Let us help save you TIME and MONEY!

- ☑ Submit your **Complete Order** *with* payment by our Deadline Date: *Thursday, March 3, 2016* 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
  - 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 installation prior to your arrival or if you would like to supervise installation.
- ☑ 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*.

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

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

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

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? Please call us at (314) 342-5324.
We will be happy to evaluate your needs.

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

ELECTRICAL EXHIBITION SERVICES
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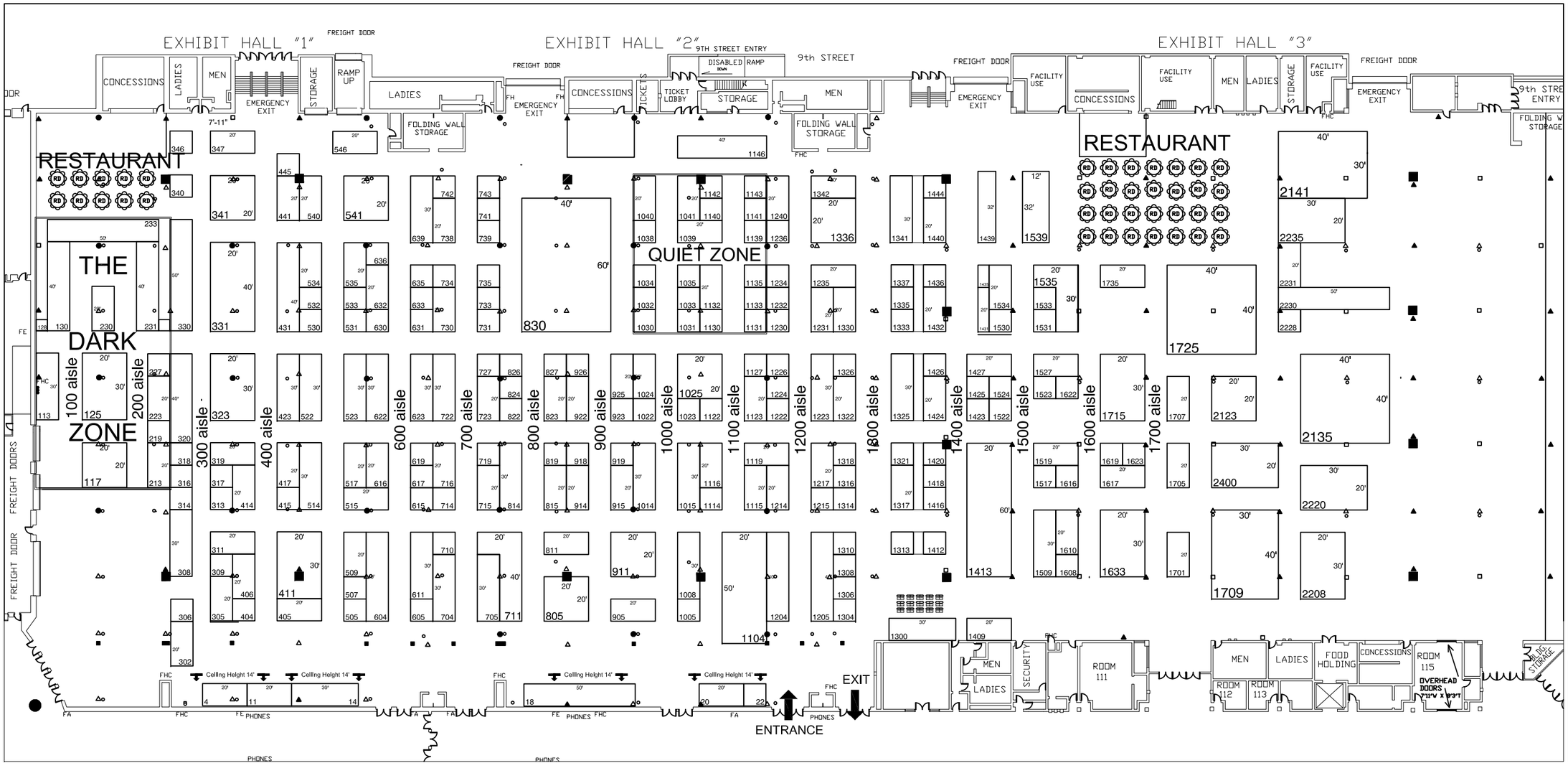
Halloween & Attractions Show

featuring The Haunt Show, Holiday & Special Occasion Merchandise

2016

America's Center - Hall 1-4
St. Louis, Mo



Event

HAA Haunt
2016

Facility

America's Center
St. Louis, MO
Hall: 1-4

Notes

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

Ceiling Height = 40' unless indicated

EXHIBIT HALL FLOOR LOAD: UNLIMITED EXCEPT OVER UTILITY TUNNEL WHERE FLOOR LOAD IS 400 LBS./SQFT.

* AREAS MUST REMAIN CLEAR

WASHINGTON COMPLEX (ROOMS A-G)

▲ -120 VOLT SINGLE PHASE ELECTRIC
120/208 VOLT ELECTRIC ALSO AVAILABLE FROM WALLS AND COLUMNS

*FLOOR PLAN IS SUBJECT TO CHANGE AND FIRE MARSHALL APPROVAL

Scale

0' 10' 20' 50'

Prepared By: Floorplans

HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. St. Louis, MO 63104
Phone (314) 534-8500 Fax (314) 533-0906

File Location: J:\current show\2016 Shows\HAA americas center 03 16\FP\CAD FP\HAA2016_02.dwg

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 03/03/16

ELECTRICAL EXHIBITION SERVICES
701 Convention Plaza, St. Louis, MO 63101
Phone: (314) 342-5324 Fax: (314) 342-5384
stlouis@edlen.com

COMPANY:		**BTH #**	
EVENT:	**21st Annual Halloween and Attractions Show**		
FACILITY:	**AMERICA'S CENTER**		
DATES:	**March 17-20, 2016**	EVENT #: 036012SL	

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:		CELL:
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ **VISA** ☐ **MASTER CARD** ☐ **AMX** ☐ **DISCOVER**

☐ **BANK WIRE TRANSFER INFORMATION ***

Bank transfer to Bank of America
Wire Transfer:
ABA#: 026009593 Acct: 33855214
International Wire Transfer:
Swift Code: BOFAUS3N Acct: 33855214

*** $25 processing fee MUST be included with transfer.**

☐ **ACH ELECTRONIC PAYMENT TRANSFER**

Bank of America ABA# 125000024 Acct: 33855214
6900 Westcliff Drive, Las Vegas, NV 89145
Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

CHECK AND CREDIT CARD INFORMATION

CHECK #			
CREDIT CARD NUMBER:		EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:		
EMAIL ADDRESS:		THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE			
ADDRESS:	CITY:	ST:	ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN		
	AUTHORIZED SIGNATURE	
	PRINT NAME	DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
CLEANING	
FLORAL	
TOTAL DUE	

ELECTRICAL ORDER FORM

EDLEN The Power People

st.louis America's Center

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

Advance Payment Deadline Date: 03/03/16

COMPANY:		BTH #	
EVENT:	**21st Annual Halloween and Attractions Show**		
FACILITY:	**AMERICA'S CENTER**		
DATES:	**March 17-20, 2016**	EVENT#	**036012SL**

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1 hour for installation & 1/2 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.

ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

24 HOUR SERVICES

Electricity will 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.

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet.

MATERIAL DELIVERY

Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

CANCELLATIONS

Credits will not be made for services delivered and not used. See back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 120/208-0314SL

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			72.00	109.00	
1000 WATTS (10 AMPS)			103.00	156.00	
1500 WATTS (15 AMPS)			127.00	196.00	
2000 WATTS (20 AMPS)			156.00	235.00	
208 VOLT SINGLE PHASE					
20 AMPS			236.00	359.00	
30 AMPS			297.00	461.00	
60 AMPS			459.00	719.00	
100 AMPS			656.00	1029.00	
208 VOLT THREE PHASE					
20 AMPS			307.00	465.00	
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(S) Boost 208 Volt to 230 Volt

Transformer (20 amp minimum charge) Total Amps: _____ x 3.00 = _____

LIGHTING EQUIPMENT (Including current consumed) Include drawing showing lighting location.

ARM LIGHT			89.00	133.00	
150 WATT POLE LIGHT			89.00	133.00	
300 WATT POLE LIGHT			104.00	155.00	
1000 WATT QUARTZ			632.00	945.00	

Arm lights require hard wall for installation. Pole lights are installed at rear or side rail of inline booths, other locations require labor & material. Time and material will apply when lift is required to mount 1000 watt quartz light overhead.

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORDS		23.00	
POWER STRIPS		23.00	

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, excluding holidays)		81.00	
OT (Mon-Fri, 4:30pm-8:30pm, Sat)		121.50	
DT (Mon-Fri, 8:30pm-6am, Sun & holidays)		162.00	

PLACE TOTAL HERE

PRINT NAME: BOOTH #:

AUTHORIZED SIGNATURE:

EMAIL: DATE:

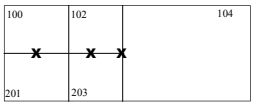
The "Method of Payment Form" must be completed and returned with this order form.

TERMS & CONDITIONS

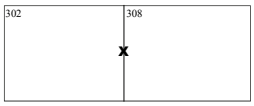
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services or location for lights or lighting) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and 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 order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed ***do not*** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require 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. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. 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.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and 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.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. 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 have been ordered through Edlen.
13. 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.
14. 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.
15. All Exhibitors' 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.
16. 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.
17. 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. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. 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.
20. 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.
21. 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.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

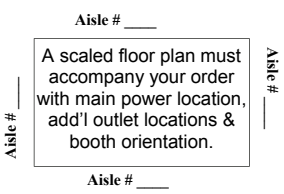
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



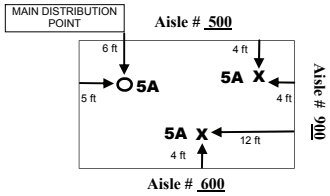
(IN-LINE BTHS) (PENINSULA)



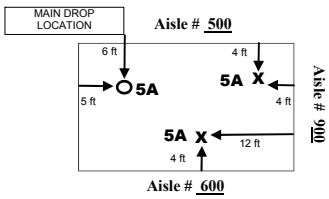
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

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

PLUMBING ORDER FORM

Advance Order Deadline Date: 03/03/16 E ☐ M ☐

EDLEN st.louis The Power People America's Center

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

COMPANY:		BTH #	
EVENT:	**21st Annual Halloween and Attractions Show**		
FACILITY:	**AMERICA'S CENTER**		
DATES:	**March 17-20, 2016**	EVENT#	**036012SL**

FOR YOUR CONVENIENCE PLACE YOUR ORDER ON-LINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

LABOR REQUIREMENTS
There is a minimum labor charge of 1 hour for delivery and 1/2 hour for removal of each air, water and drain outlet.

ADDITIONAL CONNECTIONS
If you have more than one machine or multiple connections on a machine, please order an additional connection for each machine or connection within 20 feet of the outlet ordered, otherwise you *must order another outlet.*

OUTLET DISTRIBUTION
Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on a time and material basis. Lift charges will apply for overhead drops or distribution.

SERVICE CONNECTIONS
All service connections are to be made by Edlen plumbers. Material charges may apply.

AIR LINE RESPONSIBILITIES
Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.

WATER PRESSURE
Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

WASTE WATER
If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.

TERMS & CONDITIONS
I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

UTILITY SERVICES

		Advance	Regular	Total
	COMPRESSED AIR: 90-100 LBS. Psi			
_____	Air Outlet	422.00	685.50	_____
_____	Additional Connections within 20' of Outlet	318.00	478.00	_____
_____	CFM requirements (There is a 5 CFM min. charge per outlet)	7.00/cfm	10.50/cfm	_____

Remember to order CFM with air services. **Connection size see # 9 on back of form.**

	WATER LINES (Edlen is not responsible for sediment or the color or taste of the water.)			
_____	Water Outlet	422.00	633.00	_____
_____	Additional Connections within 20' of Outlet	318.00	478.00	_____

# of connections required: _____ Size of connection: _____

PSI required: _____ GPM Required: _____

	DRAIN LINES			
_____	Drain Outlet	422.00	633.00	_____
_____	Additional Connections within 20' of Outlet	318.00	478.00	_____

Number of connections required: _____ Size of connection required: _____

	FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)			
_____	1 – 50 Gallons	173.00	260.00	_____
_____	51 – 200 Gallons	173.00	260.00	_____
_____	201 – 400 Gallons	260.00	391.00	_____
_____	Each additional 100 Gallons up to 1,000 Gallons	29.00	44.00	_____

LABOR/LIFT (Labor is required for delivery and removal of air, water & drain outlets)

_____	ST (Monday-Friday 8:00 PM – 4:30 PM (except holidays)	81.00	_____
_____	OT (Mon - Fri 4:30 PM – 8:00 AM (all day Sat, Sun, & Holidays)	162.00	_____
_____	LIFT (Only required if outlets are dropped from overhead)	Call for Quote	_____

When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets.

GAS & MISC. REQUIREMENTS (Call for a quote)

_____	$	_____
_____	$	_____

TOTAL PAYMENT	
PRINT NAME:	
AUTHORIZED SIGNATURE:	
EMAIL:	DATE:

The "Method of Payment" form must be completed and returned with this order form

TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) must be received a minimum of 21 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 21 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 email or 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 be dropped to one location in the booth. Edlen will make every attempt to deliver these 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. Additional footage charges will apply when exhibitor requires services to be dropped from overhead when services originate on the floor or columns.

6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.

7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges will apply. Exhibitors are encouraged 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. Air line size is dictated by the CFM requirements. Standard air lines 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. Gas & Cylinders: When available 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.

16. All equipment using water must have inlet and outlet properly tagged.

17. All equipment must comply with state and local codes.

18. 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.

19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.

20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..

21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.

22. Credit will not be given for outlets installed or connections made and not used.

23. Payment in full for all plumbing services provided must be made in full prior to close of the event.

24. 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.

25. A service charge of $25.00 will be assessed for all returned checks or declined credit cards.

26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM

For Further Information please visit our web site at www.edlen.com
Or call the number on the front of this form.

BOOTH CLEANING FORM

Advance Payment Deadline Date: 03/03/16

E ☐ M ☐

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

COMPANY:		BTH #	
EVENT:	**21st Annual Halloween and Attractions Show**		
FACILITY:	**AMERICA'S CENTER**		
DATES:	**March 17-20, 2016**	EVENT# 036012SL	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

SCHEDULING SERVICES

Please note which days you will require cleaning services. If no information is provided, services will begin on first day of show opening and continue until the number of days ordered are utilized.

VACUUM SCHEDULING

Dates Requested

1st Day _____

2nd Day _____

3rd Day _____

4th Day _____

MOPPING SCHEDULING

Dates Requested

1st Day _____

2nd Day _____

3rd Day _____

4th Day _____

PORTER SERVICE SCHEDULING

Dates Requested

1st Day _____

2nd Day _____

3rd Day _____

4th Day _____

PORTER SERVICE RATES

Rates include emptying waste baskets and policing of your exhibit area at two hour intervals during show hours.

TRASH REMOVAL

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 each day. Large trash cans that need to be emptied where they are located within the booth space need to order Porter Service.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form CLE-0314SL

VACUUMING (Charged per square foot with 100' minimum cost)

Total Sq. Ft.	(Please schedule what days you would like the service provided in the Vacuum scheduling block on the left)	Advance Price	Regular Price	TOTAL COST
	Vacuum Booth - 1 Day	.28	.34	
	Vacuum Booth - 2 Days	.52	.65	
	Vacuum Booth - 3 Days	.78	.97	
	Vacuum Booth - 4 Days	1.04	1.30	

SHAMPOOING (Charged per square foot with 100' minimum cost)

Total Sq. Ft.		Date Service Requested	Advance Price	Regular Price	TOTAL COST
	Shampoo Carpet - One Time Only	Date: _____	.36	.44	

MOPPING (Charged per square foot with 100' minimum cost)

Total Sq. Ft.	(Please schedule what days you would like the service provided in the Mopping scheduling block on the left)	Advance Price	Regular Price	TOTAL COST
	Mop Booth - 1 Day	.36	.44	
	Mop Booth - 2 Days	.72	.90	
	Mop Booth - 3 Days	1.08	1.35	
	Mop Booth - 4 Days	1.44	1.80	

PORTER SERVICES (Charged per day)

# of Days	(Please schedule what days you would like the service provided in the Porter Service scheduling block on the left)	Advance Price	Regular Price	TOTAL COST
	Up to 1500 square feet	44.00	55.00	
	1501 - 3000 square feet	66.00	83.00	
	3001 and over - call for a quote			

SPECIAL CLEANING REQUIREMENTS

Please indicate below any special cleaning requests or instructions that you may have. You can also use this space to indicate that you would like the America's Center to provide more information and pricing on cleaning your display.

_____

_____

_____

PLACE TOTAL HERE	
PRINT NAME:	
AUTHORIZED SIGNATURE:	
EMAIL:	DATE:

The "Method of Payment Form" must be completed and returned with this order form

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.

ELECTRICAL LABOR

EDLEN The Power People
st.louis America's Center
ELECTRICAL EXHIBITION SERVICES
701 Convention Plaza, St. Louis, MO 63101
Ph: (314) 342-5324 Fax: (314) 342-5384
stlouis@edlen.com

Advance Payment Deadline Date: 03/03/16

COMPANY:		**BTH #**	
EVENT:	**21st Annual Halloween and Attractions Show**		
FACILITY:	**AMERICA'S CENTER**		
DATES:	**March 17-20, 2016**	EVENT# **036012SL**	

ELECTRICAL JURISDICTION

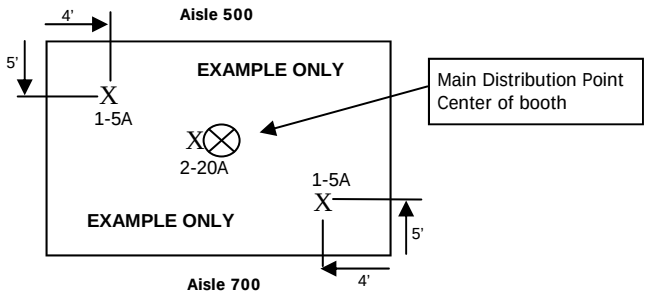
The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK	
1. Electrical distribution under carpet	6. Overhead power distribution
2. Data/network cable under carpet	7. Overhead coaxial (network) cable distribution
3. Connection of all 208V or higher services	8. Assembly & Installation of lighting hung from truss or ceiling
4. Wiring of overhead signs	9. Hardwiring of any electrical apparatus
5. Installation of lighting requiring tools for installation	

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

1. Floor Plan layout of your booth space
   A. Floor plans must include exact outlet locations with dimensions or be to scale
   B. Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers
   C. Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.

   Example: 20x30 Island Booth



2. Date you will begin building your booth _____ Estimated time _____
3. Show Site Contact with authority to make additions or changes to your order

   Contact Name _____

   Contact Company _____

   Contact Cell # _____
4. Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 03/03/16

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st.louis America's Center
EXHIBITOR SERVICES
701 Convention Plaza, St. Louis, MO 63101
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ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time ..... 81.00 per hour

Monday-Friday 8:00am - 4:30pm, excluding holidays

Overtime ..... 162.00 per hour

Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

LIFT RATES

Lift ..... Call for quote

Lift charges will apply to for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign

Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	

SHOW SITE SUPERVISOR

Contact Name:		Company:	
Cell Number:		Email address:	

PLEASE COMPLETE CREDIT CARD INFORMATION ON THE FRONT OF THIS FORM OR THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.

UTILITY LAYOUT FORM

Advance Payment Deadline Date: 03/03/16

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

COMPANY:		**BTH #**	
EVENT:	**21st Annual Halloween and Attractions Show**		
FACILITY:	**AMERICA'S CENTER**		
DATES:	**March 17-20, 2016**	EVENT#	**036012SL**

Use the grid below to indicate the location of each utility outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.

Indicate booth type: Island ☐ Peninsula ☐ Inline ☐ Provide aisle or adjacent booth #'s for orientation

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

X = Main Distribution Point ◆ = 5amp/500watt ▲ = 10amp/1000watt ★ = 15amp/1500watt ● = 20amp/2000 watt

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

_____Square = _____Ft Total Square Footage = _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

FLORAL ORDER FORM

Advance Payment Deadline Date: 03/03/16

E ☐ M ☐

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

COMPANY:		BTH #	
EVENT:	**21st Annual Halloween and Attractions Show**		
FACILITY:	**AMERICA'S CENTER**		
DATES:	**March 17-20, 2016**	EVENT# 036012SL	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

ADVANCE PAYMENT PRICE

For advance payment price to apply we must receive your order with payment prior to the deadline date posted on the top of this order form.

FLORAL DELIVERY

All floral pricing includes delivery and pickup from the booth or designated location within the America's Center.

RENTAL RETURNS

Rental items that are not in the booth at the close of the show will be charged a minimum of 2X the rental price again.

STRING LIGHT RENTAL

If you order string lights, you must also order electric for them separately on the electrical order form. Power is not included in the rental price.

CONTAINER UPGRADES

Container upgrades are available in Gold and Silver for an additional fee. These containers must be pre-ordered. Delivery can not be guaranteed for on-site orders.

SALES TAX

The rental rate of all items on this form includes sales tax added at a rate of 8.68%.

FLORIST

All floral services will be delivered by Walter Knoll Florist.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form FLO-0314SL

GREEN PLANTS

(Please circle type of plant when ordering)		QTY	Advance Price	Regular Price	TOTAL COST
3' GREEN PLANTS	Circle one: Palm Tree Bushy		40.21	54.29	
4' GREEN PLANTS	Circle one: Palm Tree Bushy		51.08	68.96	
5' GREEN PLANTS	Circle one: Palm Tree Bushy		61.95	83.64	
6' GREEN PLANTS	Circle one: Palm Tree Bushy		72.82	98.31	
7' GREEN PLANTS	Circle one: Palm Tree Bushy		83.68	112.97	
8' GREEN PLANTS	Circle one: Palm Tree Bushy		136.94	184.87	
10' GREEN PLANTS	Circle one: Palm Tree Bushy		141.29	190.75	
12' GREEN PLANTS	Circle one: Palm Tree Bushy		158.67	214.21	
15' GREEN PLANTS	Circle one: Palm Tree Bushy		213.01	287.57	
SMALL FERN / VINING			21.74	29.35	
LARGE FERN / VINING			32.61	44.03	
CASCADING 1' WIDE X 10" TALL			27.17	36.68	
UPRIGHT SMALL 18" WIDE X 1' TALL			27.17	36.68	

FLOWERING PLANTS (Select color when ordering)

FLOWERING MUM PLANT (Yellow / White / Lavender /Asst)		31.52	47.91	
BROMELIAD (Red / Lavender / Orange / Pink)		38.04	51.36	
AXALEA (Red / Orange / White)		43.47	58.69	
KALANCHOE (Red / Orange / Yellow/Pink)		38.04	51.36	

FLORALS & MISCELLANIOUS

FRESH CUT ARRANGEMENT - SMALL		65.21	88.04	
FRESH CUT ARRANGEMENT - MEDIUM		92.38	124.72	
FRESH CUT ARRANGEMENT - LARGE		163.02	220.08	
BLOOMING BASKET - SMALL		65.21	88.04	
BLOOMING BASKET - MEDIUM		92.38	124.72	
BLOOMING BASKET - LARGE		163.02	220.08	
FLORAL BOUTONNIERE (Specify color pallet:_____)		13.05	17.62	
FLORAL CORSAGE (Specify color pallet:_____)		32.61	44.03	
MINI LIGHTS		16.31	22.02	
6" BUBBLE BOWL		32.61	44.03	
10" BUBBLE BOWL		54.34	73.36	
CONTAINERS	Select color: Gold/Silver/Black	27.17	27.17	

PLACE TOTAL HERE	
PRINT NAME:	
AUTHORIZED SIGNATURE:	
EMAIL:	DATE:

The "Method of Payment Form" must be completed and returned with this order form