



114 S. Berry Street, Brea, CA 92821  
 Phone: 714.522.8270  
 Fax: 714.522.8271  
 information@blainesvs.com  
 www.blainesvs.com

**Travel & Adventure LA**  
 Job # 190202

**Order Deadline Date** February 4, 2019

Exhibitor: \_\_\_\_\_ Booth: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City/ST/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Authorized by: \_\_\_\_\_ Email: \_\_\_\_\_

- WHEN ORDERING ELECTRICAL SERVICES:**
1. Check rating plate(s) on item(s) and order outlets accordingly.
  2. Lighting outlets supplied with one (1) connection per outlet ordered.
  3. Motor outlet supplied with one (1) connection per outlet ordered.
  4. Outlets requiring 24 hour and/or dedicated circuits are double list price.
  5. Equipment hook-ups, repairs and installations will be performed on a labor and material basis.
  6. Island booths have a minimum labor charge of (1) hour to install power and 1/2 hour to dismantle. Material charges may apply. All distribution must be done by the utility contractor electrician.
  7. 480 volt service(s) and price(s) are available upon request.

- GENERAL INFORMATION**
1. ALL outlets will be installed on the floor at the rear of the booth. For Island and Peninsula booths, outlets will be brought to one (1) location at our discretion if no information is provided.
  2. The cost of 120-Volt outlets include delivery to one (1) location (rear of the booth for inline booths). If you require the outlets to be distributed to any other location, labor and material charges will apply. There is a minimum charge of one (1) hour for installation and 1/2 hour for dismantle.
  3. All wiring, motors and other installation must be approved, to prevent overloading of circuits.
  4. Exhibitors are not permitted to add wattage unless ordered. Exhibitors found using outlets without an order will be subject to pay the regular price for outlets used.
  5. All electrical permits required by the local building and safety codes will be obtained by the electrical contractor. All equipment must meet safety code regulations, including motors, wiring extension cords, etc.
  6. Labor rates are subject to local union contract effective at time of show.
    - ST - Monday-Friday 8am - 4:30pm (Except holidays)
    - OT - Monday-Friday 4:30pm - 8am (All day Sat/Sun/Holidays)
  7. Hardwall booths must make arrangements with Blaine to bring power inside the booth on a time, labor and material basis.

**MULTIPLE OUTLET LOCATIONS/ISLAND BOOTHS**  
 A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location or main drop in an island booth is not provided prior to the show move-in, a location will be determined by Blaine in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

**HANGING SIGNS**  
 Show site prices will apply if your hanging sign is not received in advance at the warehouse prior to the warehouse shipping deadline date.

**OVERHEAD POWER**  
 If you require your power from overhead, additional materials and/or labor may be incurred. Please contact info@blainesvs.com.

- Payment Policy:**
- 100% payment must accompany each order unless prior arrangements are made.
  - We accept Cash, Checks, MasterCard, Visa and American Express for payment.
  - Advanced prices apply to orders received at least 10 days prior to the first show-move in dates, all other orders will pay regular prices.
  - No refund will be given for outlets installed and/or services provided and not used. Claims will not be considered unless filed by exhibitor prior to the close of the show.



**1. 120V**

	Qty	Discount Price	Standard Price	Total
500 WATTS (5 AMPS)	_____ x	\$154.00	\$200.20	_____
1000 WATTS (10 AMPS)	_____ x	\$263.00	\$341.90	_____
2000 WATTS (20 AMPS)	_____ x	\$436.00	\$566.80	_____

**2. 208V 10**

10 AMP (TRUSS RIGGING POWER ONLY)	_____ x	\$463.00	\$601.90	_____
20 AMP OR 1 1/2 HP	_____ x	\$648.00	\$842.40	_____
30 AMP OR 2 HP	_____ x	\$843.00	\$1,095.90	_____
60 AMP OR 5 HP	_____ x	\$1,121.00	\$1,457.30	_____
100 AMP OR 10 HP	_____ x	\$1,402.00	\$1,822.60	_____

**3. 208V 30**

10 AMP (TRUSS RIGGING POWER ONLY)	_____ x	\$615.00	\$799.50	_____
20 AMP OR 1 1/2 HP	_____ x	\$862.00	\$1,120.60	_____
30 AMP OR 2 HP	_____ x	\$1,120.00	\$1,456.00	_____
60 AMP OR 5 HP	_____ x	\$1,491.00	\$1,938.30	_____
100 AMP OR 10 HP	_____ x	\$1,864.00	\$2,423.20	_____
200 AMP OR 25 HP	_____ x	\$3,168.00	\$4,118.40	_____

**4. Lighting (includes power)**

**ALL LIGHT RENTALS ARE TAXABLE. PLEASE CALCULATE SALES TAX FOR THESE ITEMS ONLY.**

8' POLE LIGHT w/ ONE FIXTURE*	_____ x	\$154.00	\$200.20	_____
8' POLE LIGHT w/ TWO FIXTURES*	_____ x	\$232.00	\$301.60	_____
1000 WATT OVERHEAD**	_____ x	\$617.00	\$802.10	_____

\*EACH FIXTURE IS 150 WATTS. FOR SINGLE OR DOUBLE LIGHT STAND, PRICE INCLUDES INSTALLATION ALONG THE SIDE RAILS OF AN INLINE BOOTH. PLACEMENT ELSEWHERE WILL REQUIRE ADD'L LABOR & MATERIALS.  
 \*\* MAY REQUIRE LABOR AND LIFT AT ADD'L CHARGE(S). PLEASE CONTACT BLAINE FOR ESTIMATED CHARGES.

**5. Material & Labor**

**FOR PRODUCTS LISTED BELOW, PLEASE VISIT THE BLAINE SERVICE DESK DURING MOVE-IN TO PICK THEM UP, AS THEY WILL NOT BE DELIVERED TO YOUR BOOTH PRIOR TO YOUR ARRIVAL.**

CUBETAPS	_____ x	\$20.00	_____
15 AMP POWER STRIP	_____ x	\$28.00	_____
15 FT EXTENSION CORD	_____ x	\$28.00	_____
25 FT EXTENSION CORD	_____ x	\$34.00	_____
50 FT EXTENSION CORD	_____ x	\$69.00	_____
12/5 PIGTAILS	_____ x	\$34.00	_____
6/5 PIGTAILS	_____ x	\$69.00	_____
BUCK & BOOST TRANSFORMER (PER AMP)	_____ x	\$6.75	_____

SUBTOTAL	\$	_____
TAX (9.5%) LIGHTS ONLY	\$	_____
TOTAL	\$	_____

Please enter this amount on the "Payment/Charge Authorization" Form  
 \* All labor and equipment provided by Freeman (an approved vendor at the Los Angeles Convention Center)

**Electrical Order Form**



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**ELECTRICAL LABOR**

- \* **ST (STRAIGHT TIME): 8:00 AM to 4:30 PM - Monday through Friday (excluding holidays)**
- \* **OT (OVERTIME): 4:30 PM to 8:00 AM - Monday through Friday (all day Saturday, Sunday & Holidays)**

**LABOR RATES & LIFTS**

	Discount Price	Standard Price	
ELECTRICIAN - ST (PER HOUR)	\$120.00	\$156.00	per hour
ELECTRICIAN - OT (PER HOUR)	\$240.00	\$312.00	per hour
SCISSOR LIFT (LABOR NOT INCLUDED)	\$225.00		each (must order 2 man labor)
BOOM LIFT (LABOR NOT INCLUDED)	\$285.00		each (must order 2 man labor)

- \* All lifts require labor to operate and a ground person in order to meet safety standard. Certified riggers are required to operate all lifts.
- \* Blaine will process requests for electrical labor in the order they are received and will make attempts to honor all requested start times.
- \* Dismantle will be charged @ 50% of the total install time rounded to the next half hour.

**Review the list of work below to determine if electrical labor is required for your booth. None of the following services may be performed by other unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Blaine Service Desk to confirm that you are ready for service.**

**FLOOR WORK**

Floor work is the distribution of electrical under carpet and flooring.

**OK TO PROCEED WITHOUT EXHIBITOR PRESENT**

**Complete Before: Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

Work is completed prior to your arrival. Blaine must receive detailed blue prints/floor plans for power distribution under carpet.

PRINT NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

**EXHIBITOR SUPERVISION (DO NOT PROCEED)**

**BOOTH WORK**

Booth work is any of the following. Please check all that apply:

- Distribution of electrical overhead (more than one drop location in your booth).
- Distribution of electrical through booth structure.
- Lighting requirements of 2000w or greater require labor to balance and distribute.
- Connection or hard wiring of all exhibitor equipment.
- Lighting used as spot or flood lights.
- Assembly and installation of all lighting from truss or beams.
- Wiring of overhead signs.
- Installation of electrical headers and/or light boxes.
- Other: \_\_\_\_\_

**LABOR REQUEST**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ # Electrician: \_\_\_\_\_ Est. # Hours: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ # Electrician: \_\_\_\_\_ Est. # Hours: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ # Electrician: \_\_\_\_\_ Est. # Hours: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Est. # Hours: \_\_\_\_\_ Type of Lift: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Est. # Hours: \_\_\_\_\_ Type of Lift: \_\_\_\_\_

NAME OF ON-SITE CONTACT: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**SELECT WORK TYPE**

Floor Work  Booth Work

Floor Work  Booth Work

Floor Work  Booth Work

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**Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall.**

**ATTENTION EXHIBITORS**

All special electrical placement and pavilion booths are subject to labor charges for Installation and Dismantle.

**LEGEND**

	<b>Main Drop</b>
	<b>500 Watts</b>
	<b>1000 Watts</b>
	<b>1500 Watts</b>
	<b>2000 Watts</b>

**Your layout should include:**

- 1. Main Drop:** Exhibitor must provide the location of the main drop whether one or multiple outlets are ordered. Power is brought to one location and then distributed from that point. **NOTE:** If a main drop is dropped from the ceiling, you should consider the cable hanging from the ceiling into your booth.
- 2. Location:** select symbol from the **LEGEND** for each power ordered and place it on form. **Dimensions: (1 square = 1 ft.) calculate dimension of each power drop order.**
- 3. Booth Orientation:** Provide the adjacent booth numbers surrounding your booth to provide us with the orientation desired.

**20' x 20' shown below**

**BACK** Adjacent Booth # \_\_\_\_\_

**LEFT SIDE**

Adjacent Booth # \_\_\_\_\_

**RIGHT SIDE**

Adjacent Booth # \_\_\_\_\_

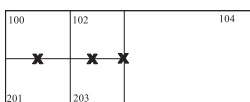
**FRONT** Adjacent Booth # \_\_\_\_\_

**Showsite Contact:** \_\_\_\_\_ **Cell Phone:** (     ) \_\_\_\_\_

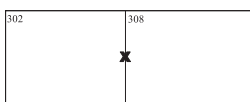
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- To qualify for the advance discount price, order, payment and Electrical Layout Grid (for island booths or any booth requiring distribution of electrical services) must be received by the posted deadline date on the Electrical Order Form. Orders received without payment do not qualify for the advance discount price. If you are paying by check, the check must be received at our office by the posted deadline date. Orders received after the posted deadline date will be processed at the standard price.
- If the order total is miscalculated, Blaine reserves the right to make the necessary corrections and bill the correct amount. If this happens, exhibitors will be notified via email when they receive their order confirmation.
- Posted outlet rates include bringing the electrical service to one location. For island booths, the one location will be per the Electrical Layout Grid. For peninsula and in-line booths, the one location will be the rear of the booth(s).
- Posted outlet rates do not include the connection of any equipment, special wiring or distribution of the outlets to other locations within the booth space. Distribution to another location, regardless of booth type, will require labor and is performed on a time and material basis.
- Exhibitors must order a separate outlet for each location that electrical service is required. The minimum amount of power that can be ordered per location is 500 watts or 5 amps.
- Power must be ordered according to peak amperage ratings.
- Blaine employees are authorized to cut floor coverings when necessary for installation of services (unless otherwise directed).
- For all island booths requiring power, Blaine must receive an Electrical Layout Grid prior to move-in showing where the main power location should be located. If one is not received, Blaine will deliver power to the most convenient location. If the power must be moved, electrical labor rates will apply.
- 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) hour will apply for all installation work. The removal will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
- If 1000 watt overhead quartz lights cannot be mounted to the facility's existing catwalks, lift and labor charges will apply.
- Payment in full must be rendered during the event. Services may be interrupted if payment is not received.
- Blaine is the exclusive provider of all equipment and materials used for the distribution of temporary electrical services throughout the show and in the booth spaces. All equipment and materials are on a rental basis only and is the property of Blaine.
- Extension cords and power strips should be picked up at the Blaine Service Desk. Absolutely no credits will be issued for unused items.
- All equipment, regardless of source of power, must comply with federal, state and local codes. Blaine reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Blaine is required to refuse connections where the exhibitor wiring or equipment is not in accordance with electrical codes.
- 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.
- All exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two 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.
- 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 are ordered through Blaine.
- Absolutely no refunds will be processed for services installed and not used. Orders are subject to a 25% cancellation fee if the order is canceled in writing within 14 days prior to the first day of the show.
- Claims will not be considered nor will adjustments be made unless filed in writing by the exhibitor prior to the close of the event.
- Exhibitor holds Blaine Event Services harmless for any and all losses of power beyond Blaine'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.
- Effective 30 days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an annual percentage rate of 18% and future orders will be on a pre-paid basis only.
- It is agreed that if it becomes necessary to turn matters over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Blaine its attorney fees or applicable agency fees.
- By signing the Blaine Payment Charge Authorization Form, exhibitor hereby agrees to all terms and conditions outlined on this form.

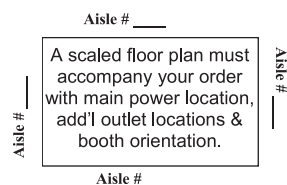
## WHERE WILL MY OUTLET BE LOCATED?



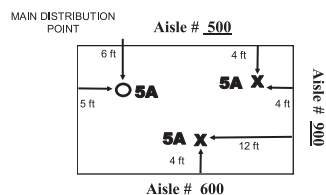
(IN-LINE BTHS) (PENINSULA)



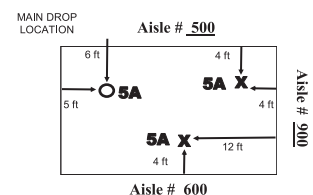
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**PLEASE CONTACT OUR EXHIBITOR SERVICES DEPARTMENT AT (714) 522-8270 WITH ANY QUESTIONS.**



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 City/ST/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Authorized by: \_\_\_\_\_ Email: \_\_\_\_\_

Please complete the information requested below to authorize Blaine Event Services to charge your credit card for all orders related to your exhibitor account, including orders placed by you or your representative at show site.

### If paying by check:

Check # \_\_\_\_\_ Check Date \_\_\_\_\_ Check \$ \_\_\_\_\_

### If paying by credit card:

MasterCard  Visa  American Express

Credit Card # \_\_\_\_\_ Expiration \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Billing Address \_\_\_\_\_

City / ST / Zip \_\_\_\_\_

\*Cardholder's Signature \_\_\_\_\_

*\*I agree in placing this order that I have accepted all of Blaine Event Services' terms and conditions.*

**Payment Policy:** All invoices must be settled at our service desk prior to the closing of the show. For your convenience, we accept MasterCard, American Express and Visa credit cards. Absolutely no credits will be issued after the closing date of the show.

**Important:** To obtain discount prices, payment must be received in full by the published "order deadline date." All orders must be received no later than the posted deadline date at the top of each form.

**Please note:** Electrical, telephone, audio visual, floral, and other sub-contractor forms should be faxed to the number **on the order form**.

**International Exhibitors:** We require pre-payment of all charges or payment at showsite. Payment may be in the form of a check drawn on U.S. funds account, American Express, Mastercard or Visa.

### Suggestions for Easier Exhibiting:

- Place your order in advance to save time and money.
- Remember to order electrical power on the electrical order form if you are ordering lighting or audio/visual equipment.
- Order vacuuming or other cleaning for your exhibit (if applicable to your show).
- Consider ordering floral to enhance your exhibit.
- Refer to the material handling forms for address labels and other important information to make your shipping easier.
- Remember to call your Blaine Exhibitor Services representative with any questions or if you need any assistance with your forms.

### Cancellation Policy

- Due to labor and delivery costs, any ordered item cancelled or exchanged after move-in begins will be charged 100%.
- Any ordered custom panels or graphics cancelled after start of construction will be charged 100%.

### Equipment Damage

Blaine makes every effort to ensure the equipment used to construct your booth or custom unit is clean and damage-free, providing you that professional look. Any damage requiring replacement or repair will be charged to the exhibitor. In addition, any alterations made to Blaine's rental equipment by the exhibitor without prior approval or notification to Blaine may be considered damaged and billed to the exhibitor accordingly.

### Freight / Transportation

Freight Handling (Estimated) \$ \_\_\_\_\_

Cart Load Service (Estimated) \$ \_\_\_\_\_

Vehicle Spotting \$ \_\_\_\_\_

Blaine Transportation (Estimated) \$ \_\_\_\_\_

### Rental Services

Furniture \$ \_\_\_\_\_

Accessories \$ \_\_\_\_\_

Carpet / Vinyl Flooring \$ \_\_\_\_\_

Display Panels \$ \_\_\_\_\_

Kiosks / Pedestals \$ \_\_\_\_\_

Custom Displays \$ \_\_\_\_\_

Prestige Furniture \$ \_\_\_\_\_

Blaine AV \$ \_\_\_\_\_

### Labor Services

Booth Cleaning \$ \_\_\_\_\_

Display Labor (Estimated) \$ \_\_\_\_\_

Signs & Graphics \* \$ \_\_\_\_\_

Sign Hanging Labor \$ \_\_\_\_\_

In-Booth Forklift Labor (Estimated) \$ \_\_\_\_\_

Electrical \$ \_\_\_\_\_

Electrical Labor (Estimated) \$ \_\_\_\_\_

Plumbing (Air, Water, Drain, Gas) \$ \_\_\_\_\_

**Sub Total** \$ \_\_\_\_\_

(if not already calculated on order forms) **Tax (9.5%) \*** \$ \_\_\_\_\_

**Full Payment Amount** \$ \_\_\_\_\_



It is the responsibility of the exhibitor to advise the Blaine Service Center representative of any problem with their order and to check their invoice for accuracy prior to payment at show site. Orders cancelled after delivery to your booth **will not be refunded. Absolutely no credits will be issued after the close of the show.**

Payment Charge Authorization Form