

RETURN FORM WITH CHECK FOR ELECTRICAL INSTALLATION TO:

401 SEVENTH AVENUE
NEW YORK, NY 10001
Telephone (212) 502-8139
(212) 502 8715

401 Commercial, L.P.

FRONT
OF BOOTH

ATE: CONVENTION SERVICE DEPARTMENT

We state below the voltage required for each outlet, *Allowing Current only.* (Current available. Single phase 60 cycle approximately 115 Volts. Single phase 60 cycle approximately 208 Volts. 3 phase 40 cycle approximately 208 Volts.) Please indicate amperes per phase req. voltage, and number of phases required. Indicate in the booth diagram the desired location of booth outlets for light or motor circuits.

Mark plug location with symbol (X) For spotlights mark with symbol (F)

SHOW NAME _____ SHOW DATES _____
 EXHIBING FIRM NAME _____ BOOTH NO. _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 TELEPHONE _____ FAX _____ CONTACT AT SHOW _____
 PAYMENT METHOD: CHECK OR MONEY ORDER

**FOR MECHANICAL & ELECTRICAL EQUIPMENT ONLY
DO NOT ORDER OUTLETS FOR SPOTLIGHTS (NOTE ABOVE)**

OUTLETS ITEM	NUMBER NEEDED	STANDARD RATE	LABOR	COST
115 Volts				
500 Watts		\$110.00	N/A	
1000 Watts		\$135.00	N/A	
15 Amps		\$140.00	N/A	
20 Amps		\$220.00	\$100.00	
30 Amps		\$275.00	\$100.00	
40 Amps		\$340.00	\$100.00	
50 Amps		\$430.00	\$100.00	
208 Volts				
1 Phase				
15 Amps		\$190.00	\$200.00	
20 Amps		\$235.00	\$200.00	
30 Amps		\$275.00	\$200.00	
40 Amps		\$310.00	\$200.00	
50 Amps		\$355.00	\$200.00	
60 Amps		\$480.00	\$200.00	
208 Volts				
3 Phase				
15 Amps		\$220.00	\$200.00	
20 Amps		\$250.00	\$200.00	
30 Amps		\$330.00	\$200.00	
40 Amps		\$355.00	\$200.00	
50 Amps		\$380.00	\$200.00	
60 Amps		\$465.00	\$200.00	

SPECIAL ITEMS	NUMBER NEEDED	STD. RATE	LABOR	COST
Extension Cord / Power Strip		\$ 35.00	N/A	
Cable TV (line ONLY)		\$400.00	\$100.00	
Rental Water-Hose Fittings		\$200.00	\$100.00	
Rental Water Drain & Fittings		\$200.00	\$100.00	
Rental of Air-Hose Fittings		\$200.00	\$100.00	
Computer line \$4.25 per foot labor (Customer must supply line)		\$ 4.25		
Plumber's labor rate minimum 1 hr		\$100.00		

There will be an additional charge of \$25 for any orders made on site. SUNDAY-PREMIUM & HOLIDAY \$100 each, for on site orders.

PLEASE INCLUDE TAX ON ALL ORDERS

Late Charge: _____
 Sub Total: _____
 NYC TAX 8.625% _____
 TOTAL: _____

Enclose check payable to: 401 Commercial, L.P.

**PLEASE RETURN THIS ORDER WITH CHECK FOR FULL AMOUNT 15 DAYS PRIOR TO INSTALLATION OF BOOTHS TO INSURE INSTALLATION IN TIME FOR OPENING OF SHOW.
RETURN THE CLIENT COPY FOR YOUR RECORDS.**

NYTEL CONVENTION SERVICE

IMPORTANT

NOTE: THIS ORDER MUST BE RECEIVED BY 401 Commercial, L.P. NOT LATER THAN 15 DAYS BEFORE OPENING DAY TO INSURE INSTALLATION IN TIME FOR OPENING OF SHOW. LATE ORDERS WILL BE SERVICED AFTER COMPLETION OF ALL EARLY ORDERS.

ALL COMPLAINTS ABOUT CHARGES OR INSTALLATIONS MUST BE RECONCILED BEFORE OR DURING SHOW DATES. NO REFUNDS WILL BE GIVEN IF NOT RECONCILED DURING THIS PERIOD.

SPECIAL NOTICE!!

New York City Code requires that no electrical equipment or apparatus be connected unless it conforms to its electrical code. 401 Commercial, L.P. will supply electrician to correct any minor infractions of stated labor cost.

WIRING REGULATIONS BASED ON THE ELECTRICAL CODE OF THE CITY OF NEW YORK

- * All electrical apparatus and splices must be installed in a metal enclosure to prevent emission of sparks.
- * All metal raceways, etc; lighting fixtures, metal housings of electrically powered equipment shall be grounded.
- * All extension cables shall be 3 wire SJC cord or other approved type and not more than 20ft. long. One of the wires with green colored insulation is to be used as a ground. Cable must be large enough for the load and have grounded male plug.
- * Flexible cords and cables less than No. 14 gauge wire shall not be permitted.

MAKE CHECKS PAYABLE TO:

401 Commercial, L.P.
401-7th Avenue, New York, NY 10001

PAYMENT POLICY - FORM MUST BE COMPLETED BEFORE ORDER CAN BE PROCESSED

401 Commercial LP will accept all company checks before the cut off date, 15-business days prior event; all request received after cut off date are not guaranteed. Late fees for all requests received after the cut off date (15 business days prior event) will be enforced. Only a bank check or money order will be accepted after cut off date. ***REMEMBER: ONLY a bank check or money order will be accepted for payment AFTER cut off date.

Note: This order must be received by the 401 Commercial, L.P. not later than 15 days before opening date to insure installation in time for opening of show. Only fixtures with screw-in type clamps allowed with No. 14-3 wire S.J. Cord.

1 or more 208 volt single phase and/or 220 volt three phase. Please call 212-502-8728 for availability per function. All water & drain wherever available. SEE REVERSE SIDE FOR TERMS AND CONDITIONS