

**AIR & WATER ORDER FORM**

Questions? Visit [www.edlen.com](http://www.edlen.com)



**ELECTRICAL EXHIBITION SERVICES**  
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<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>WorldatWork Annual Conference &amp; Exhibition</b>		
<b>FACILITY:</b>	<b>Washington State Convention &amp; Trade Center</b>		
<b>DATES:</b>	<b>May 31st—June 2nd, 2009</b>	<b>EVENT#</b>	<b>059010SE</b>

COMPRESSED AIR: 90-100 LBS. Psi - Complete CFM (cubic ft per minute) requirements	Advance Price	Regular Price	Total
Service charge for 1st outlet at rear of booth .....	\$200.00	\$300.00	= _____
Each additional outlet within the same booth .....	\$100.00	\$150.00	= _____
CFM requirements. Multiply your total CFM requirements by the rate listed. There is a 5 CFM minimum charge. This charge is \$30 at advance price and \$45 at the regular rate.	\$6.00/cfm	\$9.00/cfm	= _____

Note: Air services are not available on the 6th Floor. 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.

**WATER LINE:**

Service charge for 1st outlet at rear of booth .....	\$110.00	\$165.00	= _____
Each additional outlet within the same booth .....	\$55.00	\$82.50	= _____
Number of connections required: _____ Size of connection required: _____			

Note: 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.

**DRAINS LINE:**

Service charge for 1st outlet at rear of booth .....	\$100.00	\$150.00	= _____
Each additional outlet within the same booth .....	\$50.00	\$75.00	= _____
Number of connections required: _____ Size of connection required: _____			

Note: Drain services are not available on the 6th floor. Time and material charges will apply when pumps are required to drain services

**FILL & DRAINS (Labor required)**

0 - 99 Gallons .....	\$80.00	\$120.00	= _____
100 - 199 Gallons .....	\$120.00	\$180.00	= _____
200 - 399 Gallons .....	\$240.00	\$360.00	= _____
Each additional 100 Gallons .....	\$25.00	\$37.50	= _____

Note: If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it. Edlen is not responsible for sediment or the color or taste of the water.

**MISCELLANEOUS REQUIREMENTS (Call for a quote)**

_____	\$ _____	\$ _____	= _____
_____	\$ _____	\$ _____	= _____

**LABOR (Additional Labor Charges may be assessed for Non-Standard Services)**

Straight time: Monday - Friday, 8:00 am to 4:30 pm, except holidays .....	\$80.00	= _____
Overtime: Monday - Friday, 4:30 pm to 8:00 am, all day Saturday & Sunday .....	\$120.00	= _____
Double time: Holidays .....	\$160.00	= _____

<b>FOR OFFICE USE ONLY</b>		<b>SALES TAX IS DUE ON ALL ORDERS UNLESS TAX EXEMPTION CERTIFICATE ACCOMPANIES ORDER</b>	Sub Total	
DATE RECEIVED			Add 9% State Sales Tax	
PAYMENT METHOD			<b>Total Payments</b>	
AMOUNT RECEIVED		All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.		
RECEIPTED BY:		<b>For Advance Price to apply payment must be received 14 days prior to show opening.</b>		
		<b>Deadline Date:</b>		
		By signing below I agree to the additional terms and conditions on back of form.		

COMPANY NAME:	PHONE:	FAX:	
ADDRESS:	CITY:	ST:	ZIP:
SIGNATURE:	PRINT NAME:	Country:	
EMAIL ADDRESS:			
PAID BY: CK AMX VISA MC DISC DINER		EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:		
<b>CREDIT CARD BILLING ADDRESS (If different from address above)</b>			
ADDRESS:	CITY:	ST:	ZIP:

## IMPORTANT TERMS/CONDITIONS AND REGULATIONS

1. Order (with payment) must be received a minimum of 14 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 14 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 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 dropped to one location in the booth. Edlen will make every attempt to deliver this 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. There is a minimum labor charge to provide each of the services listed on the front of this form. Please read "Labor Instructions" box located on the front of the form. Labor charges are based upon current wage rates and are noted on the front of the form.
6. Water and Drain services located more than 25 feet from the facilities closest distribution point will be charged additional footage on a per footage basis. Exhibitors are encourage to contact Edlen to discuss any potential additional costs.
7. In some instances a pump is required to drain services out of an exhibitors booth. When this occurs, time & material charges will apply. Exhibitors are encourage 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. Airline size is dictated by the CFM requirements. Standard airlines 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. All equipment using water must have inlet and outlet properly tagged.
16. All equipment must comply with state and local codes.
17. 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.
18. For gas cylinders or any other special requirements call Edlen for a quote at the number below. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
19. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
20. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
21. Credit will not be given for connections installed and not used.
22. Payment in full for all plumbing services provided must be made in full prior to close of the event.
23. 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.
24. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
25. 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](http://www.edlen.com)**