

# PORT ELECTRICAL SERVICES

*A Division of PORT PARTIES, LTD.*

711 12<sup>th</sup> Avenue New York, NY 10019

OFFICE: 212-977-7414 FAX: 212-977-8826

**APPLICATION FOR ELECTRICAL SERVICE**

IF FAXED PLEASE DO  
NOT MAIL ORIGINAL

SHOW NAME <b>Americana &amp; Antiques @ the Pier</b>			Pier 92		DATES <b>Jan 23-24, 2010</b>	
COMPANY NAME				BOOTH NUMBER		
STREET ADDRESS			CITY		STATE	ZIP CODE
ORDERED BY: SIGNATURE		PLEASE PRINT NAME		PHONE NO:		FAX NO:
<input type="checkbox"/> PAYMENT METHOD	<input type="checkbox"/> CHECK OR MONEY ORDER		<input type="checkbox"/> AMERICAN EXP.		<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA
CREDIT CARD PAYMENT					EXPIRATION DATE:	

**BY SIGNING THIS AGREEMENT I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD**

CARDHOLDERS SIGNATURE:	CARD HOLDERS NAME:	TODAY'S DATE:
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DESCRIPTION OF SERVICES	QTY	BEFORE Jan 5 <sup>th</sup> , 2010	AFTER Jan 5 <sup>th</sup> , 2010	TOTAL
<b>A. ELECTRICAL SUPPLY OUTLETS (SINGLE RECEPTACLE) 110 VOLT POWER</b>				
500 WATT OUTLET		\$127.00	\$169.00	
1000 WATT OUTLET		\$147.00	\$211.00	
1500 WATT OUTLET		\$173.00	\$252.00	
<b>B. FLOODLIGHTS INSTALLED ON <u>POLES</u> OF BOOTH (INCLUDES POWER) – INCANDESCENT</b>				
120 WATT FLOODLIGHT (Please make sure your booth has poles)		\$140.00	\$194.00	
<b>D. MULTI – OUTLET BOXES – (POWER NOT INCLUDED)</b>				
PLUG IN STRIP (6 OUTLETS) 15 AMP		\$42.00	\$52.00	
<b>E. SPECIAL LIGHTING (POWER INCLUDED)</b>				
SINGLE 120WATT FLOODLIGHT GOOSE NECK		\$ 150.00	\$178.00	
1000 WATT PAR 64 (SUSPENDED 13FT ABOVE BOOTH)		\$572.00	\$682.00	
EACH ADDITIONAL 1000 WATT PARCAN ON SAME PIPE (LIMIT OF 4)		\$191.00	\$253.00	
<b>F. LABOR RATE / HR (Pls Specify)</b>		<b>\$93.00 ST</b>	<b>\$100.00 OT</b>	
<b>G. RIGGING RATE PER HR</b>		<b>\$100.00 ST</b>	<b>\$150.00 OT</b>	

### BOOTH FLOOR PLAN

USE THESE SYMBOLS TO INDICATE PLACEMENT OF OUTLETS & LIGHTS

ELECTRICAL OUTLET  
 \*FLOODLIGHT HUNG FROM CEILING  
 +FLOODLIGHT ON POLE FLOOR SUPPORTED

• <b>IMPORTANT</b> • • ADD 25% FOR 24-HOUR SERVICE ORDERS • NYC SALES TAX MUST BE ADDED TO YOUR TOTAL • ORDERS SUBMITTED WITHOUT TAX WILL BE RETURNED • FOR 208 AND 480 VOLT SERVICE, CALL FOR PRICE QUOTE	<b>SUB TOTAL</b>	
	<b>SALES TAX</b>	
	<b>8.875%</b>	
	<b>TOTAL DUE</b>	

PLEASE LIST ANY SPECIAL CONDITIONS

**LABOR IS CHARGED FOR THE FOLLOWING:**

- INSTALLING & REMOVING EXHIBITOR'S OWN LIGHTING ( 6 OR MORE LIGHTS)
- LABOR IS CHARGED 1HR MINIMUM WHETHER EXHIBITOR INSTALLS LIGHTS OR ELECTRICIANS!
- OVERHEAD RIGGING OF ELECTRICAL SIGNS, TRUSSES, PIPE AND TRACKS
- TAPING DOWN & SECURING WIRES FOR 3 OR MORE 110 VOLT DEVICES PER BOOTH
- USE OF MANLIFT \$85.00 PER HOUR
- \* OVERTIME LABOR RATE IS \$139.50 (APPLIES BEFORE 8AM, AFTER 5PM, WEEKENDS & HOLIDAYS)
- \* PLEASE USE THE PLAN ON THE RIGHT TO KNOW WHERE YOU WOULD LIKE YOUR LIGHTS & POWER PLACED. YOU WILL BE CHARGED LABOR TO RE-POSITION TRACKS OR POWER WITHOUT DIAGRAM.
- \* BY SIGNING YOU ARE AGREEING THAT PORT PARTIES HAS PERMISSION TO CHARGE YOUR COMPANY CREDIT CARD BEFORE DURING OR AFTER THE SHOW FOR ANY CHARGES.

LIST ANY COMMENTS OR SPECIAL REQUIREMENTS

**PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS**

\*\* NO CHECKS ACCEPTED DURING SET UP OF SHOW \*\*

\*\* ALL CHECKS MUST BE RECEIVED 1 WEEK BEFORE THE SET-UP OF THE SHOW \*\*

\*\* DEADLINE FOR EARLY PRICE IS BASED ON 10 BUISNESS DAYS BEFORE SET-UP \*\*

**PAYMENT POLICY**  
**FORM MUST BE COMPLETED BEFORE THIS ORDER CAN BE PROCESSED**

Customers who choose to pay by check or money order must also supply a valid credit card number. Payment of balances not prepaid or covered by company check will be billed directly to credit card number at the move out. By your signature, you acknowledge and agree to these terms and authorize **PORT ELECTRIC** to bill your credit card. Make checks payable to **PORT ELECTRICAL SERVICES**. **NO CHECKS WILL BE ACCEPTED AT THE SHOW.**

**SERVICE ORDER INFORMATION**

1. Credit will not be given for electrical service installed and not used. Services canceled prior to the installation will be subject to a cancellation fee.
2. Claims will not be considered unless filed by exhibitor prior to the close of the exposition at the **PORT ELECTRIC** Service Desk. **Non receipt** of services must be reported to the **PORT ELECTRIC** Service Desk prior to the close of the day for verification and consideration.
3. Unpaid balances are subject to past due penalties.
4. Returned checks will be subject to a \$35.00 fee plus forfeiture of the discount rate for all services ordered.

**OTHER SERVICES AVAILABLE**

Theatrical stage lighting, portable sound systems, audio visual equipment and video equipment are available for rent. Call for availability and quotations. Audio Visual/Video production services available on request. **PORT ELECTRICAL SERVICES** (212) 245-8436, office hours 9am-5pm.

**IMPORTANT RULES AND REGULATIONS**

1. Unless otherwise noted, all materials and equipment furnished by **PORT ELECTRICAL SERVICES**, on this order shall remain property of **PORT ELECTRIC** and shall be removed only by **PORT ELECTRIC** at the close of the show.
2. With some exceptions, no one other than a **PORT ELECTRIC** electrician can make any electrical connections or install/remove electrical cables or fixtures. Therefore if you provide your own light fixtures or cables, we must do the installation. There is an additional labor charge for this service. See reverse side of form for listing of exceptions to this rule, or consult **PORT ELECTRICAL SERVICES** for additional information.
3. The General Electrical Foreman is obligated to refuse any electrical connections where the wiring is not in accordance with New York City Electrical Codes.
4. Electrical service panels located at the bottom of almost every column cannot be blocked in any way and must remain accessible at all times, there are no exceptions.
5. “*Cube Tap*” adapters are prohibited. Multi-plug connectors must be **U.L. Approved** with built-in overload protection. Connectors must not be used to exceed their listed ampere rating.
6. All 110-Volt extension cords must be of the 3-wire (GROUNDED) TYPE, #14 AWG copper wire, with no exceptions. Two wire, non-grounded cables, such as “Zip Cords” are not permitted.
7. The use of “clip lights” with cardboard inserts are prohibited. All light fixtures must be **U.L. Approved**.
8. Permanent building utility outlets are not part of the booth space and are not to be used by exhibitors.
9. Electrical wiring under carpets must be installed by a **PORT ELECTRIC** electrician. Floor wiring must be a flat cord type, and the insulation should qualify for “extra hard usage”.
10. All electrical supply outlets (110-Volt) include one single receptacle unless a multi-box or plug-in strip is ordered.
11. Power for lights and displays will be turned on 1-hour prior to show opening time and will be turned off a half hour after show closes.

**MAKE ALL CHECKS PAYABLE TO PORT ELECTRICAL SERVICES**  
RETURN ORIGINAL ORDER FORM AND FULL PAYMENT TO:  
PORT ELECTRICAL SERVICES  
711 12<sup>TH</sup> AVENUE  
NEW YORK, NEW YORK 10019  
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