

# PAYMENT CALCULATION & CREDIT CARD CHARGE AUTHORIZATION



424 South 700 East  
Salt Lake City, Utah 84102  
P: 801-983-8160 F: 801-521-3040  
expo@modernexpo.com



**NIGP 2017**  
Salt Palace Convention Center  
August 27-28, 2017  
*Pre-Order Discount Deadline August 7, 2017*

COMPANY NAME			DATE	BOOTH #
STREET ADDRESS		CITY	STATE	ZIP
PHONE	FAX	E-MAIL		
ORDERED BY (print name)		SIGNATURE		

**THIS FORM MUST BE INCLUDED WITH YOUR ORDER.**

### CREDIT CARD AUTHORIZATION

All information must be provided. Your order will not be processed if any information is missing. **We require that your credit card charge authorization be on file with Modern Expo & Events even if you are paying by company check, bank draft or bank wire transfer.**

<input type="checkbox"/>	Visa
<input type="checkbox"/>	Master Card
<input type="checkbox"/>	American Express
<input type="checkbox"/>	Discover

Account #

Expiration Date   /

Security Code

Cardholder's Name - Please Print	Cardholder's Signature	
Cardholder Billing Address	City, State, ZIP	Telephone

### CALCULATION OF ORDERS

Electrical Service (total from page 2)	\$
<b>Subtotal of all Orders</b>	\$
<b>Please add 6.85% Utah State Sales Tax</b>	\$
<b>FULL PAYMENT - In US funds drawn on a US Bank.</b>	\$
MEE Federal ID # 87-0265937. MEE is exempt from backup withholding tax.	\$

**Discount prices are available for orders placed and paid for in full by the advance order deadline.**  
**Please see "Payment Policy" for more information.**

### Payment Policy

Modern Expo & Events (MEE) requires payment in full at the time services are ordered. Further, MEE requires that you provide a credit card authorization to charge your account for services, which may include labor, material handling, electrical services, booth furnishings, etc. plus any applicable fuel or energy surcharge.

Modern Expo & Events accepts Master Card, Visa, American Express, Discover, company check (NO personal checks) or bank wire transfers (please call for wire transfer instructions) as acceptable forms of payment. Any bank fees for wire transfers are the responsibility of the exhibitor. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. bank. Exhibitors will be charged a \$50.00 fee for each returned NSF check.

If you are tax exempt in the state in which you will be exhibiting, you must provide MEE with a Sales Tax Exemption Certificate for the state. Please contact MEE for forms and instructions. Taxes vary by location and will be added to your invoices if you do not submit your Tax Exempt Certificate prior to the start of show.

No adjustments to invoices will be made after the close of show. Cancellation of service(s) made prior to actual delivery or installation will be charged a 50% cancellation fee. Cancellation of service(s) made after actual delivery or installation will be charged a \$100 cancellation fee.

All balances must be paid in full prior to the close of the event. A fee equal to 2% per month (24% per annum) will be assessed on any unpaid balance. Client is responsible for any fees, including, but not limited to, collection fees, attorney's fees, and court costs, that may be incurred in effort to collect any unpaid balance.

# ELECTRICAL SERVICES



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**Determine the amount of power you need by checking the UL rating plates of each electrical item to be used in booth.** Plate will give you information regarding VOLTS (ex. V120), WATTS (ex. W1000) and/or AMPS (ex. A30). Add power requirements of all items to be powered in the booth to determine your total electrical need and select the appropriate service from the list below. If you need help determining the amount of power you need, please contact our exhibitor service staff. 801-983-8160 or [expo@modernexpo.com](mailto:expo@modernexpo.com)

**Electrical service must be ordered by each individual exhibitor and may not be shared with or borrowed from a neighboring exhibitor.** MEE and the exhibit facility conduct electrical audits during each show and any exhibitor found to be accessing electricity without having ordered and paid for it, will have its power disconnected until an electrical order, plus a minimum one hour electrician fee, is paid in full. Electrical audits include metering. Any exhibitor found to be using more power than they ordered will be required to upgrade their order and pay for the extra power.

## 120 Volt Motor & Equipment Outlets

Orders of 4 or more outlets will require at least 1 hour minimum Electrician labor

### 120 Volt Outlets by Amperage and Wattage

Qty	Description	Pre-Order	Regular
	Outlet up to 5 amp or 500 watt	93.00	123.00
	Outlet up to 10 amp or 1000 watt	133.00	173.00
	Outlet up to 15 amp or 1500 watt	175.00	227.00
	Outlet up to 20 amp or 2000 watt	193.00	251.00

## 208 Volt Motor & Equipment Outlets

For ALL 208 volt outlets you must also order at least 1 hour minimum Electrician labor

SINGLE PHASE 208 Volt					3 PHASE 208 Volt				
Qty	Description	Pre-Order Price	Regular Price	Total	Qty	Description	Pre-Order Price	Regular Price	Total
	20 amps or less	275.00	358.00			20 amps or less	367.00	471.00	
	30 amps	332.00	432.00			30 amps	439.00	571.00	
	60 amps	550.00	715.00			60 amps	725.00	942.00	
For power greater than 60 amps, please call					For power greater than 60 amps, please call				

Miscellaneous	Electrician
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Items must be picked up by the exhibitor at the Modern Expo service desk on site. Electricity must be ordered for extension cord and power strip usage.					If you need assistance with special electrical requirements, you must order a minimum of 1 hour Electrician labor. If you have an island or bulk booth, or are ordering a single phase or 3 phase outlet, you must order a minimum of 1 hour Electrician labor.				
Qty	Description	Pre-Order	Regular	Total	Qty	Description	Regular	Overtime	Total
	Extension Cord	20.00	25.00			Electrician <i>Per man Hour</i>	81.00	122.00	
	Power strip	20.00	25.00						

- The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a MINIMUM charge of 1 hour for installation & half hour for removal.
- Outlets requiring 24 hour service are priced at DOUBLE THE RATE of the outlet ordered.
- Dedicated Circuits are priced at DOUBLE THE RATE of the outlet ordered.
- HOT TUBS AND HEAVY EQUIPMENT- As per facility regulations, ALL hot tubs and heavy equipment are required to order the maximum amperage rated for that individual item. NO EXCEPTION. (Most hot tubs are rated at Single Phase 208V 60amp. Maximum Amperage = total electrical needed for heating element, pump, lights, etc.)
- **No credits will be issued for outlets installed as ordered and not used**  
(See page 4 for additional rules and regulations)

<b>TOTAL THIS PAGE \$</b>
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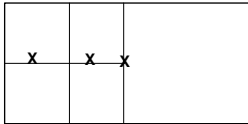
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**PLEASE ATTACH THIS PAGE TO THE ELECTRICAL ORDER FORM TO ENSURE PROPER PLACEMENT OF THE OUTLETS IN YOUR BOOTH.**

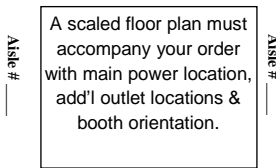
Rates quoted for all connections cover delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation and a half hour for removal. All outlets will be placed at the center back of the booth unless otherwise indicated in the grid below.

**EXAMPLES OF PLACEMENT**



In-line booths Peninsula Booth

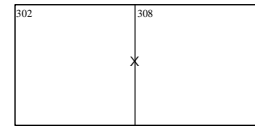
Aisle # \_\_\_\_\_



A scaled floor plan must accompany your order with main power location, add'l outlet locations & booth orientation.

Aisle # \_\_\_\_\_

Island Booths



Back to back Peninsula Booths

**FRONT OF BOOTH**

Indicate Adjacent Booth or Aisle Number

\_\_\_\_\_

Indicate Adjacent Booth or Aisle Number \_\_\_\_\_


Indicate Adjacent Booth or Aisle Number \_\_\_\_\_

**BACK OF BOOTH**

Indicate Adjacent Booth or Aisle Number

\_\_\_\_\_



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Electrical service is **NOT** included as part of your booth space rental. The exhibit facility requires that all exhibitors contract with Modern Expo & Events for installation of electrical service and must pay MEE a fee for electrical service used on a rate schedule determined by the exhibit facility. Please help us provide you with the best service and avoid possible service issues by **ORDERING YOUR ELECTRICAL SERVICE IN ADVANCE. ADVANCE ORDERS RECEIVE PRIORITY SERVICE.**

Extension cords are **NOT** included in your order. They may be rented from Modern Expo & Event. Please see page 12 to order extension cords and other accessories.

Any extension cords brought in by Exhibitors or their Designated Contractors must be **FLAT** cords per facility policy.

Triple Outlet Adapters are **NOT** allowed per facility policy.

All cores **MUST** be taped down with black and yellow caution tape per facility policy.

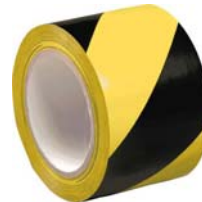
All cords **MUST** be grounded.



Flat extension cords only allowed in the facility.



Triple Outlet Adapters **NOT** allowed in the facility.



All cords in traffic areas **MUST** be taped down with black and yellow caution tape.

Exhibitors and/or their contractors may **NOT** make any connection to a permanent facility electrical connection. Any exhibitor making an unauthorized electrical connection will have their electrical service disconnected until such service has been properly ordered and paid for through MEE representatives. MEE shall not be responsible for any damage, inconvenience or loss of business to exhibitors that have electrical service disconnected due to unauthorized connection or for failure to pay for electrical service.

Exhibitors may not share electrical connections with neighboring exhibitors

Exhibitors may not make connection to extension cords or other power supplies provided for the use of neighboring exhibitors.

Materials provided for electrical service (cords, cables, plug strips, distribution equipment, etc.) are the property of Modern Expo & Events and are not to be moved, altered or removed from the booth space by exhibitors or their contractors. Any material or equipment that is missing from the booth space at the close of the show will be billed to the exhibitor of record at full replacement cost as determined by MEE.

Modern Expo & Events is not responsible for fluctuations in delivered power or interruptions in electrical service due to circumstances beyond its control such as facility power supply issues, power outages, brown-outs, etc.

Modern Expo & Events is not responsible for damage to equipment or display materials resulting from failure to order adequate power to properly operate such equipment or display material. Please check to make sure that you understand your power needs and order enough electricity to adequately power those needs.

Electrical rates include providing power to a single location within the booth space. For in-line and peninsula booths, service is provided to the back center of the booth. For island booths, service is provided to a single location within the booth. Custom service drops are available for an additional fee. Electrical charges are based upon wattage/amperage, regardless of the amount of time used. If the exhibitor is found using electricity that has not been ordered, or found using more than was ordered, the exhibitor will be charged accordingly.

Electrical rates do not include connection of exhibitor equipment or display material to electrical service drop. Custom connection is available on a time and material basis.

Claims will not be considered unless filed prior to close of show.