

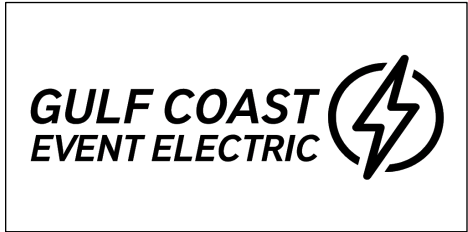


## EXHIBITOR PACKAGE:

- ELECTRIC SERVICE ORDER/PAYMENT FORM
  - GUIDELINES FOR EXHIBITORS
  - TERMS AND CONDITIONS

**ELECTRIC SERVICE ORDER FORM**

Gulf Coast Event Electric  
18610 Manchac Highlands Dr.  
Prairieville, La 70769  
Email: [RCElectric@cox.net](mailto:RCElectric@cox.net) Ph: 225-413-2996



Please read form in full prior to completion and print clearly the information requested below:

Name of Event HELEN BRETT HOLIDAY MARKET 2020  
Company Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Email Address \_\_\_\_\_ Booth# \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Ordered By \_\_\_\_\_ Date \_\_\_\_\_  
Print Authorized Name \_\_\_\_\_

| Services Available              | Discounted Fee * | Floor Order Fee | Qty:          | Total |
|---------------------------------|------------------|-----------------|---------------|-------|
| 110 volt, 0-500 Watt Outlet     | 85.00            | 102.00          |               |       |
| 110 Volt, 501-1000 Watt Outlet  | 100.00           | 120.00          |               |       |
| 110 Volt, 1001-2000 Watt Outlet | 112.00           | 134.40          |               |       |
| 208 Three Phase, 15 Amp         | 165.00           | 198.00          |               |       |
| 208 Three Phase, 25 Amp         | 215.00           | 258.00          |               |       |
|                                 |                  |                 |               |       |
|                                 |                  |                 |               |       |
|                                 |                  |                 | <b>TOTAL:</b> |       |

Please **CHECK** one of the following methods of payment:

\_\_\_\_\_ CASH \_\_\_\_\_ CHECK \_\_\_\_\_ CREDIT CARD

\*\*Make check payable to: Gulf Coast Event Electric

\*\*For your convenience, we will use this authorization to charge the credit card account for your advance order, and for any additional amounts incurred as a result of on-site orders by the designated representative\*\*

Please complete the information below for credit card payments:

|   |   |
|---|---|
| <u>Circle one:</u> Visa    Mastercard    AmEx | <u>Circle one:</u> Personal    Business |
| Card #  | Exp. Date                               |
| Cardholder's Name                             | Billing Address                         |
| Signature                                     | CVV#                                    |

**COMPLETE THIS FORM AND E MAIL TO: [RCElectric@cox.net](mailto:RCElectric@cox.net)**

**FOR YOUR CONVENIENCE, WE ALSO ACCEPT PHONE IN ORDERS (225-413-2996)**

**\*Please take advantage of a 20% discount by ordering and making payment at least 5 days prior to move in date.**

## ELECTRICAL GUIDELINES FOR EXHIBITORS: READ VERY CAREFULLY

IT IS VERY IMPORTANT THAT EXHIBITORS REVIEW THE FOLLOWING ITEMS CAREFULLY TO UNDERSTAND THEIR RESPONSIBILITY AND SAFETY CONCERNING ELECTRICAL POWER. SERIOUS RISKS ARE INVOLVED BUT CAN BE REDUCED WITH ACCURATE UNDERSTANDING OF BASIC REQUIREMENTS. SAFE WIRING INSIDE AN EXHIBIT IS ESSENTIAL.

1. **GULF COAST EVENT ELECTRIC** is NOT responsible for power failures or voltage fluctuations on service lines.
2. All Exhibitor's electrical equipment and materials must be grounded properly.
3. All 120- Volt electrical cords must be of the three-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment (capable of energizing) shall be grounded.
4. Rip-cords/ Zip-cords and two-wire cords are NOT acceptable by **GULF COAST EVENT ELECTRIC** unless the cord is a component part of an assembly which is specifically approved.
5. All equipment, regardless of source of power, must comply with National Electrical codes as well as state and local safety codes.
6. Safe wiring is top priority. **GULF COAST EVENT ELECTRIC** is responsible for the total electrical distribution system and the linking of all electrical items in an exhibit with the power services of the building. All electrical work must be done by **GULF COAST EVENT ELECTRIC** personnel (including installation of all cords under the carpet).
7. No vendors will be allowed to self- access electrical power supply. All plug-ins will be done by **GULF COAST EVENT ELECTRIC** personnel.
8. Any Exhibitors that have pre ordered services will be attended to ahead of floor orders.

## ELECTRICAL CONNECTIONS NOTE:

Rates include bringing circuits to the **rear** of the exhibit booth. If it becomes necessary to run lines **into** a booth, connect motors or panels, install ball or track lights or any other electrical illumination, and for removal of same equipment at closing of show, a labor order must be placed with **GULF COAST EVENT ELECTRIC** and will be assessed based on time and materials. All electrical connections and disconnects must be made by **GULF COAST EVENT ELECTRIC** personnel.

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## **TERMS AND CONDITIONS**

### **PAYMENT**

Full payment is due in advance or at show site. **Gulf Coast Event Electric** does not accept Purchase Orders as payment. Please take advantage of our **Advance payment 20% discount** by making payment at least **5 days prior to the move in date**. All other orders are considered floor orders at standard rate.

### **DISCOUNTS**

Discount rates where applicable are indicated on the **GULF COAST EVENT ELECTRIC** order forms. Standard floor charges, as indicated on each order form, will be applied to orders received without payment and/ or orders received after the deadline date.

### **CREDIT**

It is the Exhibitors responsibility to advise our on-site representatives of any electrical order problems and to **check your invoices for accuracy prior to show closing**.

### **CANCELLATION**

Original charges will be owed if electrical service was already installed at the time of cancellation. Full refunds available if electrical orders cancelled within 48 hours of move in date

### **INTERNATIONAL EXHIBITORS**

We require 100 % pre-payment of advance electrical orders. Any orders or services placed at show site must be paid at the show. Payment may be made with a Credit Card or in U.S. Funds.

### **UNPAID BALANCES**

Should there be any unpaid balance after the close of the show the balance will be due upon receipt of invoice. Effective (thirty) 30 days after the invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month and any future orders will be on a pre-payment basis only. **GULF COAST EVENT ELECTRIC** shall be governed by and construed in accordance with the laws of the state of Louisiana.

### **INSURANCE**

Exhibiting companies will defend, hold harmless, and indemnify **GULF COAST EVENT ELECTRIC** from and against all liability cost and expenses arising out of promoter's operation of the show.