than ten (10) days prior to the start of show set-up will be fulfilled subject to the capability of the Center's services, at standard rates. If you have any questions about labor charges or power increments, please call before submitting your order. There will be no refunds or credits for incorrect orders that have already been ordered. \*\*\* On site corrections will be charged at FULL STANDARD RATES \*\*\*.**

### SCHEDULE OF PRICES FOR ELECTRIC WIRING

<u>BOOTH OUTLETS</u>	<u>QUANTITY</u>	<u>ADVANCE</u>	<u>ADVANCE 24 HR.</u>	<u>STANDARD</u>	<u>STANDARD 24 HR.</u>	<u>TOTAL RATE</u>	<u>EST. LABOR</u>
1 -500 watts	_____	\$ 92.00	\$ 104.00	\$ 141.00	\$ 156.00	_____	None
501-1000 watts	_____	\$ 128.00	\$ 143.00	\$ 189.00	\$ 209.00	_____	None
1001-1500 watts	_____	\$ 145.00	\$ 162.00	\$ 208.00	\$ 237.00	_____	None
1501-2000 watts	_____	\$ 160.00	\$ 180.00	\$ 229.00	\$ 264.00	_____	None
20 amp dedicated	_____	\$ 180.00	\$ 199.00	\$ 252.00	\$ 293.00	_____	None
30 amp dedicated	_____	\$ 205.00	\$ 236.00	\$ 296.00	\$ 348.00	_____	None
Extension cord w/4 Receptacles	_____	\$ 26.00	\$ 26.00	\$ 42.00	\$ 42.00	_____	None

<u>BOOTH LIGHTING</u>	<u>QUANTITY</u>	<u>ADVANCE</u>	<u>STANDARD</u>	<u>ON-SITE</u>	<u>TOTAL RATE</u>	<u>EST. LABOR</u>
2-150 w. Flood Lights	_____	\$ 58.00	\$ 80.00	\$ 98.00	_____	None
2-300 w. Flood Lights	_____	\$ 70.00	\$ 100.00	\$ 122.00	_____	None
4-150 w. W/ Track	_____	\$ 192.00	\$ 284.00	\$ 352.00	_____	None
4-300 w. W/ Track	_____	\$ 220.00	\$ 311.00	\$ 379.00	_____	None

*\*\*Rate does not include electricity.*

*Outlets must be ordered separately.*

*Track lighting rate does include installation.*

<u>208 VOLT - 1 PHASE</u>	<u>QUANTITY</u>	<u>ADVANCE</u>	<u>ADVANCE 24 HR.</u>	<u>STANDARD</u>	<u>STANDARD 24 HR.</u>	<u>TOTAL RATE</u>	<u>EST. LABOR</u>
½ HP. or 5 Amps.	_____	\$ 192.00	\$ 208.00	\$ 249.00	\$ 312.00	_____	1 Hour
1 HP. or 10 Amps.	_____	\$ 248.00	\$ 306.00	\$ 317.00	\$ 397.00	_____	1 Hour
2 HP. or 20 Amps.	_____	\$ 338.00	\$ 387.00	\$ 452.00	\$ 565.00	_____	1 Hour
30 Amps.	_____	\$ 395.00	\$ 479.00	\$ 537.00	\$ 671.00	_____	1 Hour
50 Amps.	_____	\$ 454.00	\$ 510.00	\$ 591.00	\$ 739.00	_____	1 Hour
60 Amps.	_____	\$ 502.00	\$ 579.00	\$ 682.00	\$ 854.00	_____	1 Hour
80 Amps.	_____	\$ 563.00	\$ 655.00	\$ 774.00	\$ 967.00	_____	1 Hour
100 Amps.	_____	\$ 658.00	\$ 761.00	\$ 962.00	\$ 1202.00	_____	2 Hours
200 Amps.	_____	\$ 1139.00	\$ 1323.00	\$ 1635.00	\$ 2043.00	_____	2 Hours

<u>208 VOLT - 3 PHASE</u>	<u>QUANTITY</u>	<u>ADVANCE</u>	<u>ADVANCE 24 HR.</u>	<u>STANDARD</u>	<u>STANDARD 24 HR.</u>	<u>TOTAL RATE</u>	<u>EST. LABOR</u>
½ HP. or 5 Amps.	_____	\$ 247.00	\$ 276.00	\$ 331.00	\$ 414.00	_____	1 Hour
1 HP. or 10 Amps.	_____	\$ 307.00	\$ 351.00	\$ 420.00	\$ 525.00	_____	1 Hour
2 HP. or 20 Amps.	_____	\$ 389.00	\$ 453.00	\$ 543.00	\$ 678.00	_____	1 Hour
30 Amps.	_____	\$ 450.00	\$ 530.00	\$ 637.00	\$ 797.00	_____	1 Hour
50 Amps.	_____	\$ 505.00	\$ 599.00	\$ 719.00	\$ 899.00	_____	1 Hour
60 Amps.	_____	\$ 554.00	\$ 660.00	\$ 791.00	\$ 990.00	_____	1 Hour
80 Amps.	_____	\$ 627.00	\$ 751.00	\$ 901.00	\$ 1127.00	_____	1 Hour
100 Amps.	_____	\$ 723.00	\$ 872.00	\$ 1116.00	\$ 1395.00	_____	2 Hours
200 Amps.	_____	\$ 1269.00	\$ 1554.00	\$ 1990.00	\$ 2487.00	_____	2 Hours

480 POWER PLEASE CONTACT ELECTRICAL SERVICE DEPARTMENT !!!

<u>LABOR</u>	<u>QUANTITY</u>	<u>ADVANCE</u>	<u>STANDARD</u>	<u>ON-SITE</u>	<u>TOTAL RATE</u>
Per Hour	_____	\$ 79.00	\$ 119.00	\$ 148.00	_____

**\*\*\*To determine how much labor time is required, please consult labor column on far right of each electrical option. \* SEE ITEM #11 ON REVERSE!**

**SERVICE ORDER SUMMARY**

<u>SERVICE ORDERED</u>	<u>QUANTITY</u>	<u>TOTAL \$</u>
BOOTH OUTLETS	_____	_____
BOOTH LIGHTING	_____	_____
EXTENSION CORDS	_____	_____
208 VOLT 1 OR 3 PHASE	_____	_____
LABOR	_____	_____

\$ \_\_\_\_\_ TOTAL ENCLOSED      \_\_\_\_\_ CHECK      \_\_\_\_\_ CREDIT CARD

**IMPORTANT - PLEASE SEE REVERSE FOR ORDER AUTHORIZATION. ORDERS WITHOUT AN AUTHORIZING SIGNATURE WILL NOT BE PROCESSED. THIS REQUIREMENT APPLIES TO PAYMENT BEING MADE BY CHECK AS WELL AS CREDIT CARD.**

**\*\*\*REMINDER: ORDERS & PAYMENT MUST BE RECEIVED BY THE CONVENTION CENTER NO LATER THAN 10 DAYS PRIOR TO THE START OF SET-UP TO BE ELIGIBLE FOR ADVANCED PRICING.**

**PLEASE PRINT THE FOLLOWING:**

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

REPRESENTATIVE \_\_\_\_\_

TELEPHONE (\_\_\_\_\_) \_\_\_\_\_ FAX(\_\_\_\_\_) \_\_\_\_\_

My signature indicates that I have reviewed and agreed to all conditions below as well as those indicated on the front of the form. Additionally, I acknowledge that I am aware that a 50% cancellation fee will be applied to all cancelled orders.

Signature \_\_\_\_\_

CREDIT CARD INFORMATION: \*\*\* PLEASE CHECK ONE;

AMOUNT AUTHORIZED \$ \_\_\_\_\_ MASTERCARD  VISA  AMERICAN EXPRESS

ACCOUNT # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

CARDHOLDER NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

BILLING ADDRESS OF CARD \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

\*\*OPTIONAL: I AUTHORIZE ANY ADDITIONAL CHARGES FOR LABOR OR MATERIAL REQUIRED ON SITE BE CHARGED TO THE ACCOUNT PROVIDED ABOVE. (VALID ONLY IF AUTHORIZED BY SIGNATURE), A COPY OF WHICH WILL BE PROVIDED UPON REQUEST ONLY. WITHOUT THE SIGNATURE BELOW, NO ADD'L SERVICES WILL BE PROVIDED FOR & ARE LIKELY TO CAUSE A DELAY IN SETUP.

ADDITIONAL CHARGE AUTHORIZATION (SIGNATURE) \_\_\_\_\_

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**Exhibitor Note: All orders include N.J. State Sales Tax. ADVANCE ORDER RATES ONLY APPLY TO THOSE ORDERS RECEIVED BY THE EXPO CENTER BY THE DEADLINE INDICATED ON THE REVERSE. DATE OF POSTMARK IS NOT CONSIDERED AS DATE OF RECEIPT.**

**IMPORTANT RULES AND REGULATIONS**

1. All material and equipment furnished by the Center shall remain the property of the Center, and shall be removed only by Center personnel at the close of the show.
2. No column or permanent building utility outlets are considered part of booth space, regardless of location, and MAY NOT be used by exhibitors. Anyone found utilizing unauthorized power will be charged 1½ times the standard rate for same.
3. All equipment, regardless of source of power, must comply with all federal, state, and local statutes, laws, ordinances, safety codes, rules and regulations.
4. Use of open clips sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibit booths is prohibited. Accessories may be rented from the Convention Center at an added cost.
5. Prices are based upon current utility and wage rates and are subject to change without notice.
6. Under no circumstances shall anyone other than the Center's authorized employees make any electrical connection to building systems.
7. With regard to any special equipment requiring exhibitors' engineers or technicians for assembly, servicing, preparatory work or operation, a FOURTEEN DAY prior approval must be obtained from the Expo Center. All service connections and overload protection to said equipment must be made by Expo Center personnel.
8. All equipment must be properly tagged and wired with complete information regarding type of current, voltage, phase, cycle, horsepower, etc. Sufficient electric must be ordered to correspond with posted requirements, as per fire department regulations. Under no circumstances will any equipment be connected with a power supply lower than that which is posted on equipment.
9. Electrical power for lights and displays will be provided 1 hour before show opening and 30 minutes past show closing unless otherwise specified.
10. All exhibitor cords must be of the three-wire grounded type: 14 gauge minimum size. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
11. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and do not include connection equipment, adapters, or any special wiring.
12. Overhead track lighting will be suspended on the front edge of the booth at a height of 10' off the floor. Focusing (adjusting) of the lights will be done at the time of installation for a general wash. Refocusing can be done at an added cost of \$ 35.00. Colored filters are available at an additional cost. No signs or banners may be suspended from the track.
13. Suspension of signs, banners or other items may only be done by Center personnel. To order this service, please refer to Banner Hanging Form.