

RETURN THIS FORM TO:
 PCC/SMG UTILITY SERVICES
 1101 Arch Street
 Philadelphia, PA 19107
 Phone: (215) 418-2190
 Scan Forms To:
 utilities@paconvention.com



**Pennsylvania
 Convention Center**
 PHILADELPHIA

Drug Information Assoc. Annual Mtg.

ADVANCE **RATE** DEADLINE

June 1, 2016

AN MANAGED FACILITY

ELECTRIC LABOR INSTALLATION ORDER

Exhibiting Firm: _____ Event Name: _____

Address: _____ Booth Number: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: _____ FAX: _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED FOR INSTALLATION LABOR AND MATERIALS

Visa MasterCard Amex Account Number: _____ Exp. Date: _____

Print Card Holder's Name: _____ Signature: _____

Only PCC/SMG electricians under IBEW Jurisdiction perform the electrical installations listed below.
 Material charges (extension cords/feed cables/cord caps etc.) and Lift Charges for overhead work will apply

PLEASE CHECK WORK REQUIRED

<input type="checkbox"/> Distribution of service under carpet from point of origin	<input type="checkbox"/> Truss/Motors/Lights
<input type="checkbox"/> Install/Dismantle Booth Lighting	<input type="checkbox"/> Exhibitor/Vendor Rental <input type="checkbox"/> PCC/SMG Rentals
<input type="checkbox"/> Hardwire Lights & Electrical Equipment	<input type="checkbox"/> Coax, <input type="checkbox"/> VGA, <input type="checkbox"/> Audio, Signal, <input type="checkbox"/> Low Voltage Terminations
<input type="checkbox"/> 208 & 480 volt service connection/disconnection	<input type="checkbox"/> Satellite Dish, Assembly/Dismantle/Cabling
<input type="checkbox"/> Suspended Electrical Signs with Lights and/or Motors	<input type="checkbox"/> Computer Installation/Dismantle
<input type="checkbox"/> Network Data Cabling Distribution & Terminations	<input type="checkbox"/> Close Circuit TV, Security Cameras/Monitors
<input type="checkbox"/> Disconnect/Connect Vehicle Batteries	<input type="checkbox"/> Overhead Services to Main Power Distribution
<input type="checkbox"/> Other	

ELECTRICAL LABOR RATES PER HOUR:

		Advanced	Show Site
Straight Time	8am-4:30pm Monday-Friday	\$110.00	\$135.00
Overtime	6am-8am after 4:30pm Monday-Friday / All Day Saturday	\$165.00	\$190.00
Double time	All Day Sunday / Recognized Holidays	\$220.00	\$245.00

A labor order and floor plan must be submitted with Electric Service Order to complete order at Advanced Rate.

Installation/Dismantle labor is scheduled and billed at rates in accordance with show move-in/out. The minimum charge of 1 hour installation and 1 hour dismantle will apply. Scheduled Exhibitor/EAC supervised labor will result in 1 hour charge if supervision 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 of floor power will be automatically charged at 50% of the total installation hours unless requested. Dismantle of overhead services, signs, truss, motors and lights will be billed on actual labor hours incurred.**

SMG/CLIENT UTILITIES SUPERVISED LABOR

THE CHARGE FOR THIS SERVICE is 20% of TOTAL INSTALLATION LABOR (MINIMUM CHARGE \$25.00)
 ELECTRICAL DIAGRAM IS REQUIRED WITH LOCATIONS SHOWN IN MEASUREMENTS OR OVER A 1'X1' GRID

EXHIBITOR/EAC SUPERVISED LABOR CHECK OFF BELOW

EXHIBITOR'S EAC POC NAME: _____ POC PHONE: _____

Distribution of cords/cables under carpet/flooring Date: _____ Time: _____

Connection to 208/480 Service Date: _____ Time: _____

Overhead Electrical Sign/Spinning Motor Date: _____ Time: _____

Installation of booth lighting Date: _____ Time: _____

Dedicated Daily Labor Date: _____ Time: _____

Exhibitor's truss/motors/lights Submit a detailed schedule/diagrams

****PLEASE CONTACT UTILITIES SERVICES DEPARTMENT AT 215-418-2190 IF YOU REQUIRE AN ESTIMATE ON LABOR AND EQUIPMENT**
 RATES EFFECTIVE JULY 1, 2015- RATES SUBJECT TO CHANGE**