

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



## ELECTRIC LABOR ORDER

Exhibiting Firm: \_\_\_\_\_ Event Name: \_\_\_\_\_

Address: \_\_\_\_\_ Booth Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Exhibitor Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

**CREDIT CARD AUTHORIZATION REQUIRED** for advance order, on-site charges, labor, and materials

[ ] Visa [ ] MasterCard [ ] Amex Account Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Print Card Holder's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

(PLEASE CHECK WORK REQUIRED) *Only PCC contracted electricians under IBEW Jurisdiction perform the electrical installations listed below.*

<input type="checkbox"/> Electrical Distribution from Service Origination <i>(material charge will apply)</i>	<input type="checkbox"/> Installation Exhibitors Suspended truss, Motors, Lights <i>submit diagram with hanging points, weight, dimensions (lift and material charges will apply)</i>
<input type="checkbox"/> Data Cabling Distribution <i>call for further information on available services</i>	<input type="checkbox"/> Overhead 120Volt, 208/480 Service <i>(lift and material charges will apply)</i>
<input type="checkbox"/> 208 and 480 volt Service Connections to Equipment <i>(material charge may apply) Give Panel Location.</i>	<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 <i>(Refer to Exhibitor Rights for work exhibitors may perform)</i>	<input type="checkbox"/> Assembly, Dismantling Cabling of Roof Satellite Dishes <i>(except small dishes that are pre-assembled on trailers)</i> EXHIBITOR TO SUPPLY MATERIALS & SPECIAL TOOLS
<input type="checkbox"/> Installation of Suspended Illuminated Electrical Signs <i>submit diagram with hanging points, weight, dimensions (lift equipment and material charges will apply)</i>	<input type="checkbox"/> OTHER _____ <i>call (215) 418-4800 for further information</i>

### ELECTRICAL LABOR RATES

**Straight Time (First 8 hours Monday-Friday):** \$99.00 per electrician/per hour

**Overtime (Weekdays after first 8 hours, Saturday, Sunday and Holidays):** \$148.50 per electrician/per hour

### 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, have work checked by exhibitor, and to 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.

<input type="checkbox"/> Distribution under Carpet on	Date: _____	Time: _____
<input type="checkbox"/> Connection to 208/480 Service	Date: _____	Time: _____
<input type="checkbox"/> Overhead Electrical Sign Install	Date: _____	Time: _____

Download Electric Floor Grid at <http://iebms.paconvention.com/home2/planners/services/electrical.asp> & Fax completed floor grid and labor form to PCCA Utility Services Department at 215-418-4805

**\*\*PLEASE CONTACT THE PCCA UTILITY SERVICES DEPARTMENT AT 215-418-4800 IF YOU REQUIRE AN ESTIMATE OF YOUR LABOR AND EQUIPMENT\*\***

RATES EFFECTIVE JANUARY 1, 2012 – RATES SUBJECT TO CHANGE