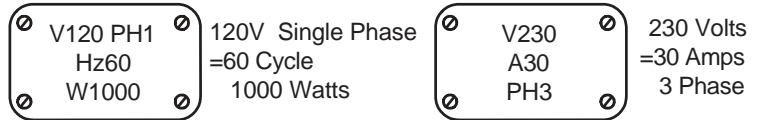


REGULATION'S AND GENERAL INFORMATION

1. Calculate your lighting needs by adding wattage in each location.
2. For other equipment, read the rating from the metal plate attached to the unit (See example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.
3. Separate locations require separate outlets (500 watt min.)

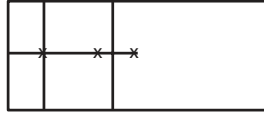
EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT



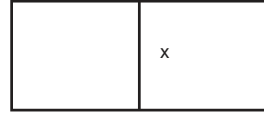
POWER LOCATIONS: X Indicate location of outlet

WHERE WILL MY OUTLET BE LOCATED?

Your outlet will be located as depicted below unless floor plan is received indicating otherwise.



INLINE BOOTHS-PENINSULA



BACK TO BACK PENINSULA BOOTHS

One drop within booth when power source in ceiling or one location at Production Elektrik's discretion when power source is on the floor. Please see Regulation #4 below.

ISLAND BOOTHS

1. Orders must be received a minimum of ten (10) days prior to the scheduled event set up for Discount Rates. Orders received less than ten (10) days prior to scheduled event set up will be charged at the Standard Rates.
2. Production Elektriks is not responsible for voltage fluctuation due to temporary conditions. For your protection you should install a surge protector on your computer(s) All electrical installations and connections to all electrical service must be made by a Production Elektriks Electrician. Production Elektriks will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a Production Elektriks Electrician.
3. A separate outlet must be ordered for each location where electricity is needed
4. Rates listed for all connections include bringing the service to booth in the most convenient manner for Production Elektriks and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and materials basis.
5. Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show. A minimum charge of one (1) hour labor for installation and 1/2 hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested. Unless 24-hour advance notice is provided in writing.
6. Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
7. All equipment regardless of source of power, must comply with Federal, State, and local codes. Production Elektriks reserves the right to inspect all electrical devices and connections to insure compliance with all codes. Production Elektriks is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at Standard Rate for each piece of equipment to be connected
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
10. All exhibitor's cords must be a minimum of 14/3 with ground. All exposed noncurrent carrying metal parts or fixed equipment, which are liable to be energized shall be grounded
11. A \$25.00 service charge will be assessed for all returned checks and credit cards.
12. Material and equipment furnished by Production Elektriks for this service order is furnished on a rental basis and remains the property of Production Elektriks and shall be removed ONLY by Production Elektriks Employees. Price is also includes all necessary disposable supplies.
13. Production Elektriks Employees are authorized to cut floor coverings when essential for installation of service otherwise indicated
14. Claims will not be considered or adjustments made unless filed in writing by exhibitor prior to close of event and this claim must be verified by a Production Elektriks Employee prior to close of event.
15. Credit will not be given for service installed and not used
16. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, of to file a lien, or foreclosure or otherwise, exhibitor will pay Production Elektriks its attorney fees or applicable agency fees.
17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of the invoice.
18. Exhibitor holds Production Elektriks harmless for any losses of power beyond Production Elektriks 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. As the official Electrical Contractor, we will be responsible for:
 - a. All under carpet distribution of electrical wiring
 - b. All motor and equipment hook-ups requiring hardware connections
 - c. The above items require electrical labor, which may be ordered in the Electrical Labor sections on the reverse side.
20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exists. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor id not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring your booth.
For the safety of you and the public, remember these points:
 - a. All wiring must have a 3-wire grounded cord with a minimum of #14 gauge
 - b. The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of a 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - c. Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.