

**Events Electrical Services**  
**@ Sheraton Chicago**  
**301 East North Water St.**  
**Chicago, IL 60611**

**Phone: (312) 329-6459**  
**Fax: (312) 329-6893**

**Please Note: Order MUST**  
**be received with payment in**  
**full (15) business days prior**  
**to day of installation to**  
**qualify for discount price.**

**IMPORTANT INFORMATION**  
**ON REVERSE SIDE**

**ELECTRICAL SERVICE OUTLETS**

Price is for **ONE** outlet only. 24-hour service is available at double the rates shown.

| Qty | Service                         | Volts | Phase  | Cycle | Current | Watts | Discount Price | Standard Price | Total |
|-----|---------------------------------|-------|--------|-------|---------|-------|----------------|----------------|-------|
|     | Single Outlet (including power) | 120   | Single | 60    | 15amp   | 1500  | \$110.00       | \$145.00       |       |
|     | Single Outlet (including power) | 120   | Single | 60    | 20amp   | 2000  | \$125.00       | \$165.00       |       |

Heavy Duty power available. Call for Quote.

**ADDITIONAL EQUIPMENT/ENHANCEMENT LIGHTING**

| Qty | Equipment  | Discount Price | Standard Price | Total |
|-----|--|----------------|----------------|-------|
|     | Extension Cords (not including power)                          | \$16.00        | \$22.00        |       |
|     | Computer Surge Protector (not including power)                 | \$25.00        | \$34.00        |       |
|     | 4 Outlet Quad Box (not including power)                        | \$30.00        | \$40.00        |       |
|     | 2-250 watt halogen flood lights, on 8' towers (includes power) | \$100.00       | \$135.00       |       |

**ELECTRICAL LABOR**

**Straight-time----\$90.00**

**Overtime----\$135.00**

**Double time----\$180.00**

Electrical labor is required for outlets placed in the front or sides of booth, and for extra work required, such as running cables under carpets, etc.  
 The exhibiting company will be responsible for labor to deliver and hook-up audio/video equipment, to include computers and monitors.  
 For questions regarding specific needs or rates, see reverse side.

|  |                    |
|--|--------------------|
| Name of Show _____   | Date of Show _____ |
| Firm Name _____  | Booth # _____      |
| Address _____  | Phone _____        |
| City/State/Zip _____   | Fax _____          |
| Authorized by _____  | Title _____        |
| (please sign & print name)   |                    |
| <b>ALL ORDERS SUBJECT TO CONDITIONS AND REGULATIONS AS SET FORTH ON REVERSE SIDE</b> |                    |

**Payment Information** Payment type (please circle) AMEX MC VISA DSC CHECK

|                     |
|---------------------|
| Total Amt. \$ _____ |
| 8% Tax \$ _____     |
| Total Pmt \$ _____  |

ACCT # \_\_\_\_\_ EXP DT \_\_\_ / \_\_\_

**PLEASE MAKE CHECKS PAYABLE TO EVENTS ELECTRICAL SERVICES.**

## Conditions And Regulations

1. Your order must be received no later than 15 business days before opening date to insure timely installation.
2. All orders after deadline are subject to "floor order" prices.
3. Permanent utility outlets are not to be used by exhibitor and are not part of the booth space.
4. All electrical equipment (lighting, motors, etc.) must be wired to meet Chicago Electrical Code.
5. All motors must be equipped with a safety switch as a point of disconnect and overload protection.
6. All equipment and materials must use a 3-wire grounded type cord. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Use of open clip sockets, latex cord, lamp cord, duplex or triplex attachment plugs are prohibited.
8. Claims will not be considered unless filed in writing by the exhibitor by the close of the exhibition.
9. Under no circumstances shall anyone other than a show electrician make electrical connections.
10. Rates are based on prevailing union contracts and are subject to change without notice.
11. Installing of ball lights, hanging electrical headers, or any other electrical fixtures, special wiring, etc. must be done by show electricians, on a time and material basis.
12. Electrical power for lights and displays will be turned on 1 hour prior to show opening, and turned off at show closing daily. If power is required before or after special arrangements must be made at least 24 hours in advance. Minimum labor charge is 1 hour.
13. The chief electrician has the power to refuse connection where wiring constitutes fire hazard.
14. All material and equipment furnished by contractor on this service order shall remain its property and shall be removed by the contractor after close of show. All equipment is on a rental basis only.
15. Rates quoted for all connections cover only the bringing of service (unless otherwise noted) to the booth in most convenient manner and do not include connecting equipment or special wiring.
16. All equipment must be properly tagged and wired with complete information as to type of current, voltage, wattage, phase, cycle, and/or horsepower.
17. Exhibitors must check in at electrical service desk before assembling their exhibits requiring electrical power or labor.

## Electrical Labor

Straight time: Monday-Friday 8am-4pm

Overtime: Monday-Friday 4pm-12am; Saturday 8am-4pm

Double-time: Monday-Friday 12am-8am; Saturday 4pm-12am; Sunday All day

## Payment Requirements

Full payment of rental charges must accompany your order to qualify for discount prices. All orders received at show site will be charged at floor order prices. Service charge of 1-1/2% per month on unpaid balance will be made starting 30 days after date of invoice. All prices applicable to 8% transaction tax.

**American Express, Visa, Mastercard, and Discover are welcome.**

**Please make all checks payable to: Events Electrical Services**

**ORDERS CANCELLED AFTER INSTALLATION ARE SUBJECT TO A 50% SERVICE CHARGE.**

## Electrical Regulations for Temporary Wiring of Booth and Exhibits

In addition to provisions of Section 88-750 of the Chicago Electrical Code the following regulations shall be enforced by the electrical inspectors or the Electrical Inspection Section on all booths or temporary exhibits in all locations in the City of Chicago where such exhibits, shows, or meetings are held.

1. No exhibitor shall make any electrical installation, nor shall he make any electrical connection of any appliances or equipment to the building electrical system.
2. All electrical connections to the building electrical system or extension thereto shall be made by the building electricians.
3. If outside electrical contractor is used, (a) Licensed by the City, and (b) before any work is started, an electrical permit must be secured from the Electrical Inspection Section.
4. Extensions to the building electrical system shall be made by three wire flexible cord, type SO, or equal, in lengths so arranged that there will be more than one coil, 2 feet in diameter, of excess cord.
5. No cord shall be run across any space where subject to traffic unless the cord is encased in a substantial enclosure; specially approved for the purpose.
6. Terminations of extensions to the building electrical system shall be in assemblies specifically approved for the purpose by the Electrical Inspection Section.
7. All electrical equipment or appliances connected to the building electrical system or extension thereto in booths or displays shall be (a) listed and labeled by a nationally recognized standard testing laboratory, or (b) specifically approved by the Electrical Inspection Section.
8. No electrical equipment should be attached to or supported from booth electrical outlets.
9. Permanently installed wiring on all booths or displays shall be encased in any approved metal raceway. Where flexibility is necessary, such as between booth sections and at connection points to the building electrical system or supply points, Type SO cord or equal in lengths not to exceed six feet, equipped approved attachment plugs may be utilized.
10. All splices and terminations shall be made in an approved metal enclosure.
11. There shall be no exposed live metal parts.
12. All flexible cords shall be three wire, Type SO or equal, unless such cord is a component part of an assembly, which is specifically approved. No two wire extension cords are allowed.
13. All exposed, non-current carrying metal parts of the electrical installation shall be effectively grounded by one of the methods listed in Section 87-250 of the Chicago Electrical Code.
14. No electrical equipment or appliances, which under normal operating conditions attain a surface temperature in excess of 90 degrees C or 194 degrees F, shall be mounted on or supported from any combustible material, unless separated there from by a substantial non-combustible material.
15. Lighting fixtures or other appliances or equipment equipped with other than Type SO cord or its equal will be accepted provided the complete assembly including the cord is listed and labeled by a nationally recognized standard testing company.
16. No clamp-on fixtures of any type will be allowed.
17. The exhibitor is responsible for all electrical equipment and totally responsible for any liability involving same.
18. All exhibits using electrical equipment and wiring are subject to final inspection by the Electrical Inspection.

**Events Electrical Services offers rental of extension cords, quad boxes, and computer surge protectors, which provide safety approved multiple plug-in capacity.**