

Electric Service Order Form - Standard

Return a copy with payment made out to:

Meadowlands Exposition Center

355 Plaza Drive, Secaucus, NJ 07094
 (201) 330-7773 - dial "0"
 (201) 330-1172 - Fax

Name of Show NJ Accounting & Business Technology Show	Dates of Show May 6-7, 2009	Booth #	Contact at Show
Exhibiting Firm Name	Address		
Phone #	City	State	Zip
Authorized Signature	Date	PAYMENT IN FULL MUST ACCOMPANY ORDER	

PAYMENT METHOD: Check Enclosed
 M/C VISA AMEX
 Card # _____
 Exp. Date _____
 Card Holder _____
 Authorized Signature _____

CONDITIONS AND REGULATIONS:

- All equipment, regardless of source of power, must comply with all Federal, State and local Safety Codes.
- All material and equipment furnished by Meadowlands Exposition Center for this service order shall remain Meadowlands Exposition Center property and shall be removed only by Meadowlands Exposition Center at the close of the show.
- Wall and permanent building outlets are not to be used by exhibitors.
- Standard building voltages are: 120 volts, 208 volts, 277 volts and 480 volts.
- All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horse-power, etc.

PAYMENT POLICY

- Meadowlands Exposition Center will not bill for this service. A check, MasterCard, Visa or American Express Card must be presented prior to services being provided.
- Electrical orders must be received a minimum of ten (10) days prior to exhibitor arrival for move in. Any orders placed after that date will be charged the late order amount.
- Prices include bringing outlets to the rear of the exhibit booth. Exhibitors requiring an electrician for other than normal installation of the electrical outlets will be charged on a time and material basis.
- ANY DISCREPANCY MUST BE RESOLVED PRIOR TO THE CLOSING OF THE SHOW.**

LABOR FOR ELECTRICAL WORK ON EQUIPMENT INCLUDING REPAIRS and TRACING MALFUNCTIONS.
 (Labor time will be charged in one-half hour increments. Minimum charge – 1 hour.)

Monday Through Friday
 8:00 a.m. to 4:00 p.m. – \$86.00 per hour

Overtime: All other hours worked on weekdays, weekends and holidays – \$130.05

GENERAL OUTLETS - Simple connections for lighting fixtures and other equipment without motors. Each outlet includes two plug-ins. (Duplex outlet - household type plug)

Quan.	Description	Amt.	Late Order Amount	\$ TOTAL
	0-1000 Watts 15 AMPS	\$109.45	\$156.05	
	1001-2000 Watts 20 AMPS	\$124.90	\$176.40	

ELECTRICAL EQUIPMENT TO RENT -
 Leave in booth at close of show

Quan.	Description	Amt.	Late Order Amount	\$ TOTAL
	150 Watt Floodlight Clamp on Brackets	\$50.00	\$70.85	
	10" Extension Cords	\$46.90	\$52.05	
	Multi Strip Surge Protector	\$31.45	\$41.75	
	Three Way Adapter	\$15.75	\$18.80	

DIRECT CONNECTIONS for ovens, office and medical equipment, etc. Each piece of equipment must be listed and the cost calculated separately. Multiply VOLTS x AMPS to get WATTS. Rate is \$150.00 for first 1000 watts plus \$25.00 for each additional 1000 watts or any fraction thereof.

Description	VOLTS	AMPS	PHASE	\$ TOTAL

Each piece of equipment must be accompanied with male and female twistlock attachment plugs.

ELECTRICAL LABOR -
 ELECTRICIAN REQUIRED - ALL EQUIPMENT THAT REQUIRES MORE THAN 2000 WATTS AND DIRECT CONNECTIONS REQUIRES THE USE OF A MEADOWLANDS CONVENTION CENTER ELECTRICIAN. Direct Connections will require a minimum of one manhour to connect and one manhour to disconnect.

MAN HOURS _____ RATE _____ TOTAL \$ _____

N J SALES TAX ALREADY INCLUDED

GRAND TOTAL \$ _____