



**Baltimore Premier Expo Solutions Décor Order Form**

Washington Bridal & Wedding Expo, The Walter E. Washington Convention Center – Hall C

801 Mount Vernon Place NW, Washington, DC 20001

Sunday, November 14<sup>th</sup>, 2021

**Exhibitor Info**

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Representative (Please Print) \_\_\_\_\_ Signature: \_\_\_\_\_

**Décor Items Order Form**

Décor Item	Qty.	*Pre-Order Price	Show Price	Total
6' Dressed Table		\$65.00	\$80.00	
8' Dressed Table		\$85.00	\$100.00	
6' Dressed Counter Height Table		\$75.00	\$90.00	
30" Dressed High Top Round Table		\$55.00	\$70.00	
Chair		\$10.00	\$15.00	
10' x 10' Carpet (Black)		\$95.00	\$115.00	
Black Bar Stool		\$40.00	\$60.00	
Waste Basket		\$7.00	\$10.00	
Chrome Easel		\$35.00	\$50.00	
Package: 6' Dressed Table/2 Chairs/Waste Basket		\$80.00	\$100.00	
Package: 6' Dressed Table/2 Chairs/Waste Basket/10' x 10' Carpet (Black)		\$140.00	\$170.00	

**\*\*Décor pre-order deadline is 14 days prior to show date\*\*10/31/2021\*\***

**Credit Card Authorization Form**

Cardholders Name:	
Company:	
Billing Address:	
Card Type:	<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMEX
Card Number:	
Expiration Date:	
CVV Code:	
Amount To Charge:	
Email Address for Receipt:	

I, \_\_\_\_\_ authorize Baltimore's Premier Expo Solutions to charge the agreed amount listed above to my credit card. Card holder print name, sign and date below.

Print Name:	
Cardholder Signature:	
Date:	

\*Pre-order price is valid up until 14 days prior to the show open date. "Show Price" will be charged when adding items after the preorder date has passed. Please complete the credit card information above and email your order form to [acsorderform@gmail.com](mailto:acsorderform@gmail.com). All items must be paid-in-full before décor items will be placed in show booth.





Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

### **Hi-Tech Electric is going green!**

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website [www.hi-techelectric.com](http://www.hi-techelectric.com) to begin the order process.

If you still prefer to print out the service contract, please send it to [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com) or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Place, NW  
Washington, DC 20001  
202-249-3600  
202-249-3601 FAX



# ELECTRICAL SERVICE CONTRACT



Washington, DC 20001

202-249-3600

202-249-3601 FAX

[dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com)

[www.hi-techelectric.com](http://www.hi-techelectric.com)

**Deadline Date for Incentive Rates:**

**November 7<sup>th</sup>, 2021**

**Signature on page 2 is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. All credit card payments are subject to a 3.3% processing fee.**

Fed ID # 88-0437088 **2021-2022\*\*\*\* 10/1/21**

Event Name: The Bridal Expo 2021		Event Dates: November 14,2021	
Company Name		Booth No.	
<b>Credit Card Billing Address</b> (exact address for credit card)			
City / State / Zip		Phone	Country
Credit Card No	Exp Date	CVV Security Code	Check Number
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name as it appears on card (Please Print)
Authorized Contact Name (Please Print)		Authorized Contact Email	

\*\*\*\*\* PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES \*\*\*\*\*

## ELECTRICAL OUTLETS / LIGHTING SERVICES

Power strips and extension cords available to rent onsite

Please read page 2 regarding additional labor and material charges "Description of Outlet Location & Distribution Charges"

Description of Service	Total Outlets	Incentive	Base	24 Hr or Dedicated 20 amp	Overhead Service	Floor Service	Total Price
<b>120 V Outlet - Maximum of One (1) connection per outlet</b>							
5 Amp / 500 watts		\$113.00	\$138.00				
10 Amp /1000 watts		\$140.00	\$170.00				
20 Amp / 2000 watts		\$213.00	\$265.00				
<b>120 V Outlet – Inline Booths Only – Expo Aisles Outside of 10’ - Maximum of One (1) connection per outlet</b>							
<i>If Expo is not aligned with floor ports, creating aisles outside of 10 foot spacing</i>							
5 Amp / 500 watts		\$131.00	\$158.00				
10 Amp /1000 watts		\$161.00	\$195.00				
20 Amp / 2000 watts		\$244.00	\$304.00				
<b>208 V 1Ø Motor &amp; Equipment Outlet - Maximum of One (1) connection per outlet</b>							
20 Amp- <i>Minimum for European Power</i>		\$378.00	\$461.00				
30 Amp		\$512.00	\$630.00				
40 Amp		\$645.00	\$797.00				
50 Amp		\$712.00	\$887.00				
60 Amp		\$930.00	\$1,140.00				
100 Amp		\$1,153.00	\$1,409.00				

<b>208 V 3Ø Motor &amp; Equipment Outlet - Maximum of One (1) connection per outlet</b>							
20 Amp		\$508.00	\$626.00				
30 Amp		\$759.00	\$890.00				
60 Amp		\$1,122.00	\$1,388.00				
100 Amp		\$2,036.00	\$2,453.00				
200 Amp		\$3,997.00	\$4,998.00				
400 Amp		\$6,578.00	\$8,224.00				

**24 Hr Power and dedicated 20amp / 120v outlets are double the listed price**

**Transformer(s):** Check off European Power column in this section. European Power is all 60HZ 208v transformers to 240 1ph European, 60HZ 480v-3ph transformer to 380v/3ph European. Hi-Tech Electric does not offer 50 HZ. Please check your equipment to see if it can operate at 60 HZ. Pricing for transformer includes the transformer and power. Labor, materials, and lift are additional to installation.

Description Of Service	Qty	Incentive	Base	European Power	Total Price
Boost 208V to 230V <i>Euro Transformer 208V-240V 20amps</i>		\$944.00	\$1,150.00		
European Transformer 480V -380V <i>480v-380v-30amps-100amps</i>		\$2,312.00	\$2,996.00		

**480V 3Ø Motor & Equipment Outlets**

25KW/Kilowatts 30A-480v		\$757.00	\$945.00		
50KW/Kilowatts 60A-480v		\$1,349.00	\$1,618.00		
100KW/Kilowatts 100A-480v		\$2,921.00	\$3,774.00		
200KW/Kilowatts 200A-480v		\$5,842.00	\$7,592.00		

**Overhead Quartz Lights:** *Please Use Exhibitor Rigging Order Form*

**Additional Booth Lighting Services**

90 Watt <i>On Stanchion Inline Booths Only</i>		\$113.00	\$138.00		
250 Watt Krypton <i>On Stanchion - Inline Booths Only</i>		\$178.00	\$215.00		
Stem Lights <i>Hard Wall Use Only-10'spreader bar required</i>		\$113.00	\$138.00		
Track Lighting – (3) 75watt fixtures		\$247.00	\$260.00		

**See Terms and Conditions Section for Labor Rates**

<b>Subtotal of Charges</b>					\$
<b>THIRD PARTY PAYMENT</b>					
Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.					

**Authorized Signature:**

I agree that I am the Authorized Card Holder on behalf of the Exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

Print Name:

Signature:

Booth No:

Date:

**Labor Request Section:**

<b>Send mandatory PDF or DWG for all Island booths to: <a href="mailto:dcehibitorservices@hi-techelectric.com">dcehibitorservices@hi-techelectric.com</a></b>	
<p>[ ] Floor Plan included with outlet locations/orientation</p> <p>[ ] Floor Plan to follow</p> <p>[ ] OK to proceed without exhibitor present</p> <p>[ ] Do Not proceed until exhibitor is onsite</p> <p><b>Scaled floor plan showing all outlet locations and booth orientation required</b></p>	<p>Installation Labor date:</p> <p>Installation Time:</p> <p>Size of Booth:</p> <p>Type of Booth: Inline [ ] Island [ ] Peninsula [ ] Other [ ]</p> <p><b>*****Indicate all 24 hr and dedicated outlets on floor plan</b></p>

## TERMS AND CONDITIONS

**Page (3) must be signed in order for electrical installation to be scheduled**  
**Additional Labor and Material Fees May Apply (See Terms and Conditions below for Details)**

### ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- \$107.00 per hour during Straight Time: 8am-4:30pm M-F
- \$204.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: \$200.00 per hour (one hour minimum) plus operator's time.
- The minimum charge per booth is one (1) hour installation and ½ the total time for dismantle.
- The minimum charge per booth for the relocation, energizing, or 208v (specialty) equipment connection is ½ hour.

### DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

- All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered by the exhibitor.
- All inline booths will incur a price upcharge if the entirety of expo aisles are not installed directly above floor ports with 10' foot spacing. HTE is authorized to charge the price difference should the floor layout change and or if the standard price is selected.
- All electrical outlets for Island booths will be dropped from one main panel location per the exhibitor's floor plan. Delays in installation can occur if no main panel location or floor plan is provided.
- All Island booths will be charged labor to install, energize, and dismantle, as well as materials. *For a pre-show estimate based on the submitted diagram, see estimates section below.*
- All booths or displays requiring multiple outlet distribution and connection are chargeable on a time and material basis.
- Re-distribution of such installation, additional power drops, and/or additional locations will be charged on a time and material basis.
- All 208v outlets will require labor to install, energize/connect, and dismantle, as well as materials.
- All overhead services will require lift, labor, and materials.
- **24-hour power** and dedicated circuits are **double** the listed price. Indicate total outlets on order form.
- Electricity will be turned on within 30 minutes of show daily.
- **Unauthorized Power Usage:** Exhibitors using outlets without an order will be charged the base rate. A memo will be delivered onsite to all booths accessing outlets without an order.
- **Labor Rates:** All Labor Rates are subject to the current labor contract effective at time of performed labor.

### HI-TECH ELECTRIC (HTE) JURISDICTION

- Only HTE equipment is allowed for electrical distribution.
- Exhibitors are not permitted to bring their own distribution system.
- HTE installs all motor and equipment hook-ups requiring hard wiring connections.
- HTE performs all installations and/or repair of electrical fixtures.
- HTE performs installations of all electrical motors and electrical apparatus to be energized.

- HTE electrical labor is required to inspect pre-wired equipment that connects to HTE distribution systems. Exhibitor must give HTE notice of intended use of pre-wired equipment and schedule an inspection by HTE. HTE is not responsible for any loss or damage resulting from the use or installation of pre-wired equipment. The Exhibitor is responsible for any loss or damage caused by the use or installation of pre-wired equipment to Hi-Tech distribution systems.
- HTE provides labor for all overhead truss rigging and overhead booth lighting.
- HTE performs all installations of electrical cords under any booth space flooring.
- The exhibitor, Display House, and Show General Contractor will indemnify HTE for any and all work-related accidents.

### **SPECIAL EQUIPMENT**

Special Equipment orders require 30 days' notice prior to move-in.

### **HI-TECH ELECTRIC MATERIALS**

All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.

### **FLOOR COVERINGS**

Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installation of service. H-Tech Electric is not liable for any costs incurred by the Exhibitor for such cuts.

### **RAMPING UTILITY LINES**

All ramping of utility lines in booth are done on Straight Time plus materials. Laying of lines under carpet or floor or spotting from ceiling will incur additional labor charges. Minimum per removal of lines is 1 hour each. Floor plan is required with order to show location of lines.

### **ESTIMATES / REVISIONS**

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move-in begins in order to prevent delays in processing. Reductions made to an existing order are subject to a 10% surcharge.
- Check, wire or ACH payments for services require a mandatory estimate. Any balance will be charged to the credit card on file unless other arrangements are made.

### **SUPERVISION FEES/INVOICES**

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com).

### **PAYMENT POLICY**

- Payments must be received in full 21 days before show move-in to secure the incentive rate. Full payment and a credit card on file are required to process any order. There is a 3.3% processing fee for credit card purchases. Checks and electronic payments need to be made by show opening; otherwise the credit card on file will be charged for the balance.
- Onsite payments must be submitted only to a Customer Service Representative or HTE Management.
- No credit or refund will be issued for connections installed and not used.
- All balances must be settled prior to event closing. An outstanding balance may preclude the exhibitor from retaining HTE services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- Tipping or any gratuity or gift is not permitted to be accepted by any HTE personnel.

### **CANCELLATIONS**

- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund.
- Credit card refunds are subject to a 3.3% credit card processing fee.

## **CLAIMS AND INVOICE DISPUTES**

Any claims or disputes with regards to the services provided by HTE will not be placed under review by HTE management unless filed by the Exhibitor prior to the close of the exposition. Such dispute must be in writing by the Exhibitor and provided to HTE management. HTE management will conduct a billing audit and handle such disputes on a case by case basis.

## **DISCONNECTION / INTERRUPTION OF SERVICES**

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by Hi-Tech Electric.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.
- For safety precautions, all Island Booth power will be turned off after the installation is completed and tested. Once carpet is installed, exhibitor will need to notify HTE for the energizing of electricity.

## **DELAYS**

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

## **INDEMNITY**

The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC or GLP for any and all work-related claims, accidents, losses, and damage.