

Electrical Services Order Form



Advanced Price Deadline Date: October, 22, 2021

**Lucky Leaf Expo 2021
November 5-6, 2021**

Remit to: NRG Park - Exhibitor Services

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

Phone: 832-667-1718 (option 1)

Fax: 832-667-2653

Email: houstonutilities@freeman.com

Notice of change to SMG-NRG Park credit and debit card practice effective December 1, 2018.

In our ongoing efforts to safeguard your sensitive information SMG – NRG Park is no longer accepting credit or debit card payment information via email, fax, phone or text. We now require payment be completed by the customer through our secure online third-party payment system, NRG Park Exhibitor Online Ordering at <https://nrgpark.boomerecommerce.com/>. SMG-NRG Park thanks you for your cooperation as we work to ensure you are provided the most secure online ordering experience.

CANCELLATION POLICY: If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued. If cancellation occurs after installation or after the start of the first scheduled move-in date, no refund will be issued. ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.

For assistance, please call 832-667-1718 (option 1) to speak with one of our experts. 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. Prices are subject to change without notice.

ORDERING COMPANY CONTACT INFORMATION (PERSON PLACING ORDER)

Please Check One: Exhibiting Company EAC (3rd Party Company) Show Management

Company Name: _____

Exhibiting Company Booth #(s): _____

Company Address: _____ City: _____ State: _____ Zip: _____

Order Contact Name: _____ Phone #: _____ Fax: _____

Order Contact Email Address: _____

IMPORTANT INFORMATION

DELIVERY OF SERVICE: 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.

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.

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.

Electrical Services Order Form



ELECTRICAL OUTLETS, LIGHTING & PRICING

<u>Outlet Type</u>	<u>Quantity</u>	<u>Advance Price</u>	<u>Standard Price</u>	<u>Total</u>
120 VOLT SINGLE PHASE				
1500 Watts (15 Amps)	_____	\$110.00	\$149.00	\$ _____
20 Amps	_____	\$148.00	\$220.00	\$ _____
208 VOLT SINGLE PHASE (Labor Required for Connection & Dismantle)				
20 Amps	_____	\$215.00	\$290.00	\$ _____
30 Amps	_____	\$265.00	\$357.00	\$ _____
60 Amps	_____	\$394.00	\$531.00	\$ _____
100 Amps	_____	\$627.00	\$847.00	\$ _____
200 Amps	_____	\$1,278.00	\$1,724.00	\$ _____
208 VOLT THREE PHASE (Labor Required for Connection & Dismantle)				
20 Amps	_____	\$283.00	\$382.00	\$ _____
30 Amps	_____	\$338.00	\$457.00	\$ _____
60 Amps	_____	\$579.00	\$781.00	\$ _____
100 Amps	_____	\$952.00	\$1,286.00	\$ _____
200 Amps	_____	\$1,905.00	\$2,572.00	\$ _____
400 Amps	_____	\$4,029.00	\$5,123.00	\$ _____
480 VOLT THREE PHASE (Labor Required for Connection & Dismantle)				
20 Amps	_____	\$504.00	\$681.00	\$ _____
30 Amps	_____	\$638.00	\$863.00	\$ _____
40 Amps	_____	\$861.00	\$1,161.00	\$ _____
60 Amps	_____	\$1,229.00	\$1,659.00	\$ _____
80 Amps	_____	\$1,505.00	\$2,032.00	\$ _____
100 Amps	_____	\$1,905.00	\$2,572.00	\$ _____
LIGHTING (Price Includes Power & Labor for Installation)				
Single Light Stand (200w)	_____	\$186.00	\$252.00	\$ _____
Double Light Stand (400w)	_____	\$196.00	\$266.00	\$ _____

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

GRAND 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.

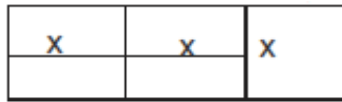
Lighting

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

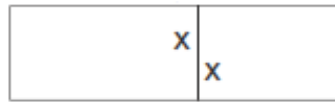
LOCATION OF POWER IN YOUR BOOTH:

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

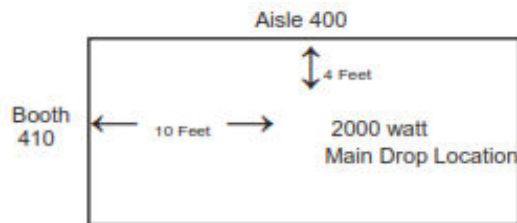


BACK TO BACK PENINSULA

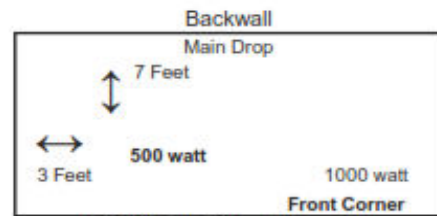
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

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



10 X 20 Booth with multiple outlets
Labor Required

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

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:	\$77.00	\$77.00	Per Man/Per Hour
ELECTRICIAN - OVERTIME:	\$154.00	\$154.00	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 receive detailed blue prints/floor plans for power distribution and

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: _____

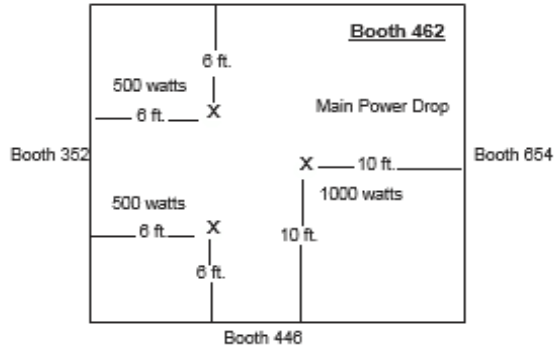
ELECTRICAL LABOR INSTRUCTIONS

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 houstonutilities@freemanco.com with any additional questions.

WATTAGE		WATTAGE	
Blender	475 - 100	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700 - 1000
Card Reader (credit) / Lead Retrieval	100	Juicer - Single	500
Coffee Pot - Household Size	600 - 1200	Juicer - Double	1000
Large Coffee Pot, Griddle or Portable Heater	1500 - 2000	Laminator	2000
Computer Monitor - Independent	120 - 200	Lights with Rental Booths	200 Each
Computer - Desktop (Monitor & CPU)	200 - 900	Meat Slicer	500 - 1000
Computer - Laptop	100 - 300	Microwave Oven	500 - 2000
Computer Printer - Dot Matrix	100 - 500	Mixer	500 - 1000
Computer Printer - Laser	400 - 1000	Photo copier	Depends on Size - May Require 208V
Crock Pot	200 - 1000	Pizza Oven (Small)	30 Amp/120V Special Connection
DVD Player	50 - 100	Popcorn Maker	2000
Electric Frying Pan	1200 - 2000	Projector (Depends on Size)	1000
Fax Machine	1000	Refrigerator - Small	400
Flat Screen TV - 32" to 50"	1000	Refrigerator - Full Size	750
Food Processor	500 - 2000	Sewing Machine	1000
Glue Gun	300	Steamer	2000
Hot Water Heater	30 Amp 208 Volt Single Phase	Stereo (Amplifier) or Television	100 - 500
Hair Dryer	1000 - 2000	Toaster	1000
Heat Lamps (per lamp)	250	Toaster Oven	1500
Hot Plate Double	1500 - 2000	Vacuum Cleaner	1500
Hot Plate Single	1000	VCR	100
Water Cooler - Cold Water	1000	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 # _____

Adjacent Aisle or Booth # _____

Adjacent Aisle or Booth # _____

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

Plumbing Services Order Form

Air - Water - Drain - Gas



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ORDERING COMPANY CONTACT INFORMATION (PERSON PLACING ORDER)

Please Check One: Exhibiting Company EAC (3rd Party Company) Show Management

Company Name: _____

Exhibiting Company Booth #(s): _____

Company Address: _____ City: _____ State: _____ Zip: _____

Order Contact Name: _____ Phone #: _____ Fax: _____

Order Contact Email Address: _____

COMPRESSED AIR, WATER, DRAINS & LABOR

	Quantity	Advance Price	Standard Price	Total
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COMPRESSED AIR: 90 - 100 LBS. PSI

Service Charge For 1st Outlet:	_____	\$338.00	\$457.00	\$ _____
CFM Requirements (Minimum 5 CFM per Outlet) Price is Per CFM	_____	\$15.00 per 5 CFM	\$15.00 per 5 CFM	\$ _____

There will be a minimum of (1) hour charged for labor. **Note:** Our Plumbing Department 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. Exhibitors are not allowed to bring air compressors on the show floor.

WATER

Service Charge For 1st Outlet:	_____	\$215.00	\$290.00	\$ _____
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Note: Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.

DRAINS

Service Charge For 1st Drain Outlet At Rear of Booth	_____	\$246.00	\$332.00	\$ _____
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FILL & DRAINS

1 - 69 Gallons	_____	\$116.00	\$156.00	\$ _____
70 - 500 Gallons	_____	\$148.00	\$200.00	\$ _____
501 - 1000 Gallons	_____	\$294.00	\$398.00	\$ _____
Each Additional 100 Gal	_____	\$32.00	\$42.00	\$ _____

NOTE: Plumbing Contractor not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Prices for fill & drains are based on straight time, one hour minimum. Additional labor charges may be incurred if equipment leaks and/or endangers other property.

Ramps over utility lines in a booth are provided on a time and material basis. A minimum of one hour additional labor charge will apply to lay lines under the carpet or floor or to spot from ceiling. A minimum of 1 hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

PLUMBING LABOR

1 hour minimum charge for all services for booth installation and removal. Total 2 hours. Additional time charged in 1 hour increments.

Straight Time Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)	\$77.00	\$77.00	\$ _____
Overtime - Monday - Friday, 4:30 pm - 8:00 am (All Day Saturdays, Sundays & Hc)	\$154.00	\$154.00	\$ _____

PLUMBING CONDITIONS AND REGULATIONS

1. Credit will not be given for connections installed and not used.
2. All equipment must comply with state and local safety codes.
3. Claims will not be considered unless if led by exhibitor prior to close of show, no exceptions.
4. Under no circumstances shall anyone other than "Qualified Plumbing Personnel" make service connections.
5. All equipment using water must have inlet and outlet properly tagged.
6. Unless otherwise directed, NRG Park Plumbing Personnel are authorized to cut floor coverings to permit installation of service.
7. Connection rates listed cover bringing service from main line to booth and do not include connecting equipment.
8. Service outlet size will be determined by the volume required.
9. All work performed within booth attaching lines to equipment will be charged on a time and material basis.
10. All outlets will be installed on the floor at the back wall of booth.
11. NRG Park 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.
12. NRG Park must have 30 days notice in order to supply special regulators, strainers, traps, etc.
13. Exhibitors are not allowed to bring air compressors on the show floor.
14. Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
15. Please contact our Plumbing Department at 832-667-1718, option 1 for an estimate regarding labor or additional footage.

Electricity or electrical labor to connect and operate any plumbing apparatus is not included

All electrical requirements must be ordered on the [NRG Park Electrical Services Order Form](#)