



ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101

Ph: (314) 342-5324 Fax: (314) 342-5384

Email: stlouis@edlen.com

Let us help save you **TIME** and **MONEY!**

- Submit your **Complete Order** with payment by our Deadline Date: *Thursday, February 23, 2012* to save **MONEY**.
- Submit a detailed **Floor Plan** with your order to save you **TIME**.
 - The following booths *require* floor plans:
 - Island booths (your booth does not touch another *booth*)
 - High voltage orders
 - Inline booths with drops other than the two provided at the back center of the booth
 - Telecommunications orders for wired services (i.e. DSL, Ethernet, Phone Line, etc.)
 - Plumbing orders for air, water, gas or drain services
 - A complete floor plan will include all of the following:
 - **Main drop** location (your preference as to where your power (box, cords, etc.) will originate
 - **Booth orientation** (which way does your booth face/who is your neighbor)
 - **Exact dimensions** for outlet locations
- If your booth requires a floor plan, submit a completed **Edlen Services Order Form** to save **TIME** and **MONEY**.
 - Always fill out Step 4.
 - Determine whether you would like us to complete your booth prior to your arrival or not and fill out either Steps 5 *or* 6 as needed.
- Does your booth have lights, mounted plasmas, overhead motors or electric signs? Please, refer to the **Edlen Services Order Form** for a complete list of work that must be performed by the union. Scheduling this labor in advance can save both **TIME** and **MONEY**.

If you still have questions or concerns, please give us a call at (314) 342-5384. We want you to have an outstanding service experience in St. Louis. We greatly appreciate your business!

The more information you give, the better we can assist you!



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Important Information to Keep In Mind When Pre-Ordering Your Electric

- Located in the rear center of each inline booth is an outlet. If you haven't pre-purchased electric, and we find you to be plugged in, you will be charged the regular rate on-site.
- Edlen conducts an electric usage audit during the event. You will be charged for the maximum usage per device (shown on the UL tag) at the regular price rate. If you are using more than the original wattage that you ordered, the overage will also be charged at the regular rate.

Still have questions? Give us a call at (314) 342-5324. We will be happy to evaluate your needs.

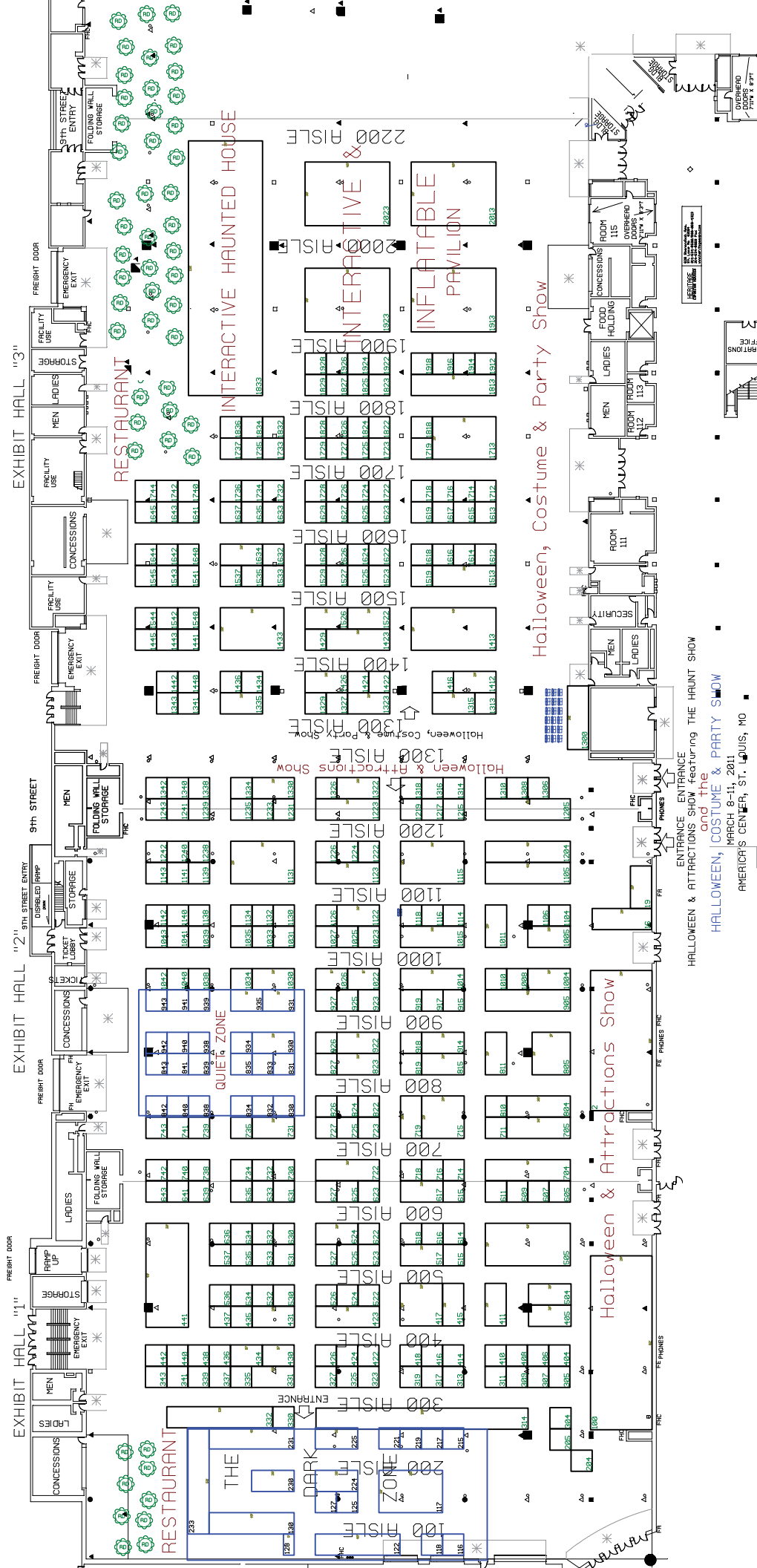
The more information you give, the better we can assist you!

GENERAL INFORMATION

THE FOLLOWING SYMBOLS INDICATE THE LOCATION OF FLOOR BOXES CONTAINING UTILITIES AS NOTED:

- ▲ - 120/208 VOLT SINGLE AND THREE PHASE ELECTRIC.
- △ - ABOVE ELECTRIC PLUS 2" STEAM AND CONDENSATE RETURN, COMPRESSED AIR, COLD WATER AND NATURAL GAS.
- - ABOVE ELECTRIC PLUS 480 VOLT THREE PHASE ELECTRIC.
- - ALL OF THE ABOVE
- - 3" DRAIN
- - 4'-6" SQUARE COLUMNS (HALLS 1 AND 2)
- - 4' SQUARE COLUMNS (HALLS 3,4 AND 5)
- FHC-FIRE HOSE CABINET
- FA-FIRE ALARM
- FE-FIRE EXTINGUISHER
- EXHIBIT HALL CEILING HEIGHT: 40' CLEAR UNLESS OTHERWISE INDICATED
- EXHIBIT HALL FLOOR LOAD: UNLIMITED EXCEPT OVER UTILITY TUNNEL WHERE FLOOR LOAD IS 400 LBS./SQ.FT.
- * AREAS MUST REMAIN CLEAR

WASHINGTON COMPLEX (ROOMS A-G)
 ▲ -180 VOLT SINGLE PHASE ELECTRIC
 120/208 VOLT ELECTRIC ALSO AVAILABLE
 FROM WALLS AND COLUMNS
 1,829 - 10 x 10 BOOTHS (EXHIBIT HALL)
 95 - 10 x 10 BOOTHS (WASHINGTON COMPLEX)



ENTRANCE
 HALLOWEEN & ATTRATIONS SHOW FEATURING THE HAUNT SHOW
 and the
 HALLOWEEN, COSTUME & PARTY SHOW
 MARCH 8-11, 2011
 AMERICA'S CENTER, ST. LOUIS, MO

ELECTRICAL ORDER FORM
MAIL OR FAX TO



EXHIBITOR SERVICES

701 Convention Plaza, St. Louis, MO 63101
Ph: (314) 342-5324 Fax: (314) 342-5384
Email: stlouis@edlen.com

Questions? Visit www.edlen.com

COMPANY:		BTH #	
EVENT:	17th Annual Halloween and Attractions Show 28th International Halloween, Costume and Party Show		
FACILITY:	America's Center		
DATES:	March 8-11, 2012	EVENT#	032028SL

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event					
	QUANTITY (For Show Hours Only)	QUANTITY (For 24hrs/day Double price)	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
0 - 500 WATTS (5 AMPS)	_____	_____	72.00	109.00	_____
501 - 1000 WATTS (10 AMPS)	_____	_____	103.00	156.00	_____
1001 - 1500 WATTS (15 AMPS)	_____	_____	127.00	196.00	_____
1501 - 2000 WATTS (20 AMPS)	_____	_____	156.00	235.00	_____
208 VOLT SINGLE PHASE **HIGH VOLTAGE POWER**					
30 AMPS	_____	_____	297.00	461.00	_____
60 AMPS	_____	_____	459.00	719.00	_____
100 AMPS	_____	_____	656.00	1029.00	_____
200 AMPS	_____	_____	1020.00	1541.00	_____
208 VOLT THREE PHASE **HIGH VOLTAGE POWER**					
30 AMPS	_____	_____	445.00	669.00	_____
60 AMPS	_____	_____	687.00	1029.00	_____
100 AMPS	_____	_____	1098.00	1648.00	_____
200 AMPS	_____	_____	1391.00	2044.00	_____
TRANSFORMER TO BOOST 208V up to approx. 230V - \$3 per amp with 20 amp min.					
*** MORE ELECTRICAL SERVICES AVAILABLE PLEASE CALL FOR QUOTE***					
LIGHTING EQUIPMENT (Including current consumed) Include drawing showing light location.					
100 WATT ARM LIGHT ¹	_____	_____	89.00	133.00	_____
150 WATT FLOOD LIGHT ²	_____	_____	80.00	120.00	_____
300 WATT FLOOD LIGHT ²	_____	_____	104.00	155.00	_____
1000 WATT QUARTZ LIGHT ³	_____	_____	632.00	945.00	_____
1. Require hard wall for installation. 2. Cost includes installation at rear or side rail of in-line booths. Other locations require labor & material. 3. Time & material will apply when lift is required to mount overhead. Please see #7 on back.					
MATERIAL (Electricity not included)					
15' EXTENSION CORD	_____	_____	21.00		_____
MULTI OUTLET STRIP	_____	_____	21.00		_____
LABOR					
ST (Mon - Fri 8:00 - 4:00 pm, excluding Holidays)	_____	_____	81.00		_____
OT (Mon - Fri 4:00 pm - 8:00 am, Sat, Sun & Holidays)	_____	_____	162.00		_____
PLACE YOUR TOTAL PAYMENT HERE					
All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.					

****NO PHONE ORDERS, PLEASE****

FOR ADVANCE PAYMENT PRICE to apply we must receive your order, payment and floor plan showing main power location and distribution points (see item #1 on reverse) prior to this

DEADLINE DATE OF:
February 23, 2012

Avoid Duplication !!
If you fax this form with credit card info, do not mail the original form or send

ISLAND BOOTHS
There is a *minimum* labor charge of **1 hour to deliver power to all island booths and a 1/2 hour for removal plus materials.** All additional distribution is done by Edlen electricians on a *time & material basis.*

Definition of an Island Booth: Any booth not attached to another *booth.*

208V & HIGHER VOLTAGES
There is a *minimum* labor charge of **1 hour for installation and 1/2 hour for removal of all high voltage services plus materials.** If you require services not listed on this form please *call for a quote.*

DEDICATED OUTLETS
Dedicated outlets require a 20 amp outlet.

24 HOUR SERVICES
Electricity may be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at *double* the outlet rate.

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS

FOR OFFICE USE ONLY

DATE RECEIVED	
PAYMENT METHOD	
AMOUNT RECEIVED	
RECEIPTED BY:	

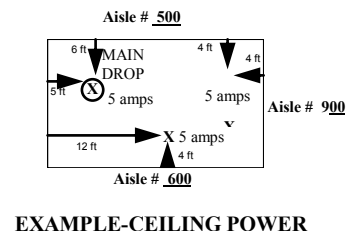
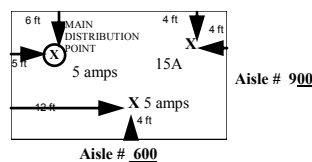
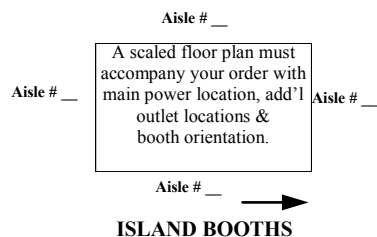
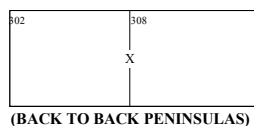
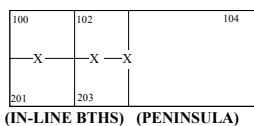
COMPANY NAME:			PHONE:			FAX:			
ADDRESS:			CITY:			ST:		ZIP:	
SIGNATURE:				PRINT NAME:				Country:	
EMAIL ADDRESS:									
PAID BY: CK AMX VISA MC DISC DINER								EXP DATE:	
CARD HOLDER SIGN:					PRINT NAME:				
CREDIT CARD BILLING ADDRESS (If different from address above)									
ADDRESS:			CITY:			ST:		ZIP:	

VERY IMPORTANT TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. **Orders received after the deadline date will be charged at the regular rate.** A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event that the totals are calculated incorrectly on the front of this form, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsula booths. All services provided to island booths require labor and material for distribution. If floor plan showing main power location is not submitted prior to Edlen move-in date, Edlen will bring the main power to a convenient location at Edlen's discretion. Please refer to item #6.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, distribution of electrical services or labor. Distribution from the power source to all other locations in a booth space *regardless of booth type* requires labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. 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 labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
7. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will be applied to hang the lights as requested. Please contact our office to determine if any additional charges will apply.
8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed. Typically the decorators cut the carpet in the America's Center.
9. Edlen is the exclusive provider of all material & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
11. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
12. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
13. 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.
14. All Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) 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.
15. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Edlen will not refund overpayment, except sales tax, in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen'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.
19. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
21. By signing this form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**

EDLEN SERVICES ORDER FORM



701 Convention Plaza, St. Louis, MO 63101
Ph (314) 342-5324 Fax (314) 342-5384
 stlouis@edlen.com • www.edlen.com

COMPANY NAME:		BOOTH #:
PHONE #:	FAX #:	
SHOW NAME: 17th Annual Halloween and Attractions Show 28th International Halloween, Costume and Party Show		
LOCATION: America's Center		

BE SURE TO COMPLETE COMPANY INFORMATION ABOVE

Step 3 If none of the work listed on the reverse of this form is required in your booth, please sign below and return with the **Electrical Order Form**.

I have read the "Work Required" list on the front of this form. My booth does not require electrical or telecommunications labor.

 Authorized Signature _____ Date _____

Step 4 Complete the credit card information below. No labor is performed without this information. The credit card information is a guarantee for services rendered. It may be exchanged for cash, a company check or a different credit card in settling final charges before the close of the show.

Credit Card Information: Master Card Visa American Express Diners Club Discover

Credit Card # _____ Expiration Date _____

Authorized Signature: _____ Print Name: _____

Step 5 Exhibitors requiring distribution under carpet or flooring should complete the "Authorized to Proceed-Without Supervision" below. **This allows Edlen to distribute your electrical and telecommunications services on the floor prior to your arrival, expediting your carpet installation, freight move-in and booth installation.** We will always try to complete this work on straight time whenever possible. However, we must follow the installation schedules that we are given. If you or your representative prefer to be present during electrical distribution, complete step 6 below.

AUTHORIZED TO PROCEED-WITHOUT SUPERVISION, per the attached floor plan. Edlen will proceed on straight time whenever possible. However, Edlen must follow event installation schedules.

Authorized Signature: _____ Print Name: _____

Estimated date and time of booth installation: Date: _____ Time: _____

Step 6 Authorized to Proceed With Supervision, *per the attached floor plan*. Edlen will proceed on straight time whenever possible. However, Edlen must follow event installation schedules. Please be advised that all supervised labor will be provided on a first-come, first-served basis. We cannot guarantee how quickly we will be able to respond to your needs in this situation. You must check in at the Edlen Service Desk at least one hour prior to the time you request below to confirm your labor call. You will be charged if we arrive and you are not ready for labor to complete the scheduled work.

I or my representative wish to be present during electrical and/or telecommunications distribution.

Estimated Date: _____ Time: _____ # of electricians: _____ # of technicians: _____
 Please come to the Edlen Service Desk at least one hour prior to requested date and time to confirm labor call.

Name of Supervisor: _____ Authorized Signature: _____

I & D House: _____ Telephone Number: _____

Step 7 If you require any additional electrical or telecommunications work in your booth, please provide us with a production schedule or complete the section below. This will assist us in accommodating labor requirements. *Example:*

Day Monday Date 1/5 # of electricians 2 Time 8am Work requested Hang track lights

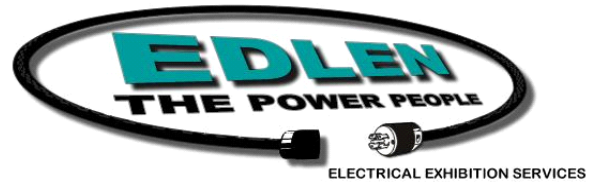
Day Monday Date 1/5 # of electricians 2 Time 2pm Work requested Forklift to hang light box

Day Tuesday Date 1/6 # of technicians 1 Time 8am Work requested Install phone and DSL lines

Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of technicians _____	Time _____	Work requested _____
Day _____	Date _____	# of technicians _____	Time _____	Work requested _____
Day _____	Date _____	# of technicians _____	Time _____	Work requested _____

Please be advised that labor will not be automatically dispatched according to production schedule. A representative must come to Edlen's Service Desk at least one hour prior to each individual labor call to confirm that booth is ready for such labor.

EDLEN SERVICES LABOR ORDER FORM



THE FOLLOWING PAGE MUST BE COMPLETED AND RETURNED WITH ELECTRICAL & TELECOMMUNICATIONS ORDER FORM

Step 1 Please read the list of work below. If you require any of this work to be performed in your booth space, it must be performed by Edlen technicians. This work falls within the permit that is issued by the city electrical inspector and is issued to Edlen Electrical and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

WORK REQUIRING EDLEN LABOR

1. *Electrical & Network distribution under carpet and flooring.
2. *Electrical & Network distribution overhead and/or through booth structure.
3. Connection/Disconnection of all 208 or higher voltage services.
4. Hardwiring of all electrical connections.
5. Wiring overhead signs.
6. Wiring or repairs of electrical equipment.
7. Installation and hanging of lights and light fixtures.
8. All special and static lighting for displays of product or sales demonstrations excluding full stage productions.
9. Connections to electrical motors, inverters/chargers, disconnects or sound and projection equipment.
10. Installation of Plasma/LCD screens is dependent upon several item: (a) A/V company owned equipment may be installed by the appropriate A/V Labor. (b) All other equipment will be installed by our electricians. (c) If the Plasma/LCD is set upon a table, the exhibitor may perform this labor.
11. Installation of Voice/Data lines.

*Network cable and connectors may be provided by exhibitor to avoid additional material charges.

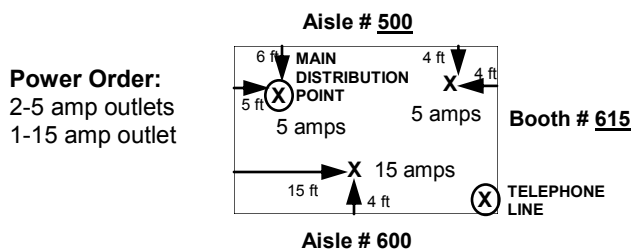
IMPORTANT RULES AND INFORMATION

1. Please be advised that whenever possible, Edlen requests an authorized representative to accompany our technicians to the labor desk when they have completed their work in your booth, in order to sign out the technician.
2. The minimum labor charge will equal one (1) hour per man for installation and one-half (1/2) hour per man or one half the installation time for dismantle. Please refer to the Electrical Order Form for labor rates and terms.
3. When a technician goes to a booth for requested labor "With Supervision" and no supervision is available, there will be a minimum charge of one (1) hour labor per man requested.
4. If lift equipment is required to hang special lighting, signs, etc., the exhibitor will be charged an hourly rate for the lift and its operator.
5. Time must be allowed for the technician to gather necessary equipment, have their work checked by the exhibitor and return tools and equipment to the supply office prior to being signed out.

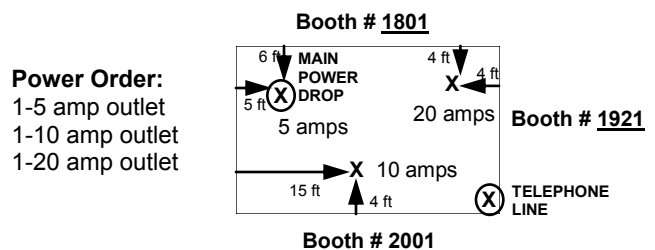
Step 2 If any of the work listed above is required, the following information **MUST** be provided in order to avoid delay of electrical and/or line installation:

A scaled floor plan with exact outlet and/or line locations, including dimensions, booth orientation reflecting surrounding booth or aisle numbers & main power drop location for island booths. You can download blank floor plan grids from our website at www.edlen.com. Power comes from the floor, tunnels and walls at the America's Center. Please contact us to discuss available options for your individual needs.

You must order a separate outlet for each outlet location on your floor plan. *Example:*



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOLLOWING PAGE MUST BE COMPLETED

UTILITIES ORDER FORM

MAIL OR FAX TO



EXHIBITOR SERVICES

701 Convention Plaza • St. Louis, MO 63101

Phone (314) 342-5324 Fax (314) 342-5384

Web site: www.EDLEN.com Email: stlouis@edlen.com

Questions ? Visit www.edlen.com

COMPANY:		BTH #	
EVENT:	17th Annual Halloween and Attractions Show 28th International Halloween, Costume and Party Show		
FACILITY:	AMERICA'S CENTER		
DATES:	March 8-11, 2012	EVENT#	032028SL

	QUANTITY	ADVANCED PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
COMPRESSED AIR: 90-100 LBS Psi *Please see Labor Note #1				
1st Air Outlet in Booth (includes 5 CFM)	_____	402.00	603.00	_____
Each Additional Air Outlet in Booth	_____	318.00	478.00	_____
Additional CFM Requirements	_____	7.00/cfm	10.50/cfm	_____
PSI	_____	NO	CHARGE	_____
WATER OR DRAINS (Circle correct service) *Please see Labor Note #1				
1st Water or Drain in Booth	_____	422.00	633.00	_____
Each Additional Water or Drain in Booth	_____	318.00	478.00	_____
GAS LINE *Please see Labor Note #2				
1st Gas Line in Booth	_____	422.00	633.00	_____
Each Additional Gas Line in Booth	_____	318.00	478.00	_____
FILL & DRAINS *Please see Labor Note #2				
0-200 Gallons	_____	173.00	260.00	_____
201-400 Gallons	_____	260.00	391.00	_____
Each Additional 100 Gallons	_____	29.00	44.00	_____
CIRCLE CONNECTION SIZE FOR AIR/WATER/GAS/DRAIN 1/4" 3/8" 1/2" 3/4" 1"				
CABLE *Please see Labor Note #1				
Coax Connection	_____	79.00	106.00	_____
LABOR				
ST (Mon - Fri 8:00 - 4:00 pm, excluding Holidays)	_____	81.00		_____
OT (Mon - Fri 4:00 pm - 8:00 am, Sat, Sun & Holidays)	_____	162.00		_____

FOR ADVANCE PAYMENT PRICE to apply we must receive your order, payment, floor plan, and labor services form prior to this

DEADLINE DATE OF:
February 23, 2012

Avoid Duplication !!
If you fax this form with credit card info, do not mail the original form or send another form of payment.

LABOR NOTES
****All utilities require labor****
Indicate Connection Size Need for Utilities. Fill out **Edlen Services Labor Order Form**.

1. Air, Water/Drain, and Cable services require a *minimum* labor charge of **1 hour to deliver and 1/2 hour for removal plus materials**.

2. Fill & Drain and Natural Gas services require a *minimum* labor charge of **1 hour installation and 1/2 hour for removal plus materials**.

Definition of CFM: Cubic Feet per Minute refers to the *velocity* of air flow to your equipment. An accurate estimate is necessary in order to forecast the stress on our compressors.

Definition of PSI: Pounds per Square Inch refers to the amount of *pressure* your machine requires.

NO PHONE ORDERS PLEASE

FOR OFFICE USE ONLY	
DATE RECEIVED	
PAYMENT METHOD	
AMOUNT RECEIVED	
RECEIPTED BY:	

PLACE YOUR TOTAL HERE

All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly

Payment must accompany order. Please see back for additional terms and conditions
By signing below, you have read and understand all of the terms and conditions as outline on both the front and back of this order form

ADDRESS:	CITY:	ST:	ZIP:
SIGNATURE:	PRINT NAME:	Country:	
EMAIL ADDRESS:			
PAYD BY: CK AMX VISA MC DISC DINER		EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:		
CREDIT CARD BILLING ADDRESS (If different from address above)			
ADDRESS:	CITY:	ST:	ZIP:

IMPORTANT TERMS/CONDITIONS AND REGULATIONS

1. Order (with payment) must be received a minimum of 14 days prior to the scheduled event opening for advanced payment rates. Orders faxed or mailed without payment will not guarantee advance rates, payment must be received as well. Orders received less than 14 days prior to scheduled event opening will be charged at the regular rates.
2. In the event that the totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will dropped to one location in the booth. Edlen will make every attempt to deliver this services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether its under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. There is a minimum labor charge to provide each of the services listed on the front of this form. Please read "Labor Instructions" box located on the front of the form. Labor charges are based upon current wage rates and are noted on the front of the form.
6. Water and Drain services located more than 25 feet from the facilities closest distribution point will be charged additional footage on a per footage basis. Exhibitors are encourage to contact Edlen to discuss any potential additional costs.
7. In some instances a pump is required to drain services out of an exhibitors booth. When this occurs, time & material charges will apply. Exhibitors are encourage to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers are to make all service connections. Requests for additional connections are charged at the additional outlet rate. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Airline size is dictated by the CFM requirements. Standard airlines terminate with a 1/2" female iron pipe valve.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours please call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. (4oz.) Call for price quote when available.
15. All equipment using water must have inlet and outlet properly tagged.
16. All equipment must comply with state and local codes.
17. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
18. For gas cylinders or any other special requirements call Edlen for a quote at the number below. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
19. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
20. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
21. Credit will not be given for connections installed and not used.
22. Payment in full for all plumbing services provided must be made in full prior to close of the event.
23. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
24. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
25. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

IMPORTANT: Gas line orders may require a permit from the St. Louis Fire Prevention Bureau. Please contact Edlen for more information on permit requirements. Lines will not be installed until proper permits have been acquired.

TELECOMMUNICATIONS ORDER FORM

MAIL OR FAX TO



EXHIBITOR SERVICES

701 Convention Plaza, St. Louis, MO 63101
 Ph: (314) 342-5324 Fax: (314) 342-5384
 Email: stlouis@edlen.com

Questions? Visit www.edlen.com

COMPANY:		BTH #	
EVENT:	17th Annual Halloween and Attractions Show 28th International Halloween, Costume and Party Show		
FACILITY:	America's Center		
DATES:	March 8-11, 2012	EVENT#	032028SL

	Advance Pricing	Regular Pricing	# of Lines	TOTAL	IMPORTANT NOTES
Single Analog Telephone Line (9 + dialing)* Access Requested <input type="checkbox"/> Local <input type="checkbox"/> 800 <input type="checkbox"/> Long Distance <input type="checkbox"/> Intl Fees: 1-800 Calls = \$0.75 per call Directory Assistance = \$2.50 per call Operator Assistance = \$1.30 per call	\$268	\$355	_____	_____	FOR ADVANCE PAYMENT PRICE To apply we must receive your order, payment and floor plan showing utility location prior to this DEADLINE DATE OF: February 23, 2012 Avoid Duplication!!! If you fax this form with credit card info, DO NOT mail the original form or send another form of payment.
Individual Feature (Single Analog Telephone Line Only) <input type="checkbox"/> Feature Requested <input type="checkbox"/> Voice Mail <input type="checkbox"/> Call Waiting	\$25 each	N/A	N/A	_____	
Direct Line (1 + dialing) Modem / Fax / Credit Card	\$310	\$419	_____	_____	VOICE AND DATE SERVICES ♦ A credit card number is required for long distance access and calling fees. Fees are billed to your card at the close of the event or upon receipt of billing from America's Center's long distance carrier AT&T. ♦ A floor plan with a diagram & grid must be included for voice & data installations. If no location is indicated, phone and data lines will be placed in booth at our discretion.
Digital Multi-Line Set (9 + Dialing - Minimum 2 lines) Additional Set Additional Line	\$420 \$263 \$105	\$567 \$355 \$142	_____ _____ _____	_____ _____ _____	
Ring Down Hub Rental: 4 Port 8 Port 12 Port	\$268 \$100 \$125 \$175	\$363 \$135 \$169 \$236	_____ _____ _____ _____	_____ _____ _____ _____	
Telephone Receiver	\$15	\$20	_____	_____	
Polycom Conferencing Unit	\$100	\$125	_____	_____	CANCELLED ORDERS There is a \$50 processing fee for orders cancelled <i>prior</i> to installation. No credit will be given for equipment or services cancelled <i>after</i> installation Installation dates are <i>approximate</i> and are subject to change without notice All telecommunication equipment must be returned in good condition to the service desk to avoid further charges. Internet Telephones (IP Phones) are <i>not</i> allowed on the America's Center Network
DSL Circuit-High Speed (3.0-1.5 meg down, 500K up) *Limited Availability- Please order at least 14 days in advance. **For use with wireless router, see Exhibitor Provided Wireless access point below.	\$656	\$886	_____	_____	
Ethernet Connection with 1 IP** For use with wireless router, see Exhibitor Provided Wireless Access point below. <input type="checkbox"/> Public IP Address <input type="checkbox"/> Private IP Address	\$856	\$1155	_____	_____	
Additional IP Address (and/or computer with connectivity) <input type="checkbox"/> Public IP Address <input type="checkbox"/> Private IP Address	\$137 Each	\$184 Each	_____	_____	
Exhibitor Provided Wireless Access Point USE OF ACCESS POINTS REQUIRES PRIOR APPROVAL	\$1560	\$2100	_____	_____	See Reverse Side for Additional Terms and Conditions NO PHONE ORDERS PLEASE
Wireless Internet Service	\$184/PC	\$249/PC	_____	_____	
Minimum Relocation Fee (Voice or Data)	\$81/\$162	N/A	_____	_____	FOR OFFICE USE ONLY DATE RECEIVED: _____ PAYMENT METHOD: _____ AMOUNT RECEIVED: _____ RECEIPTED BY: _____
*** MORE SERVICES AVAILABLE PLEASE CALL FOR QUOTE*** PLACE YOUR TOTAL PAYMENT HERE					
*All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly					
COMPANY NAME:		PHONE:		FAX:	
ADDRESS:		CITY:		ST:	ZIP:
SIGNATURE:		PRINT NAME:			Country:
EMAIL ADDRESS:					
PAID BY: CK AMX VISA MC DISC DINER				EXP DATE:	
CARD HOLDER SIGN:			PRINT NAME:		
CREDIT CARD BILLING ADDRESS (if different from address above)					
ADDRESS:		CITY:		ST:	ZIP:

TERMS & CONDITIONS

1. **Lease of Equipment** - America's Center agrees to lease and provide to Customer, and Customer agrees to lease and obtain from America's Center, the Equipment and service described herein or on attached supplement (s) for the total rental payment set forth herein or on such attached supplement, PAYMENT FOR WHICH AMOUNT MUST ACCOMPANY SERVICE ORDERS.
2. **Term** - The Equipment and Services will be provided during the dates of the relevant show set forth on the reverse side hereof., subject to the other provisions of this Agreement.
3. **Use of PBX Switch and Related Services** - Customer's rental of the Equipment shall include the usage of (but not physical access to) the common telecommunication equipment (collectively, the "Switch") serving the Customer at the convention facility identified on the reverse side hereof (the "Building"). Unauthorized use of the PBX Switch lines for modem communications may result in termination of the service, without notice. This is to preserve the quality of service.
4. **Local Exchange Telephone Services** - Local Exchange telephone services will be provided by the local telephone company's exchange services and facilities.
5. **Long Distance** - Long distance (interexchange) services are provided by parties other the America's Center under license arrangements with center management (1 + dialing) or arrangements directly between Customer and such other parties (0 + dialing). Billing for such service shall be processed by America's Center or other such other parties. Billing or other questions relating to long-distance services should be directed initially to America's Center at the number shown on the front of this form.
6. **Requests for Service; Payment**
 - a. Request for special arrangements must be received by America's Center no less than fourteen (14) days prior to scheduled arrival time for move-in.
 - b. Personal checks will be accepted with Advance Rate requests only.
 - c. There will be a \$20 service charge for all returned checks.
7. **Equipment Management** - Customer will be responsible for returning all telephone sets or other equipment and related materials to the Telecommunications Service Desk, immediately following the show. Subject to the limitations set forth elsewhere herein, all charged deposits will be refunded immediately and deposits paid by means other than by credit card will be refunded by mail following the close of the show.
8. **Customer Details**
 - a. Customer will use the equipment in a careful and proper manner and in accordance with manuals or instructions provided by America's Center or the manufacturer or supplier. Customer shall not make any alterations, attachments, or additions to the equipment without America's Center's written consent. Only America's Center employees or approved personnel are authorized to modify system wiring.
 - b. Customers shall be liable for any loss or damage to Equipment resulting from Customer's negligence, intentional act, unauthorized maintenance, or other cause within the reasonable control of Customer, its representative, employees, agents or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse America's Center for the reasonable cost of repair or replacement (or at America's Center's option, America's Center may apply all or a portion of Customer's deposit as such reimbursement.)
 - c. The equipment shall remain the sole and exclusive property of America's Center, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the Equipment which shall, at all times, be and remain the property of America's Center notwithstanding that it may be or become attached to or embedded in the realty.
9. **Events of Customer Default** - Customer shall be in default hereunder if Customer fails to pay when due any rental payment or service charge or any other indebtedness to America's Center, or Customer fails to return the Equipment to America's Center when required to do so hereunder, or fails to perform or observe any other obligation or covenant to be performed or observed by Customer herein.
10. **Remedies of America's Center** - At anytime after a default by Customer, America's Center may terminate this agreement, by notice to Customer, and repossess the Equipment, whereupon Customer's right to use the Equipment shall cease but Customer shall remain liable for all unpaid charges incurred on account of such default; or America's Center may exercise any other rights accruing to a lesser under any applicable law upon a default by a lessee.
11. **Limitation of Liability**
 - a. America's Center obligation under this agreement are subject to, and America's Center shall not be liable for delays, failure to perform or damage or destruction or malfunction of Equipment or Services or any consequence of any of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than the America's Center, its representatives, agents or employees, or any other cause beyond America's Center's reasonable control.
 - b. In all situations involving performance or non-performance of Equipment or related programs or Services furnished under this Agreement, the Customer's sole and exclusive remedy and America's Center's sole and exclusive liability will be (i) the adjustment or repair of the Equipment or replacement of its parts by America's Center or, at America's Center's option, replacement of the Equipment, or correction of programming errors, or (ii) if, after reasonable and repeated efforts, America's Center is unable to install the Equipment or replace the Equipment, in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a full refund equal to the excess (if any) of the total amount paid by the customer to America's Center for Equipment and Services under this Agreement, less the reasonable value of Customer's use of the Equipment and Services.
 - c. Claims will not be considered unless filed in writing with America's Center by Customer prior to the close of the show identified on the reverse side hereof.
 - d. IN NO EVENT SHALL AMERICA'S CENTER BE LIABLE TO THE CUSTOMER OR TO ANY OTHER PARTY FOR SPECIAL COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR WITH OR WITHOUT PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTUOUS CONDUCT OR NEGLIGENCE OF THE EQUIPMENT OR SERVICES OF THE AMERICA'S CENTER OR BREACH OF ANY OF THE PROVISIONS OF THE AGREEMENT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF AMERICA'S CENTER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR FOR ANY DAMAGES CAUSED BY THE CUSTOMER'S FAILURE TO PERFORM THE CUSTOMER'S RESPONSIBILITIES, SUCH EXCLUDED DAMAGES INCLUDE, BUT ARE NOT LIMITED TO, LOSS OF PROFITS, LOSS OF USE OR INTERRUPTION OF BUSINESS, OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSS.
 - e. Customer acknowledges and agrees that that neither America's Center or the other party responsible for the show in which Customer is participating is responsible for the provision of the of the Equipment or the Services, and that neither party shall be liable to Customer for any failure or defect in such Equipment or Services.
12. **Indemnification** - Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless America's Center and its agents, employees, office, directors, and any all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs and expenses including reasonable attorney's fees, in contract, or sort or otherwise, which result from or arise out of negligent or wrongful use of the Equipment or the Services by the Customer or its representative, agents, employees or invitees.
13. **Assignment** - America's Center shall have the right to assign its interest under this Agreement to any other party subsequently providing Equipment and Services to the Building.
14. **Entire Agreement Amendment** - This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supersede all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed by both parties.

BOOTH CLEANING SERVICES
MAIL OR FAX TO



EXHIBITOR SERVICES
701 Convention Plaza, St. Louis, MO 63101
Ph: (314) 342-5324 Fax: (314) 342-5384

Questions? Visit www.edlen.com

COMPANY:		BTH #	
EVENT:	17th Annual Halloween and Attractions Show 28th International Halloween, Costume and Party Show		
FACILITY:	AMERICA'S CENTER		
DATES:	March 8-11, 2012	EVENT#	032028SL

Advance Payment Deadline Date: February 23, 2012

VACUUM BOOTH ONE DAY ONLY (There is a 100 square foot minimum cost)

BOOTH WIDTH	BOOTH LENGTH	TOTAL SQUARE FEET	ADVANCED SQ FT COST	REGULAR SQ FT COST	TOTAL CLEANING COST	DATE OF VACUUMING
_____ X _____	= _____	X \$.28	\$.34	= _____	_____	

VACUUM BOOTH MULTIPLE DAYS (There is a 100 square foot minimum cost)

BOOTH WIDTH	BOOTH LENGTH	TOTAL SQUARE FEET	ADVANCED SQ FT COST	REGULAR SQ FT COST	DAILY COST	# OF DAYS	TOTAL CLEANING COST	DATE OF VACUUMING
_____ X _____	= _____	X \$.26	\$.32	_____ X _____	= _____	_____	_____	_____

PORTER SERVICES

BOOTH SIZE	ADVANCED COST	REGULAR COST	# OF DAYS	TOTAL PORTER COST	DATE(S) OF SERVICE
Up to 1500 Square Feet	\$44.00	\$55.00	X _____	= _____	_____
1501 Square Feet to 3000 (Above 3000 call for quote).	\$66.00	\$83.00	X _____	= _____	_____

Porter service pricing includes emptying waste baskets and policing of your exhibit area at two hour intervals during show hours. Please list each day services are required.

*Small office-style trash cans placed at the edge of an exhibit booth at the end of the day will be emptied by the facility at no cost prior to the start of the event the next day. Large trash cans that need to be emptied where they are located within the booth (end of day or during the event) need to order Porter Service.

SHAMPOOING (There is a 100 square foot minimum cost)

BOOTH WIDTH	BOOTH LENGTH	TOTAL SQUARE FEET	ADVANCED SQ FT COST	REGULAR SQ FT COST	DAILY COST	# OF DAYS	TOTAL CLEANING COST	DATE(S) OF SERVICE
_____ X _____	= _____	\$.36	\$.44	_____ X _____	= _____	_____	_____	_____

MOPPING SERVICE (There is a 100 square foot minimum cost)

BOOTH WIDTH	BOOTH LENGTH	TOTAL SQUARE FEET	ADVANCED SQ FT COST	REGULAR SQ FT COST	DAILY COST	# OF DAYS	TOTAL CLEANING COST	DATE(S) OF SERVICE
_____ X _____	= _____	\$.36	\$.44	_____ X _____	= _____	_____	_____	_____

MISCELLANEOUS SERVICES - PLEASE CALL FOR QUOTE

PLACE YOUR TOTAL PAYMENT HERE

*All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly

Payment must accompany order. Please see back for additional terms and conditions
By signing below, you have read and understand all of the terms and conditions
as outline on both the front and back of this order form

ADDRESS:	CITY:	ST:	ZIP:
SIGNATURE:	PRINT NAME:	Country:	
EMAIL ADDRESS:			
PAID BY: CK AMX VISA MC DISC DINER		EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:		
CREDIT CARD BILLING ADDRESS (If different from address above)			
ADDRESS:	CITY:	ST:	ZIP:
For Office Use Only	Date Rec'd _____	Method _____	Amount _____ Received By _____

Display Cleaning

Please indicate here if you would like us to provide more information and pricing on cleaning your display.

Special Cleaning / Aisle Cleaning Requests

Please indicate on the lines below any special cleaning requests or instructions that you may have.

Cleaning Services Terms & Conditions

1. Cleaning your exhibit area is not included in space rental.
2. Cleaning service can be ordered on site at the regular rate.
3. Our exclusive cleaning contract will not permit other service contractors to provide this service.
4. If you have any questions or need assistance with any orders items not listed, please call and ask for your Event Manager Representative.
5. Full payment is due in advance or at show site before any service is provided. Purchase orders are not considered payment.
6. It is your responsibility to advise our service center representative of any problem with any of your orders, and to check your invoice for accuracy prior to the close of the exhibition.
7. We require 100% prepayment of advanced orders, any orders or services placed at show site must be paid at show site. Payment must be in U.S. Funds and drawn on a U.S. Bank.
8. Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a finance charge at the lesser on 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-payment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received shall be either applied to reduce the principle unpaid balance or refunded to the payer. This payment terms and conditions agreement shall be governed by an construed with the laws of the State of Missouri.

Third Party Authorization **YES**

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges, in the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company, all invoice are due and payable upon receipt, by either party.

3rd Party Authorized Signature

Print Name

Company Name

Address

City

ST

Zip

Phone