

AIR & WATER ORDER FORM

MAIL TO



ELECTRICAL EXHIBITION SERVICES

1844 Imperial Avenue • San Diego, CA 92102
(619) 696-6625 • Fax: (619) 696-7762

E-mail: sandiego@edlen.com • Website: www.edlen.com

Questions? Visit www.edlen.com

COMPANY NAME:	BOOTH NO:
EVENT:	
FACILITY:	
DATES:	EVENT NO:

COMPRESSED AIR: 90-100 LBS.PSI - YOU MUST ORDER LABOR AND YOUR CFM REQUIREMENTS IN ADDITION TO AIR SERVICES

	ADVANCE PRICE	REGULAR PRICE	=
_____ 1st Air Outlet in booth	\$ 398.00	\$ 597.00	= _____
_____ Each additional Air Outlet in booth	\$ 300.00	\$ 450.00	= _____
CFM requirements There is a 5 cfm minimum charge totaling \$35.00 at the advance rate or \$52.50 at the regular rate.			
_____ Labor - ST \$70.00 / OT \$140.00 - See details below before ordering	\$ 7.00/cfm	\$ 10.50/cfm	= _____
			Labor Total = _____

No compressors are allowed other than those supplied by EDLEN unless they are a fixed part of your machine.

NATURAL GAS

_____ Each Gas Outlet in Booth	\$ 505.00	\$ 758.00	= _____
_____ Labor - ST \$70.00 / OT \$140.00 - See details below before ordering		Labor Total	= _____

WATER:

_____ 1st Water Outlet in Booth	\$ 398.00	\$ 597.00	= _____
_____ Each additional Water Outlet in booth	\$ 300.00	\$ 450.00	= _____
_____ Labor - ST \$70.00 / OT \$140.00 - See details below before ordering		Labor Total	= _____
_____ Size of connection _____ # of connections			

DRAINS:

_____ 1st Drain Outlet in Booth	\$ 398.00	\$ 597.00	= _____
_____ Each additional Drain Outlet in booth	\$ 300.00	\$ 450.00	= _____
_____ Size of connection _____ # of connections			
_____ Labor - ST \$70.00 / OT \$140.00 - See details below before ordering		Labor Total	= _____

*Time and Material will apply when pumps are required to drain services.

FILL & DRAINS:

_____ 0 - 200 Gallons	\$ 164.00	\$ 246.00	= _____
_____ 201 - 400 Gallons	\$ 245.00	\$ 368.00	= _____
_____ Each additional 100 Gallons	\$ 27.00	\$ 41.00	= _____
_____ Labor - ST \$70.00 / OT \$140.00 - See details below before ordering		Labor Total	= _____

MISCELLANEOUS REQUIREMENTS CALL FOR A QUOTE (See back for more details)

LABOR INSTRUCTIONS: There is a minimum charge of 1 hour for installation and 1 hour for removal for air and water/drain services. The minimum charge for fill and drain services is 1 hour for installation and 1 hour for removal. ST is Monday - Friday 8 am to 4:30 pm, except holidays. OT is Monday - Friday 4:30 pm to 8 am, all day Saturday, Sunday and Holidays. When do you move in (ST? or OT?) When does the show move out (ST? or OT?)

COMPANY NAME:			
ADDRESS:			
CITY:	STATE:	ZIP:	
PHONE:	FAX:		
SIGNATURE:			
PRINT NAME:			
PAID BY: <input type="checkbox"/> CK <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> DINERS <input type="checkbox"/> DISC	EXP. DATE:		
CARD #:			
CARDHOLDER SIGNATURE:			
PRINT NAME			
E-MAIL:			

TOTAL PAYMENT = _____

Read the terms noted on the back of this form carefully. Please provide a scaled floor plan noting your outlet locations.

**FOR DISCOUNT PRICE TO APPLY :
PAYMENT MUST ACCOMPANY ALL ORDERS 14
DAYS PRIOR TO SHOW OPENING.**

DEADLINE DATE:

FOR OFFICE USE ONLY

DATE RECEIVED:			
PAYMENT METHOD:			
AMOUNT RECEIVED:			
RECEIPTED BY:			

IMPORTANT TERMS/CONDITIONS AND REGULATIONS

1. Order (with payment) must be received a minimum of 14 days prior to the scheduled event opening for advance payment rates. Orders faxed or mailed without payment will not be guaranteed advance rates, payment must be received as well. Orders received less than 14 days prior to scheduled event opening will be charged at the regular rates.
2. In the event that the totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the backwall of in-line and peninsula booths. All services ordered for island booths will dropped to one location in the booth. Edlen will make every attempt to deliver this services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether it is under the carpet, above the carpet, or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. There is a minimum labor charge to provide each of the services listed on the front of this form. Please read "Labor Instructions" box located on the front of the form. Labor charges are based upon current wage rates and are noted on the front of the form.
6. Water and Drain services located more than 25 feet from the facilities closest distribution point will be charged additional footage on a per footage basis. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
7. In some instances, a pump is required to drain services out of an exhibitors booth. When this occurs, time & material charges will apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers are to make all service connections. Requests for additional connections are charged at the additional outlet rate. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements. Standard air lines terminate with a 1/2" female iron pipe valve.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours, please call for a quote.
11. Wall, column and permanent building utility outlets are not part of the booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen 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. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. (4oz.) Call for price quote when available.
15. All equipment using water must have inlet and outlet properly tagged.
16. All equipment must comply with state and local codes.
17. Edlen 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.
18. For gas cylinders or any other special requirements, call Edlen for a quote at the number below. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
19. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, 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.
21. Credit will not be given for connections installed and not used.
22. Payment in full for all plumbing services provided must be made in full prior to close of the event.
23. It is agreed that, if 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.
24. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
25. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM**

**For Further Information please visit our web site at www.edlen.com
Or Call (619) 696-6625**