**ELECTRICAL ORDER FORM**

**ELECTRICAL EXHIBITION SERVICES**
5811 La Colonia San Antonio, TX 78218
Phone: (210) 662-9450 Fax: (210) 662-9640
sanantonio@edlen.com

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**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM**

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### 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.
- **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, Edlen will deliver to the most convenient location.

**208/480V POWER DELIVERY AND CONNECTIONS**
Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.

**MOTOR POWER**
Order electrical services for motor power required on this form. If unsure of the electrical services required call for a quote.

**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 double the outlet rate.

**ADVANCE RATES**
To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.

**TERMS & CONDITIONS**
I agree in placing this order that I have accepted Edlen’s payment policy and the terms and conditions of the contract.

### ELECTRICAL OUTlets

Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

<table>
<thead>
<tr>
<th>QTY Show 24hrs/day</th>
<th>ADVANCE PAYMENT PRICE</th>
<th>REGULAR PAYMENT PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Hours Only</td>
<td>Double rate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>120 VOLT</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>500 WATTS (5 AMPS)</td>
<td>92.25</td>
<td>139.00</td>
<td></td>
</tr>
<tr>
<td>1000 WATTS (10 AMPS)</td>
<td>144.00</td>
<td>216.00</td>
<td></td>
</tr>
<tr>
<td>1500 WATTS (15 AMPS)</td>
<td>181.00</td>
<td>272.00</td>
<td></td>
</tr>
<tr>
<td>2000 WATTS (20 AMPS)</td>
<td>191.00</td>
<td>287.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>208 VOLT SINGLE PHASE</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>20 AMPS</td>
<td>334.00</td>
<td>501.00</td>
<td></td>
</tr>
<tr>
<td>30 AMPS</td>
<td>398.00</td>
<td>597.00</td>
<td></td>
</tr>
<tr>
<td>60 AMPS</td>
<td>548.00</td>
<td>822.00</td>
<td></td>
</tr>
<tr>
<td>100 AMPS</td>
<td>809.00</td>
<td>1214.00</td>
<td></td>
</tr>
</tbody>
</table>

**Transformer (20 amp minimum charge)**

Total Amps: ___________ x 4.00 =

200 AMPS 208 Volt 3 Phase  
400 AMPS 208 Volt 3 Phase

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**MATERIAL RENTAL** (Exhibitor must pick up items at electrical service center on show site)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PRICE (EA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>15’ EXTENSION CORD</td>
<td>30.00</td>
</tr>
<tr>
<td>POWER STRIP</td>
<td>30.00</td>
</tr>
</tbody>
</table>

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**ELECTRICAL LABOR**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST (Mon-Fri, 8am-4:30pm, excluding holidays)</td>
<td>105.00</td>
</tr>
<tr>
<td>OT (Mon-Fri, 4:30pm-8am, Sat, Sun &amp; holidays)</td>
<td>210.00</td>
</tr>
</tbody>
</table>

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**PLACE TOTAL HERE**

**PRINT NAME:**

**AUTHORIZED SIGNATURE:**

**EMAIL:**

**PHONE:**

The “Method of Payment Form” must be completed and returned with this order form.
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 on the front of this form for advance payment rates to apply. 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. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.

2. In the event order totals are calculated incorrectly, Edlen 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 services to one location at the rear of inline and peninsula booths.

4. Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen 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. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.

6. Island Booths - 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, Edlen will deliver to the most convenient location.

7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.

8. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour of 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.

9. For a dedicated outlet, order a 20 amp outlet.

10. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.

11. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.

12. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.

13. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be not issued for unused items.

14. 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 Edlen.

15. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.

16. 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.

17. 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.

18. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.

19. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.

20. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.

21. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen’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.

22. 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, foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.

23. 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 credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.

24. 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

**COMMONLY ASKED QUESTIONS - 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 booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.
ELECTRICAL LABOR FORM

COMPANY:                     BTH #
EVENT: AAPM 61st Annual Meeting & Exhibition
FACILITY: Henry B. Gonzalez Convention Center
DATES: July 14-19, 2019          Show# 079001SA

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

1. Electrical distribution under carpet
2. Data/network cable under carpet (N/A)
3. Connection of all 208V or higher services
4. Wiring of overhead signs
5. Installation of lighting requiring tools for installation
6. Overhead power distribution
7. Overhead coaxial (network) cable distribution (N/A)
8. Assembly & Installation of lighting hung from truss or ceiling
9. Hardwiring of any electrical apparatus

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

1. Floor Plan layout of your booth space
   A. Floor plans must include exact outlet locations with dimensions or be to scale
   B. Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers
   C. Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.
   Example: 20x30 Island Booth

2. Date you will begin building your booth ___________________________ Estimated time _______________________

3. Show Site Contact with authority to make additions or changes to your order
   Contact Name _____________________________
   Contact Company _____________________________
   Contact Cell # _____________________________

4. Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR
LABOR REQUIREMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th># Men</th>
<th>Time</th>
<th>Work required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>1/5</td>
<td>4</td>
<td>8:00 am</td>
<td>Assemble &amp; hang truss/lights</td>
</tr>
<tr>
<td>Tuesday</td>
<td>1/6</td>
<td>1</td>
<td>12:30 pm</td>
<td>Wire electric sign</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th># Men</th>
<th>Time</th>
<th>Work required</th>
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</table>

SHOW SITE SUPERVISOR

Contact Name: ___________________________ Company: ___________________________
Cell Number: ___________________________ Email address: _______________________

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen’s Labor Desk prior to each individual labor call to confirm that 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 man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time .......................................................... 105.00 per hour
Monday-Friday 8:00am - 4:30pm, excluding holidays
Overtime ................................................................. 210.00 per hour
Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

LIFT RATES

Lift ................................................................. Call for quote

Lift charges will apply to for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

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Monday-Friday 8:00am - 4:30pm, excluding holidays
Overtime ................................................................. 210.00 per hour
Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

LIFT RATES

Lift ................................................................. Call for quote

Lift charges will apply to for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.
Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.

Indicate booth type:  Island □  Peninsula □  Inline □  Provide aisle or adjacent booth #’s for orientation

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

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

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

_____Square = _____Ft            Total Square Footage = __________

Adjacent Booth or Aisle #  __________________

Adjacent Booth or Aisle #  __________________

Adjacent Booth or Aisle #  __________________

Adjacent Booth or Aisle #  __________________
**UTILITY SERVICES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMPRESSED AIR: 90-100 LBS. Psi</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Outlet</td>
<td>$479.00</td>
<td>$718.00</td>
<td></td>
</tr>
<tr>
<td>Additional Connections within 20’ of Outlet</td>
<td>$361.00</td>
<td>$541.00</td>
<td></td>
</tr>
<tr>
<td>CFM requirements (There is a 5 CFM min. charge per outlet)</td>
<td>$10.00/cfm</td>
<td>$15.00/cfm</td>
<td></td>
</tr>
</tbody>
</table>

*Remember to order CFM with air services. Connection size see # 9 on back of form.*

| **WATER LINES** (Edlen is not responsible for sediment or the color or taste of the water.) |          |         |       |
| Water Outlet | $479.00 | $718.00 |       |
| Additional Connections within 20’ of Outlet | $361.00 | $541.00 |       |

*# of connections required: _____ Size of connection: _____
PSI required: _____ GPM Required: _____*

| **DRAIN LINES** |          |         |       |
| Drain Outlet | $479.00 | $718.00 |       |
| Additional Connections within 20’ of Outlet | $361.00 | $541.00 |       |

*Number of connections required: _____ Size of connection required: _____*

| **FILL & DRAIN LABOR** (Edlen is not responsible for sediment or the color of water) |          |         |       |
| 1 – 50 Gallons | $188.00 | $281.00 |       |
| 51 – 200 Gallons | $337.00 | $556.00 |       |
| 201 – 500 Gallons | $618.00 | $927.00 |       |
| Each additional 100 Gallons up to 1,000 Gallons | $62.00 | $93.00 |       |

| **LABOR/LIFT** (Labor is required for delivery and removal of air, water & drain outlets) |          |         |       |
| ST (Monday-Friday 8:00 PM – 4:30 PM (except holidays) | $115.00 |         |       |
| OT (Mon - Fri 4:30 PM – 8:00 AM (all day Sat, Sun, & Holidays) | $230.00 |         |       |

*When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets.*

| **GAS & MISC. REQUIREMENTS** (Call for a Quote) |          |         |       |
| $ |         |         |       |
| $ |         |         |       |

**TOTAL PAYMENT**

| COMPANY: | BOOTH #: |         |       |
|         |         |         |       |

*The “Method of Payment” form must be completed and returned with this order form.*

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**PLUMBING ORDER FORM**

**COMPANY:**

**EVENT:** AAPM 61st Annual Meeting & Exhibition

**FACILITY:** Henry B. Gonzalez Convention Center

**DATES:** July 14-19, 2019

**Advance Payment Deadline Date:** 06/24/19

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**FOR YOUR CONVENIENCE PLACE YOUR ORDER ON-LINE AT WWW.EDLEN.COM**

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**ORDER INSTRUCTIONS**

**LABOR REQUIREMENTS**

There is a minimum labor charge of 1 hour for delivery and 1 hour for removal of each air, water and drain outlet.

**ADDITIONAL CONNECTIONS**

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

**OUTLET DISTRIBUTION**

Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on a time and material basis. Lift charges will apply for overhead drops or distribution.

**SERVICE CONNECTIONS**

All service connections are to be made by Edlen plumbers. Material charges may apply.

**AIR LINE RESPONSIBILITIES**

Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.

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

**WASTE WATER**

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

**TERMS & CONDITIONS**

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

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**CONTACT INFORMATION**

Edlen Plumbing
5811 La Colonia San Antonio, TX 78218
Ph: (210) 662-9450 Fax: (210) 662-9640
sanantonio@edlen.com
1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.

2. In the event that totals are calculated incorrectly, Edlen 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 outlets 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. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.

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.

5. Additional footage charges apply when an 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. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.

8. Edlen plumbers make all service connections. 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 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, 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. Gas & Cylinders: When available 1025 - 1030 BTU per cubic foot at 7’ water column pressure. Credit will not be provided on unused cylinders.

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

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

18. 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.

19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.

20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.

21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.

22. Credit will not be given for outlets installed or connections made and not used.

23. Payment in full for all plumbing services provided must be made in full prior to close of the event.

24. 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 Edlen its attorney fees or applicable agency fees.

25. A service charge of $25.00 will be assessed for all returned checks or declined credit cards.

26. 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 the number on the front of this form.
**METHOD OF PAYMENT**

EDLEN

ELECTRICAL EXHIBITION SERVICES
5811 La Colonia San Antonio, TX 78218
Ph: (210) 662-9450 Fax: (210) 662-9640 sanantonio@edlen.com

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>BTH #</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT:</td>
<td>AAPM 61st Annual Meeting &amp; Exhibition</td>
</tr>
<tr>
<td>FACILITY:</td>
<td>Henry B. Gonzalez Convention Center</td>
</tr>
<tr>
<td>DATES:</td>
<td>July 14-19, 2019</td>
</tr>
<tr>
<td>Show#:</td>
<td>079001SA</td>
</tr>
</tbody>
</table>

**FINANCIALLY RESPONSIBLE COMPANY**

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
<td>FAX:</td>
</tr>
<tr>
<td>CITY:</td>
<td>ST:</td>
</tr>
<tr>
<td>COUNTRY:</td>
<td>ZIP:</td>
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<tr>
<td>EMAIL:</td>
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</tbody>
</table>

**METHOD OF PAYMENT**

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

- **ACH ELECTRONIC PAYMENT TRANSFER**
  - Wells Fargo ABA# 121000248 Acct: 4122636046
  - Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

- **BANK WIRE TRANSFER INFORMATION** *
  - Bank transfer to Wells Fargo Wire Transfer:
    - ABA#: 121000248 Acct: 4122636046
    - International Wire Transfer:
      - Swift Code: WFBIUS6S Acct: 4122636046
  - * $50 processing fee MUST be included with transfer.

- **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.
  - Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

- **COMPANY CHECK**
  - Please reference the Event # listed above and your Booth # on all 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 WIRE TRANSFER PROCESSING FEE | |
| 2. ELECTRICAL ORDER | |
| 3. ESTIMATED LABOR | |
| 4. LIGHTING ORDER | |
| 5. PLUMBING ORDER | |
| TOTAL DUE | |

**AUTHORIZATION**

| PRINT NAME ABOVE | TODAY’S DATE ABOVE |

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