

Electrical Services Tips and Tricks

Island Booths

- All island booths, regardless of the size, will be charged labor hours for the distribution of your power within the booth.
- Island booths must provide Edlen with a booth floor plan noting where electrical needs to be located – Edlen can not install your electrical without this floor plan.
- 10x20 island exhibitors need to contact Edlen regarding electrical placement and possible distribution charges. If there is no back drape in your booth, you are considered an island.
- Extension cords and other required materials will be charged and will be placed on your final bill but are not included on the confirmation of order you receive from Edlen. Almost all island booths require extension cords/other materials.

Inline Booths

- Inline booths that request power to be laid Monday, November 2nd through – Wednesday, November 4th will not be charged OT or labor charges for installation and dismantle.
- Inline booths requesting power distribution or high voltage power for their booth will be charged labor/distribution and other materials.

Overtime Charges

- Exhibitors that are targeted for Sunday move-in or Monday a.m. move-in will be charged OT on both the installation and dismantle as electrical work is being done on the weekends.
- All island booths will be charged OT for the removal of your power and materials since move-out takes place over the weekend.

Pre Event Estimates & Onsite Invoices

- Your pre-show estimate is just that, an estimate. Please read the terms & conditions for a full understanding of additional charges that you may incur that can't be estimated prior to the work being done.
- Invoices are dropped in exhibitors booths on Day 2 of the show (Friday). Please review your bill immediately and go to the Edlen service desk with any questions.
- Do not wait until the show closes to resolve issues with your bill. Once the electrical is removed there is no way to dispute charges.

Additional Charges

- All large voltage power orders (208 and over) will require an Edlen representative to plug in your equipment. This will be an additional labor charge.
- Labor is charged for each drop that is being ordered.
- All island booths will be charged for additional materials required such as extension cords, etc.

24 Hour Electrical Access

- Electrical outlets are hot/on 24 hours/day during move-in.
- During show days electrical outlets are hot/on 1 hour prior to the show opening and 1 hour after the show closes.
- Electrical is turned off once the show breaks for move-out.
- You must contact Edlen to request 24 hour electrical during show days and move-out if it is required.

Also be sure to read all the terms & conditions on all plumbing and air orders. Please contact Edlen with any questions.

Phone: 702-385-6911 <http://www.Edlen.com>