

## **RULES AND REGULATION INFORMATION**

- 1) Payment must be included with your order to secure the advance rate. Please see the "Electrical Order Form" for the advance rate cutoff date. A photocopy of the check will not be accepted to receive the advance rate.
- 2) You need to designate one location for each outlet ordered. There is a 500 watt minimum. All outlets will be installed on the floor at the rear of the booth unless otherwise noted.
- 3) Island booths are required to submit a scaled floor plan with exact outlet locations including dimensions, booth orientation reflecting surrounding booths and/or aisle numbers. And MAIN POWER location for all island booths. If floor plan does not show the main power location prior to CE, LLC move-in date CE, LLC will bring the main power to convenient location at CE, LLC discretion. All distribution will be done on a time and material basis.
- 4) All wiring and other installations will be performed on a time and material basis.
- 5) Check rating plates on your equipment to ensure you will have proper power to operate your display.
- 6) All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- 7) Dedicated and 24 hour power will be at double the list price. Please indicate these requirements on your floor plan or order form.
- 8) All labor requests require a credit card on file.
- 9) Labor before 8:00 am and after 4:30 pm and on Saturdays, Sundays, and holidays will be at the overtime rate.
- 10) If lift equipment is required to hang special lighting the exhibitor will be charged an hourly rate for the lift and its operator. Lift rates: \$125.00 per hour (One hour minimum)
- 11) No credits will be issued on unused outlets or lights installed as ordered.
- 12) Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.
- 13) Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only.
- 14) If Convention Electric, LLC is required to bill you a 25% handling charges will be applied to all outstanding balances due. A service charge of 1.5% per month will be applied to balances not paid after 10 days of invoice date.
- 15) CE, LLC jurisdiction: All under carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring including coaxial cable, fiber optics, twisted pair etc., and the distribution of same form product to booth and from booth to booth.
- 16) Power comes from the ceiling at: Long Beach Convention Center, Anaheim Convention Center, Cashman Center-LV, Las Vegas Convention Center, Pomona Fairplex Bldg#4.
- 17) Power comes from the floor at: San Diego Convention Center, Palm Springs Convention Center, San Jose Convention Center, Pomona Fairplex (all other bldgs)
- 18) By signing and delivering the electrical order form to Convention Electric, LLC client agrees to all terms and conditions printed on this form.