

Rates Effective July 1, 2016-June 30th,2017

Information & Online Ordering

www.commonwealthexpo.com



Submit Form To:



Commonwealth Electric Company
 100 North 3rd Street, Phoenix, AZ 85004
 PH 602.253.5881 Fax 602.253.5530
 Email: Lwhitehead@commonwealthelectric.com

Please note that electrical orders can only be placed online or via this form, phone orders not accepted.

North American Division of Seventh-Day Adventists					Dates: August 1-7, 2016	
Event:					Event # 479271	
For Discount Payment Price we must receive your order and payment prior to this					7.18.16	
DISCOUNT DEADLINE DATE OF:						
Company Name:					Booth#:	
Standard Electrical Outlets **Rates are for duration of event**					If you require services not listed on this form please call for a quote.	
Qty	Description	Discount	Regular	Amount		
120V Motor & Equipment Outlets (3 Pronged)					Lighting, Water and/or Air, please call for Order Form	
	500 Watts (5Amp)	\$103.00	\$134.00			
	1000 Watts (10 Amp)	\$139.00	\$181.00			
	2000 Watts (20 Amp)	\$176.00	\$228.00		24 Hour Services:	
1 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor					Rates are DOUBLE the Outlet Rate Check if required	
	10 Amp 208V 1 Phase	\$237.00	\$308.10		Overhead Power: Rates are Time and Material, please call for quote.	
	20 Amp 208V 1 Phase	\$279.00	\$363.00			
	30 Amp 208V 1 Phase	\$348.00	\$453.00			
	50 Amp 208V 1 Phase	\$475.00	\$617.50			
	60 Amp 208V 1 Phase	\$539.00	\$700.00			
	100 Amp 208V 1 Phase	\$868.35	\$1,128.86		208V and 480V Services:	
3 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor					There is a MINIMUM labor charge of (1) hr. for installation/removal of all 208V service. There is a MINIMUM labor charge of (2) hrs. for installation/removal of all 480V service.	
	10 Amp 208v 3 Phase	\$260.40	\$338.52		ELECTRICAL LABOR: Outlets requested to be placed anywhere other than the back of the booth will require a layout and a MINIMUM of (1) hour labor. Please call for quotes on labor if your booth is an Island booth or needs overhead power. Okay to proceed (layout with scaled orientation attached. Order will be installed prior to exhibitor move in. Layout to follow	
	20 Amp 208V 3 Phase	\$374.00	\$485.94			
	30 Amp 208V 3 Phase	\$439.00	\$571.00			
	50 Amp 208V 3 Phase	\$622.65	\$809.45			
	60 Amp 208V 3 Phase	\$723.45	\$940.49			
	100 Amp 208V 3 Phase	\$1,331.40	\$1,730.82		FOR SUPERVISED LABOR ONLY Exhibitor supervision requested, requires a MINIMUM of (1) hour of labor. Date/Time Requested Onsite Contact Onsite Contact Cell #	
Rental Items						
	Extension Cord 15'	\$28.35				
	Extension Cord 25'	\$30.45				
	5-way power strip	\$26.25				
	3-way adaptor	\$23.10				
In line booths with standard electrical placement (along back drapeline) will NOT incur labor charges						
Labor for Layout/Overhead/Qty and 208V Services						
	ST (M-F 8am-4:30pm)	\$92.40				
	OT (M-F 4:30pm-12am & Sat 8am-12 am)	\$138.60				
	DT (M-F 12Am-8am & all Sundays/Holidays)	\$184.80				
State of Arizona or Federal Tax Exempt form must be submitted with order to receive exemption. **By signing the order form, I have read and agree to all of Commonwealth Electric Company's Conditions and Regulations **		Total Order				
		8.6% Sales Tax				
		Labor Amount				
		Total Due				
Company Name					Phone	
					Cell Phone	
Address					State Zip	
Email Address **Please Print Legibly**					Onsite Contact	
Signature					Print Name	
Paid by: ACH/EFT CK AX MC VS			CC#		Exp Date	
Cardholder Signature					Print Name	



Commonwealth Electric Customer Information Phoenix Convention Center



Payment Policy:

Payment in Full is required on all outlets when order is placed. PURCHASE ORDERS are not considered payment. There will be an additional \$25.00 service charge on all returned checks.

Tax: All amounts, except labor, are subject to a combined Arizona State and City sales tax. If you are tax exempt in the STATE OF ARIZONA, please attach SALES TAX EXEMPTION CERTIFICATE to your order.

Discount Rates: available on orders and payments received ten (10) business days prior to show move-in. See the order form for exact date.

Regular Rates: are applied to all orders received AFTER the DEADLINE for DISCOUNT date and orders received on the show floor.

International: payment must be in US Dollars, money order, or credit cards.

Receipts and Confirmations: are available upon REQUEST.

Claims: will not be considered unless filed in writing by customer prior to close of show.

Credit: will not be given for outlets or equipment once they have been installed, regardless of usage.

Refunds: must be requested in writing by customer within 10 days of close of event.

Unpaid Balances: all balances must be paid prior to show open and any unpaid balances are subject to 1 ½ % thereafter.

Contract Agreement: Lessor will not be responsible for strikes accidents, fires, an Act of God, or delays beyond control. If by any reason of any default on the part of the lessee, hereunder, it becomes necessary to engage an attorney, the lessee agrees to pay all costs, expenses, and the attorney's fees expanded or incurred by lessor in connection therewith. Payment or receipt of this contract constitutes acknowledgment that exhibitor has read and agrees to all conditions and regulations as stated on this contract.

Outlets & Equipment:

Each outlet ordered is ONE SINGLE plug-in

Outlets will be located on the floor at the back of the booth or in the most convenient location for CECM. Exceptions include orders submitted with layouts-see layout section.

Outlets are provided at an ADDITIONAL charge and are not part of the booth package unless otherwise indicated on our CECM form.

Outlets are to be ordered separately by each exhibitor and may not be shared with other exhibitors.

Building utility outlets are not a part of the booth space and are not to be used by exhibitors unless specified otherwise.

Property: All materials and equipment furnished by CECM for this service order, shall remain the property of CECM and be removed only by CECM at the close of show. At the close of show, please leave all Commonwealth equipment in your booth to be collected.

Special: Exhibitors are responsible for supplying converters-220V to 120/110V-for international equipment. Exhibitors are responsible for GFI, if GFI is required. CECM can provide converters from 220V to 120/110V or GFI's at an additional charge.

Labor:

Requirements: You need to add a minimum of one hour labor to your order if...

You order 208V service or higher. A minimum of one hour of labor is required for EACH 208V connection. Please note your connector for each 208V service on the order form. See the Service Desk to request connect and disconnect.

Request your outlet anywhere but the back of the booth or send a layout for the location of your outlet.

Request exhibitor supervision for the placement of your electrical outlet.

Order an electrical outlet over 20amps 120V.

Request power to be dropped from the ceiling or located overhead.

Request eight (8) or more electrical outlets.

Installation:

CECM will not be responsible for any cutting or altering of any floor covering in order to bring power to a booth in a specific location.

See the Commonwealth Service desk for on-site assistance during exhibitor move-in to schedule 208V connect/disconnect.

Usage: Usually but can vary:

Up to 500 Watts:	TV, DVD Player, Radio, Expo Reader
Up to 2000 Watts:	Vacuum, hair dryers, heat lamps

Indicate BOOTH ORIENTATION on your layout.

Wattage/amperage is usually marked on the back or bottom of appliance or machine.

Total light bulb wattage to determine usage.

Conditions and Regulations:

All equipment, regardless of source of power, must comply with all federal, state and city safety codes.

All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

All exhibitors' cords must be of the 3-wire grounded type. Use of open clip sockets, latex or lamp cord wire is prohibited. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded. All motors over 3HP must have magnetic starters and disconnecting switch furnished by the exhibitor.

Commonwealth Electric Company is not responsible for voltage fluctuations or power failure because of temporary conditions.



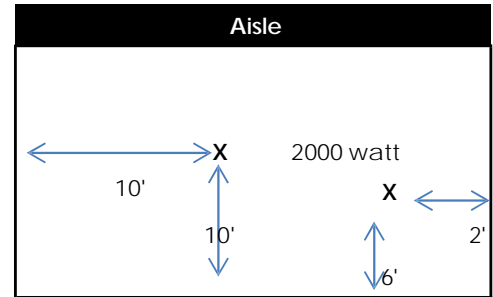
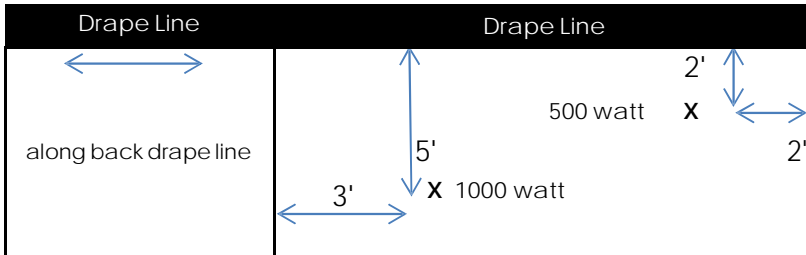
Event:
Booth Name & Number

Examples filling out your floor plan-Not to Scale

Line Booth
Standard Placement

Line Booth
Custom Placement w/measurements

Island Booth
Custom Placement w/measurements



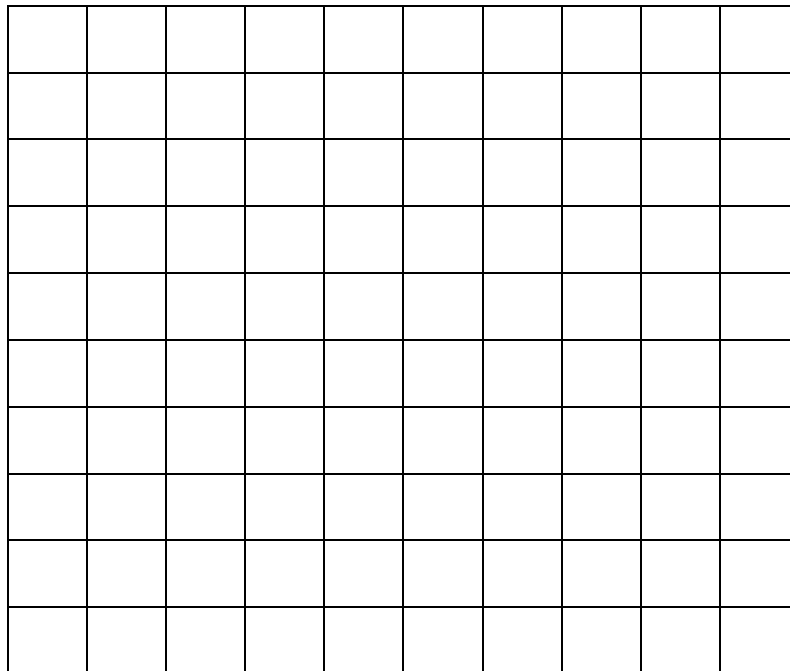
Exhibitor Floor Plan

Important Element of your floor plan to include:

- * Mark Service Location
- * Indicate adjacent booth numbers and/or aisles
- * Indicate your booth dimensions/measurements (ie 10 x 10 diagram below)

Adj Booth # _____

Adj Booth #



Adj Booth #

Adj Booth # _____