

LABOR ORDER FORM

Exhibitor Name _____ Booth # _____

Great American Tiny House Show
 Pomona Fairplex, Hall 9 — June 18-19, 2022
Advanced Price Order Deadline Date: June 15, 2022

ELECTRICAL LABOR INSTRUCTIONS

1. To determine if Electrical Labor is needed or to obtain floor plans, please contact us at info@conventionelectric.com.
2. Electrical layouts are required whenever an outlet is needed at any location other than the back of the booth.
3. In order to perform labor installation without Exhibitor's Representative present, CEI must have a detailed floorplan for power distribution accompanying this form denoting exact dimensions and surrounding areas.
4. If your representative chooses to be present during installation, Exhibitor should contact CEI to schedule date and time.
5. Please be advised, CEI may request an authorized supervisor to accompany our electrician to the labor desk when installation is complete in order to sign out the Electrician.
6. Final totals for Material and Labor will be determined once a CEI Electrician has completed installation according to your floorplan. By signing this form, you are authorizing CEI to charge your credit card on file for these final charges.
7. The minimum Labor charge will equal one (1) hour per man for installation and equipment. Labor thereafter is charged in 1/2 hour increments per worker.
8. Dismantle Labor is charged at 50% of installation Labor based on show move-out days/time and does not need to be scheduled.
9. Exhibitors with hard wall booths must make arrangements with CEI to bring power inside the booth on a time, labor and material basis.
10. In the event that totals are miscalculated, CEI reserves the right to make necessary adjustments.
11. JLG Lift Requirements: If lift equipment is required to hang special lighting (not including operator), the Exhibitor will be charged a (minimum) of 2 men 1 hour plus one hour (minimum) for the lift. Please see pricing to the right.

ELECTRICAL LABOR & LIFT RATES

Please be advised: 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 Convention Electric, Inc. Service Desk prior to each individual labor call to confirm that booth is ready for labor. If labor is dispatched at the requested time and no Exhibitor Supervisor is available a minimum of 1/2 hour labor charge per Electrician will apply.

Straight Time\$120.00 per hour
Monday-Friday 8:00am - 4:30pm, excluding holidays

Overtime\$ 240.00 per hour
Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

Scissors Lift (Does not include operator, Must order 2 men labor).....\$ 250.00 per hour
Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

Boom Lift (Does not include operator, Must order 2 men labor).....\$ 250.00 per hour
Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

TERMS & CONDITIONS

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

Credit Card information must be on file before any of the requested Labor is performed. Should CEI be required to bill you, a 30% handling charge will be assessed to the balance due.

LABOR RATES, are subject to I.B.E.W. union contract effective time of the show. Overtime Labor rates prevail prior to 8 a.m. and after 4:30 p.m. on weekdays, all day Saturday, Sundays and Holidays. Please verify all information is correct before sumitting order.

LABOR REQUEST

Contact: _____ Phone #: _____

- Exhibitor Supervision Required.
- No Exhibitor Supervision, Ok to proceed with install.
If supervision is not required, be sure floorplans for electrical layout are attached.

Date: _____ Time: _____ # of Men: _____ # of Hours: _____

Will a lift be needed? Yes No

Date: _____ Time: _____ # of Men: _____ # of Hours: _____

Additional Instructions: _____

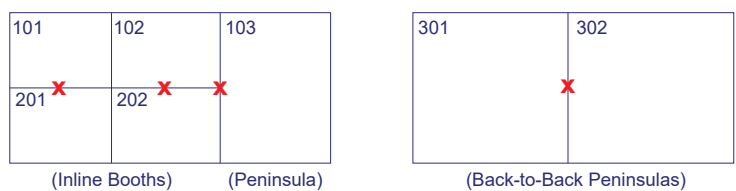
PAYMENT POLICY

Please fax your order to (909) 623-7222 or email your order to info@conventionelectric.com.

1. 100% Payment must accompany each order unless prior arrangements are made.
2. Advance price apply only to orders received by **Advanced Deadline Date**. All other orders will pay regular prices.
3. Orders placed at the show site must be paid upon presentation of Invoice and will be charged to the credit card on file.
4. NO REFUND will be given for outlets installed and/or Services provided and not used. Claims will not be considered unless filed by the Exhibitor prior to the closing of the show. If CEI is required to bill you, a 30% handling charge will be assessed on all outstanding balance due.
5. In the event that totals are not calculated correctly CEI reserves the right to make the necessary corrections.

ELECTRICAL LAYOUTS

The below example is a standard electrical layout for inline and peninsula booths. Any other placement will require a labor request on a time and material basis.



For exhibitor booths requiring electrical placement other than the above standard layout, a Labor Request should be completed and a scaled floor plan must accompany your order.

The floor plan should note the main power location and any additional locations including booth orientation. See example:

