

Electrical Services Order Form



Advanced Price Deadline Date: May 20, 2015

Remit to: NRG Park - Exhibitor Services

Mail Orders & Payment To: One NRG Park Houston, TX 77054

Phone: 832-667-1718 (option 1)

Fax Orders & Payment To: 832-667-1821

Email Orders & Payment To: exhibitorservices@nrgpark.com

Order Services Online At: <https://nrgpark.boomerecommerce.com/>

Houston Summer Boat Show

June 3 - 7, 2015

For assistance, please call 832-667-1718 (option 1) to speak with one of our experts. Please note that 72 hours advance notice prior to first show date is required for all order cancellations. Per the NRG Park Terms & Conditions, please note that all orders are considered complete once payment is received. NRG Park requires processed payment in full by the advance ordering deadline date to receive this rate. Check payments must be received with all orders. NRG Park does not hold credit cards until check arrives. **NRG PARK PAYMENT AUTHORIZATION FORM MUST BE COMPLETED & RECEIVED WITH ALL**

Company Name: _____ Booth #: _____
Company Address: _____ City: _____ State: _____ Zip: _____
Order Contact Name: _____ Phone #: _____ Fax: _____
Order Contact Email Address: _____

ELECTRICAL OUTLETS (No Additional Charge for 24 Hour Power)

Power includes delivery of the service to the location at the rear of the booth in peninsula & inline booths. Please see the Electrical Labor Order Form for rates & instructions if you require outlets in other locations, have lights, other electrical items to hang or erect, have orders for power of 208V or higher, or have other electrical requirements.

IMPORTANT INFORMATION

MULTIPLE OUTLET LOCATIONS: A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by NRG Park in order to maintain delivery schedules. Relocation of the service will be charged on a time & material basis.

ISLAND BOOTHS: For island booths with no labor ordered, there is a 1/2 hr minimum installation charge & a 1/2 hr minimum dismantle charge.

INLINE & PENINSULA BOOTHS: Power will be placed in the back of the booth unless otherwise specified.

24 HOUR SERVICES: If an uninterrupted power supply is required for the full duration of the show, please request 24 hour power. Electricity is turned on 30 minutes prior to show opening & turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside of actual show hours, special arrangements should be made in advance. Additional charges may apply.

SEPARATE OUTLETS: Separate outlets should be ordered for each piece of equipment and/or each power location.

OVERHEAD POWER: If you require your power from overhead, additional materials & labor may be incurred. Please contact 832-667-1718, option 1.

Outlet Type	Quantity	Advance Price	Standard Price
110 / 120 VOLT			
1500 Watts (15 Amps)	_____	\$99.72	\$134.62 \$ _____
2000 Watts (20 Amps)	_____	\$133.68	\$180.47 \$ _____
208 VOLT SINGLE PHASE (Labor Required for Connection & Dismantle)			
20 Amps	_____	\$195.20	\$263.52 \$ _____
30 Amps	_____	\$239.76	\$323.68 \$ _____
60 Amps	_____	\$356.46	\$481.22 \$ _____
100 Amps	_____	\$568.64	\$767.66 \$ _____
200 Amps	_____	\$1,158.50	\$1,563.98 \$ _____
208 VOLT THREE PHASE (Labor Required for Connection & Dismantle)			
20 Amps	_____	\$256.74	\$346.60 \$ _____
30 Amps	_____	\$306.60	\$413.91 \$ _____
60 Amps	_____	\$524.08	\$707.51 \$ _____
100 Amps	_____	\$863.58	\$1,165.83 \$ _____
200 Amps	_____	\$1,727.14	\$2,331.64 \$ _____
400 Amps	_____	\$3,651.70	\$4,643.86 \$ _____

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nrgpark

480 VOLT THREE PHASE (Labor Required for Connection & Dismantle)

20 Amps	<input type="text"/>	\$457.24	\$617.27	\$ <input type="text"/>
30 Amps	<input type="text"/>	\$579.26	\$782.00	\$ <input type="text"/>
40 Amps	<input type="text"/>	\$779.76	\$1,052.68	\$ <input type="text"/>
60 Amps	<input type="text"/>	\$1,113.94	\$1,503.82	\$ <input type="text"/>
80 Amps	<input type="text"/>	\$1,364.32	\$1,841.83	\$ <input type="text"/>
100 Amps	<input type="text"/>	\$1,727.14	\$2,331.64	\$ <input type="text"/>

LIGHTING (Price Includes Power & Labor for Installation)

Single Light Stand (200w)	<input type="text"/>	\$168.00	\$228.00	\$ <input type="text"/>
Double Light Stand (400w)	<input type="text"/>	\$178.00	\$241.00	\$ <input type="text"/>

*May require labor and/or lift at additional charge. Please contact 832-667-1718, option

For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

Extension cords and power strips are available for rental at the NRG Park Service Desk.

TOTAL COST

Outlet (s):\$

Lighting:\$

GRAND TOTAL:\$

Electrical Services Order Form



ELECTRICAL INSTRUCTIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS:

Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

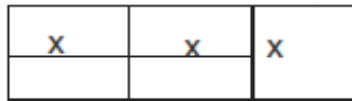
Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

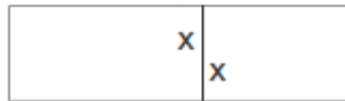
LOCATION OF POWER IN YOUR BOOTH:

In-Line & Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

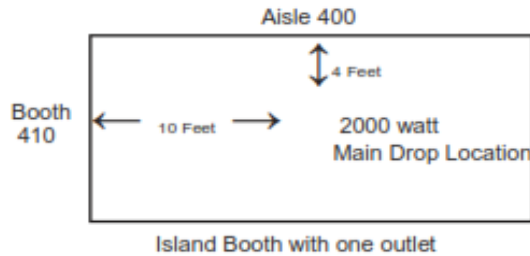


BACK TO BACK PENINSULA

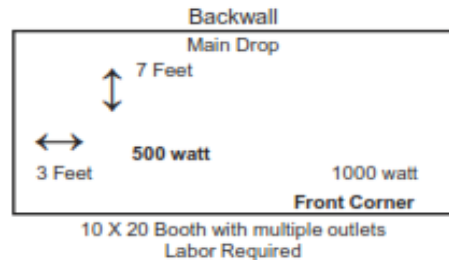
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

ISLAND BOOTHS / MULTIPLE OUTLETS:

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by NRG Park in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See EXAMPLES below:



Island Booth with one outlet



OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor Form for complete details. Please complete Labor Order Form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All equipment regardless of power source, must comply with Federal, State and local codes. NRG Park reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. NRG Park is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
4. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
5. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floor work. All multi-outlet devices (eg. - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Exhibitors' equipment will be modified to conform to NRG Park receptacles. Labor and materials to install or change a cord cap will be billed on a time and material basis.
7. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
8. Power sharing is not permitted between exhibitors.

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LABOR RATES AND SCHEDULE

Straight Time - Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)
Overtime - Monday - Friday, 4:30 pm - 8:00 am (All Day Saturdays, Sundays & Holidays)

Description	Advance Price	Standard Price	Unit
ELECTRICIAN - STRAIGHT TIME:	\$70.00	\$70.00	Per Man/Per Hour
ELECTRICIAN - OVERTIME:	\$138.00	\$138.00	Per Man/Per Hour

1) Start time guaranteed only at start of each working day.

2) Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the NRG Park service desk to confirm that you are ready for service.

Note: For more information and an example of a completed floorplan please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet & flooring.

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date _____ Time _____

Work is completed prior to your arrival. NRG Park must rec
detailed blue prints/floor plans for power distribution under

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____

☐ **EXHIBITOR SUPERVISION (DO NOT PROCEED):**

Date _____ Time _____ # of Electricians _____

Name of Onsite Contact: _____

Cell Phone: _____

Special Instructions: _____

BOOTH WORK:

Booth work is any of the following: Please check all that apply:

- ☐ Distribution of electrical overhead (more than one drop location in your booth).
- ☐ Distribution of electrical through booth structure.
- ☐ Mounting of plasmas/LCD monitors and lights.
- ☐ Connection or hard wiring of all exhibitor equipment.
- ☐ Lighting used as spot or flood lights.
- ☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss). Wiring of overhead signs.
- ☐ Installation of electrical headers and/or light boxes.
- ☐ Other _____

LABOR REQUEST:

Date _____ Time _____ Est. #Hours _____ #Electricians _____

Date _____ Time _____ Est. #Hours _____ #Electricians _____

Date _____ Time _____ Est. #Hours _____ #Electricians _____

Name of Onsite Contact: _____

Special Instructions: _____

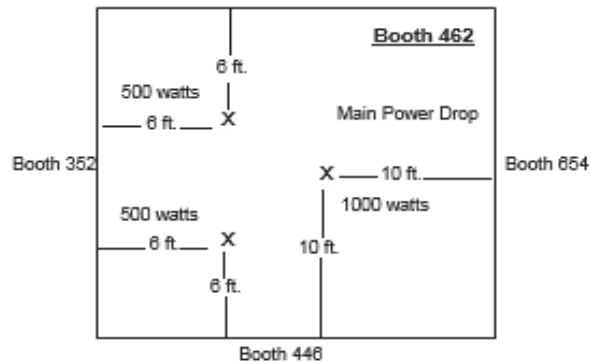
ELECTRICAL LABOR INSTRUCTIONS

1. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
2. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments.
3. Continuations to another day are a minimum of 1 hour.
4. Labor must be picked up at the NRG Park service desk. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
5. Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
6. Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.
3. Booth orientation - please provide surrounding aisle and/or booth numbers.



ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts), 5 - 100 watt light bulbs = (5x100 = 500 watts).

Please feel free to contact our electrical specialists at exhibitorservices@nrgpark.com with any additional questions.

WATTAGE	
Blender	475 - 100
Can Opener	500
Card Reader (credit) / Lead Retrieval	100
Coffee Pot - Household Size	600 - 1200
Large Coffee Pot, Griddle or Portable Heater	1500 - 2000
Computer Monitor - Independent	120 - 200
Computer - Desktop (Monitor & CPU)	200 - 900
Computer - Laptop	100 - 300
Computer Printer - Dot Matrix	100 - 500
Computer Printer - Laser	400 - 1000
Crock Pot	200 - 1000
DVD Player	50 - 100
Electric Frying Pan	1200 - 2000
Fax Machine	1000
Flat Screen TV - 32" to 50"	1000
Food Processor	500 - 2000
Glue Gun	300
Hot Water Heater	0 Amp 208 Volt Sinlge Phase
Hair Dryer	1000 - 2000
Heat Lamps (per lamp)	250
Hot Plate Double	1500 - 2000
Hot Plate Single	1000
Water Cooler - Cold Water	1000

WATTAGE	
Imprinter for T-Shirts	2000
Iron	700 - 1000
Juicer - Single	500
Juicer - Double	1000
Laminator	2000
Lights with Rental Booths	200 Each
Meat Slicer	500 - 1000
Microwave Oven	500 - 2000
Mixer	500 - 1000
Photo copier	Depends on Size - May Require 208V
Pizza Oven (Small)	30 Amp/120V Special Connection
Popcorn Maker	2000
Projector (Depends on Size)	1000
Refrigerator - Small	400
Refrigerator - Full Size	750
Sewing Machine	1000
Steamer	2000
Stereo (Amplifier) or Television	100 - 500
Toaster	1000
Toaster Oven	1500
Vacuum Cleaner	1500
VCR	100
Water Cooler - Hot/Cold Water	2000



BOOTH DIAGRAM LAYOUT

The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

- 1. Location of the main power drop;** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
- 2. Location and load of all outlets:** Please provide specific dimensions and wattages/amperages. *Please **DO NOT** place an X where power is required.*
- 3. Booth Orientation:** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

SHOW NAME: _____

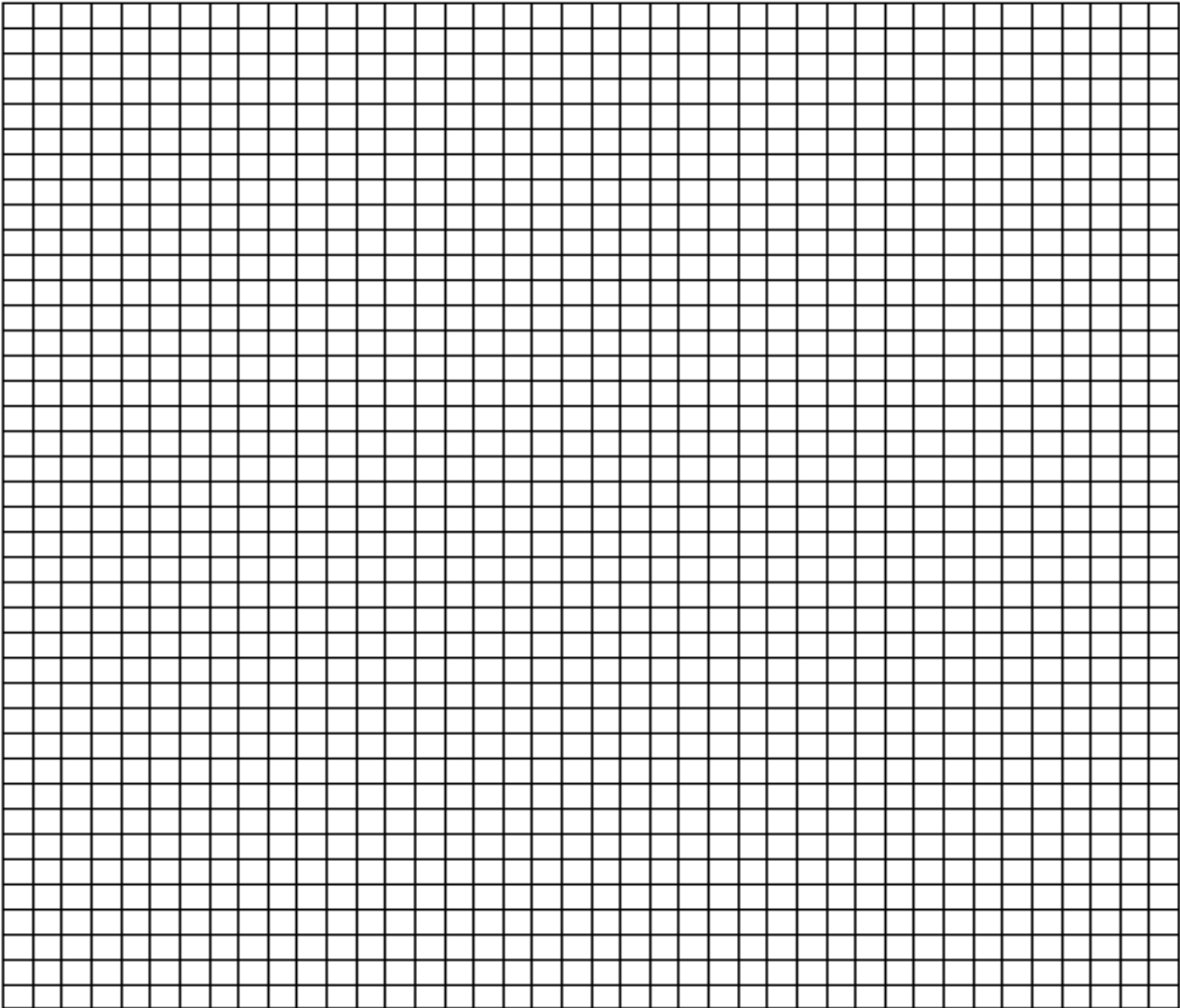
SHOW DATES: _____

COMPANY NAME: _____

BOOTH #: _____

Adjacent Aisle or Booth # _____

Adjacent Aisle or Booth # _____



Adjacent Aisle or Booth # _____

Adjacent Aisle or Booth # _____

A measurement scale can be applied as necessary to reflect the size of your booth.

