



145 Park Lane, Brisbane, CA 94005
Phone 415-468-4002
Fax 415-468-4019

BabyTime Expo
May 2 - 3, 2009
South Point Event Center



Questions about this form?

E-mail us at help@ceselectricalservices.com
Please include name of show.



Electrical Service Part 1 INFORMATION ONLY

Order Deadline:
April 17, 2009

Contained on this page are information and governing rules and regulations pertaining to electrical service. Please review it BEFORE placing Electrical Orders!

ELECTRICAL ORDER CHECKLIST:

- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Order 24-hour power if required for refrigeration, computer systems, water pumps, heaters, etc.
- Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form.
- If distribution is required, include a **detailed electrical floor plan with your order**. Indicate both main power location(s), distribution location(s) and neighboring booths and aisles.
- Avoid code violations. Check the electrical code requirements on this information sheet.
- Place your order before the advance rate deadline date and save.
- Payment must be included with your order to secure the advance rate. Include a company check and a completed Credit Card Authorization. (Credit Card Authorization must be on file regardless of your preferred method of payment.)

All orders are governed by the CES Payment Policy and Limits of Liability and Responsibility

CES ELECTRICAL HAS JURISDICTION OVER THE FOLLOWING:

(REQUIRES LABOR TO INSTALL AND REMOVE & MATERIALS, ADDITIONAL LIFT CHARGES MAY APPLY)

EXHIBITORS MATERIALS CAN NOT BE USED FOR UNDER CARPET OR CONCEALED WIRING

- Electrical distribution under carpet or over taped.
- All outlets over 20 amps and/or voltage over 150 volts.
- Electrical distribution overhead for installing additional power to your booth.
- Connections to dimmers, disconnects or sound and projection equipment.*
- Installation of lighting fixtures, tracklights and power tracks including theatrical lights used as spots or floods and video walls.
- All data cable (fiber-optic or copper) and coaxial cable.
- Distribution from outlets to equipment.
- Electrical apparatus or equipment wiring or repairs.
- Booth-to-booth cable runs.
- Video antenna runs.
- Wiring of overhead electrical signs.
- Assembly and dismantle of satellite dishes (except small dishes that are completely preassembled on a trailer).
- Connection of electrical motors or controls including any hard wiring to machinery.
- Installation of all truss and lighting.
- All special and static lighting for displaying of product, booths or areas having sales demonstrations and all presentations regardless of location. In the case of production or stages, CES will furnish power source to dimmer boards or disconnects and energize.* CES will then be responsible for obtaining power and maintenance of all power.

THE ABOVE SERVICES ARE DONE ON A TIME-AND-MATERIALS BASIS AND CANNOT
BE PERFORMED BY OTHER UNIONS, I&D HOUSES OR EXHIBITORS.

*ALL STAGEHAND LABOR USED IN THE EXHIBIT AREA OF THE FACILITY WILL BE SUPPLIED THROUGH CES.

(continued on next page)



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Electrical Service Part 1

(continued)

ELECTRICAL CODE

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based upon national electrical codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time-and-material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points.

All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.

Spot or flood lighting is a hazard when lamps are too close to fabrics or other material that can be affected by heat.

The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.

Zip cords or 2-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home!

OUTLET LOCATION & DISTRIBUTION - You need to designate one location for each outlet you order. See Grid. All distribution will be done on a time-and-material basis. If you fail to provide us with a floor plan, we will hold electrical installation and distribution until your representation calls for installation and we have an electrician available.

A separate outlet must be ordered for each location where electrical services are required. There is a 500 watt minimum.

Island booths: There is a minimum labor charge of 1 hour to deliver power to all island booths. All additional distribution is done by CES Electrical on a time and materials basis.

Dedicated and 24-hour power will be at double the listed price. Please indicate these requirements in the 24-hour column at double the appropriate rate.

CES Electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection, you should install a surge protector on your equipment. All electrical installations and connections to all electrical service should be made by a CES electrician. CES will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by person other than a CES electrician.

Electricity will be turned on during installation, 30 minutes prior to show open, each day of show and will be turned off within approximately 30 minutes after show close each day.

Please Note:

- No credits will be issued on unused outlets or lights installed as ordered.
- Exhibitors found using outlets without an order will be subject to the regular rate for outlets used + 20%.



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Electrical Service Part 2
 Lighting & Equip. Outlets

Order Deadline:
April 17, 2009

Exhibitor Name:	E-mail:	Booth Number
Contact Person:	Tel. #:	
Authorized by:	Fax #:	
	Cell #:	

Dedicated and 24-hour power will be at double the listed price. Please indicate these requirements in the 24-hour column at double the appropriate rate. Maximum of one (1) connection per outlet.

	Non 24 HR.	24 HR.	Description	Discount Price	Standard Price	Total
120V Lighting & Equipment Outlets			5 Amp / 500 Watt	\$ 87.00	\$ 130.50	
			10 Amp / 1000 Watt	148.00	222.00	
			15 Amp / 1500 Watt	191.50	287.25	
			20 Amp / 2000 Watt	235.00	352.50	
208V 1Ø Motor & Equipment Outlets			10 Amp / Single Phase	\$ 261.00	\$ 391.50	
			20 Amp / Single Phase	365.50	548.25	
			30 Amp / Single Phase	470.00	705.00	
			60 Amp / Single Phase	626.50	939.75	
			100 Amp / Single Phase	809.50	1214.25	
			200 Amp / Single Phase	1305.00	1957.50	
208V 3Ø Motor & Equipment Outlets			10 Amp / Three Phase	\$ 350.00	\$ 525.00	
			20 Amp / Three Phase	490.00	735.00	
			30 Amp / Three Phase	630.00	945.00	
			60 Amp / Three Phase	839.50	1259.25	
			100 Amp / Three Phase	1084.50	1626.75	
			200 Amp / Three Phase	1749.00	2623.50	

Transformer(s) to Boost 208V to 230V

	Total Amps	Total Amps	Please circle outlets requiring boost	@ \$4.00 / AMP (\$100.00 minimum)		
480V 3Ø Motor & Equipment Outlets			20 Amp / Three Phase	\$ 588.00	\$ 882.00	
			30 Amp / Three Phase	455.50	1133.25	
			60 Amp / Three Phase	1007.50	1511.25	
			100 Amp / Three Phase	1301.50	1952.25	
			200 Amp / Three Phase	2098.50	3147.75	

Booth Lights - Price includes outlet. Include diagram w/ location. Special lighting request will require an additional labor and materials charge (subject to availability)

		150 Watt Flood *	\$ 87.00	\$ 130.50	
		250 Watt Krypton *	113.50	170.25	
		Overhead Quartz	FAX FLOORPLAN W/ LOCATION FOR QUOTE		
		4' Track Lights w/ 4 lights	\$ 165.00	\$ 247.50	
		Additional Heads	\$ 41.75	\$ 58.00	

Electrical Service SUB TOTAL \$

* Installation on 8' Stanchion back or sides of inline booths include labor & materials. All other locations require labor and materials.

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with CES Electrical before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.



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Electrical Service Part 3
Labor
Order Deadline:
April 17, 2009

Exhibitor Name:	Tel. #:	Booth Number
Contact Person:	Fax #:	
Authorized By:	cell #:	
	e-mail:	

PLEASE COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR.

- No Labor needed backwall 120v Power**
- Exhibitor Supervision (Do Not Proceed) Will Call: Date: _____ Time: _____ # of men: _____**

All electrical labor scheduled for 8:00 a.m. starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24-hour notice shall be charged a one (1) hour cancellation fee per electrician. If exhibitor fails to use the electrician at the time confirmed a one (1) hour "No-Show" charge per electrician will apply.

The minimum charge for labor is one (1) hour per electrician. Labor thereafter is charged in one-half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by CES. All rates are subject to change if necessitated by increased labor and/or material costs.

- OK to proceed - complete before: Date: _____ Time: _____**
 All labor performed under the supervision of CES. In order to perform the labor without exhibitor's representative present, CES **MUST** have detailed blueprints/floor plans for power distribution under carpet with this labor order.
 _____ Straight Time Only _____ Overtime, if necessary to meet setup time

Carpet was ordered from Champion: yes no

Hourly Rates

- **Straight-Time:** \$85.00 per man hour 8:00 a.m. to 4:30 p.m., Monday through Friday.
- **Overtime:** \$170.00 per man hour before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.
- **Aerial Lift :** \$250.00 per hour
- **Orders placed on show site:** Add 20% to hourly rates.

Calculate Labor

	# of Men	Total Hours	Hourly Rate/Man	Total Cost
Installation	_____	x _____	x _____	= \$ _____
Dismantle	_____	x _____	x _____	= \$ _____
	# of Lifts	# of Hours	\$250.00	Total Cost
Aerial Lift(s)	_____	x _____	x \$250.00	= \$ _____
Total Estimated Electrical Labor Cost				\$ _____

Sub-Total Electrical Labor (from part 3 - above): \$ _____

Sub-Total lighting & Equipment (from part 2 - previous page): \$ _____

GRAND TOTAL (both pages) \$ _____

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.
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Credit Card Authorization

In order to process ANY orders, this form MUST be on file regardless of your preferred method of payment.
(We accept MasterCard, Visa and American Express.)

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

1 CES Credit Card Payment Policy

- **This Credit Card Authorization MUST be on file with CES ElectricalExposition Services before any goods or services will be rendered regardless of your preferred method of payment.**
- **All accounts must be settled at CES Electrical's Service Desk on show site prior to the close of the show.**
 An itemized invoice will be prepared at the show for your signature, and we will process your payment for any outstanding balance at that time. For your convenience, in addition to cash or company check (no personal checks), we accept MasterCard, Visa and American Express. Please notify your company representative who will be at the show site of our payment policy.
International exhibitors must make payment to CES Electrical for all amounts due prior to show closing in U.S. funds drawn on U.S. banks.
- **The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf.**
 If a third party is to be invoiced for certain items or services, please complete and submit CES Electrical's **Third Party Payment Authorization Form**.
- **Discount Pricing**
IMPORTANT: To obtain advance order discount pricing, full payment MUST BE included with your order.
 A purchase order is not considered payment. If your company has any unpaid balances for previous show services, please arrange for settlement of outstanding invoices prior to placement of new orders.
- **Tax Exempt Status**
 If you claim **tax exempt status**, you **MUST** provide us with a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place, simultaneously with the placement of your initial order.

2 Credit Card Charge Authorization

- **If you wish to charge your orders to your credit card account, please complete information below and submit with your initial order. Subsequent orders will automatically be charged to the same account number.**
 Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before the show closing automatically will be charged to your credit card account.
- **Incomplete and/or unsigned forms will not be accepted.**
 Charge to: MasterCard Visa American Express
 Account #: _____ | Expiration Date: _____
 PLEASE PRINT OR TYPE:
Cardholder's Signature: _____
 Cardholder's Name: _____
 Cardholder's Billing Address: _____
 City/State/Zip: _____
 Telephone #: _____ | Fax #: _____

▪ **NOTE: No credits will be issued after close of show.**
Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.
 Credit Card Authorization MUST be on file with CES Electrical Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.



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Third-Party Payment Authorization

Deadline:
April 17, 2009

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

1 Third-Party Payment Conditions

CES Electrical will invoice third parties for payment of services rendered to exhibitors provided the following conditions are met:

- The payment record of third party is acceptable to CES Electrical.
- This form is completed and signed by **both parties** and returned to CES Electrical at least 14 days prior to show move-in; i.e., by April 17, 2009.
- CES Electrical's prepayment policy is adhered to; i.e., orders must be received with payment by the deadline dates.
- If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoice to exhibiting firm at show site.
- The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.

2 Services to be Invoiced to Third Party

Please indicate which items/services are to be invoiced to the third party:

All Electrical Services Electrical Labor Other

specify _____

3 Acknowledgment & Credit Card Authorization of Exhibiting Firm

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the third party named below does not make payment, such charges will be presented to the exhibiting firm, and exhibiting firm will make payment to CES Electrical prior to the close of the show. (Signature required below.)

Authorized Firm Representative Signature: _____

Incomplete and/or unsigned forms will not be accepted.

Charge to: MasterCard Visa American Express

Account #: _____ | Expiration Date: _____

PLEASE PRINT OR TYPE:

Cardholder's Signature: _____

Cardholder's Name: _____

Company Name: _____

Cardholder's Billing Address: _____

City/State/Zip: _____

Telephone #: _____ | Fax #: _____

4 Third-Party Credit Card Charge Authorization

Charge to: MasterCard Visa American Express

Account #: _____ | Expiration Date: _____

PLEASE PRINT OR TYPE:

Cardholder's Signature: _____

Cardholder's Name: _____

Company Name: _____

Cardholder's Billing Address: _____

City/State/Zip: _____

Telephone #: _____ | Fax #: _____

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with CES Electrical Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.