

RETURN THIS FORM TO:
 PCCA ORDER PROCESSING
 1101 Arch Street
 Philadelphia, PA 19107 0129
 Phone: (215) 418-4800
 Fax: (215) 418-4805
 cms@paconvention.com



Electric Labor Order

Exhibiting Firm: _____ Event Name: _____

Address: _____ Booth Number: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: () _____ FAX: () _____ E-Mail: _____

Required Credit Card Authorization for advance order, on site charges, labor, materials

[] Visa [] MasterCard [] Amex Account Number: _____ Exp Date _____

Print Card Holder's name: _____ Signature: _____

Only PCC contracted electricians under IBEW Jurisdiction perform the electrical installations listed below.
 (Please check work required)

<input type="checkbox"/> Electrical distribution from service origination (Material charge will apply)	<input type="checkbox"/> Installation exhibitors suspended truss, motors, lights Submit diagram with hanging points, weight, dimensions (Lift and material charges will apply)
<input type="checkbox"/> Data Cabling distribution Call for further information on available services	<input type="checkbox"/> Overhead 120Volt, 208/480 service (Lift and material charges will apply)
<input type="checkbox"/> 208 and 480 volt service connections to equipment (Material charge may apply) Give panel location	<input type="checkbox"/> Co axial distribution under carpet/booth to booth. EXHIBITOR TO SUPPLY MATERIALS & SPECIAL TOOLS
<input type="checkbox"/> Installation of display lighting fixtures (Refer to Exhibitor Rights for work exhibitors may perform)	<input type="checkbox"/> Assembly, dismantling cabling of roof satellite dishes (except small dishes that are pre-assembled on trailers) EXHIBITOR TO SUPPLY MATERIALS & SPECIAL TOOLS
<input type="checkbox"/> Installation of suspended illuminated electrical signs Submit diagram with hanging point, weight, dimensions (Lift equipment and material charges will apply)	<input type="checkbox"/> Other _____ Call for further information (215) 418-4800

ELECTRICAL LABOR RATES

Straight Time: First 8 hours Mon.-Fri. \$99.00 per electrician/hr

Overtime: Weekdays after first 8 hours, Sat/Sun and holidays \$148.50 per electrician/hr

TERMS & CONDITIONS

Installation and dismantle labor is scheduled and billed at rates in accordance with show move-in/out. The minimum charge of ½ hour installation and ½ hour dismantle will apply. Time will commence in accordance with exhibitor's request. Scheduled supervised labor will result in ½ hour charge per electrician if exhibitor fails to report to the electrical labor desk or exhibit space on date and time requested. Time must be allowed for Electrician/s to gather necessary tools, materials, and have work checked by exhibitor, and return to labor desk. *Dismantle labor will be automatically invoiced at 50% of the total installation hours unless requested.*

PROCEED WITHOUT EXHIBITOR SUPERVISION FOR DISTRIBUTION UNDER CARPET
 ATTACH SCALED OR MEASURED FLOOR PLAN WITH ELECTRICAL /DATA SERVICES LOCATION. INSTALLATION BASED ON PUBLISHED MOVE IN SCHEDULE.

PROCEED UNDER SUPERVISION **EXHIBITOR** **EAC**
 REQUESTED LABOR IS GUARANTEED THE START OF THE WORKDAY (8:15AM) OTHER TIMES BASED ON AVAILABILITY OF LABOR

Distribution under carpet on Date: _____ Time: _____
 Connection to 208/480 service Date: _____ Time: _____
 Overhead electrical sign install Date: _____ Time: _____

***Please contact the PCCA Convention & Meeting Services Department at 215-418-4800 if you require an estimate of your labor and equipment.**

Visit our web site & fax completed floor grid to PCCA Convention & Meeting Services 215-418-4805
<http://www.paconvention.com/home2/planners/services/electrical.asp>