



Please note that electrical orders can only be placed online or via this form, phone orders not accepted.

Society of Hispanic Professional Engineers				Dates: October 28-November 4, 2019	
Event:				Event # 479860	
For Discount Payment Price we must receive your order and payment prior to this					
DISCOUNT DEADLINE DATE OF:				10.14.19	
Company Name:				Booth#:	
Standard Electrical Outlets **Rates are for duration of event**				If you require services not listed on this form please call for a quote.	
Qty	Description	Discount	Regular		
120V Motor & Equipment Outlets (3 Pronged)					
	500 Watts (5Amp)	\$106.09	\$137.92		Lighting, Water and/or Air, please call for Order Form
	1000 Watts (10 Amp)	\$143.17	\$186.12		
	2000 Watts (20 Amp)	\$181.28	\$235.66		
1 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor					
	10 Amp 208V 1 Phase	\$244.11	\$317.34		Rates are DOUBLE the Outlet Rate Check if required
	20 Amp 208V 1 Phase	\$287.37	\$373.58		
	30 Amp 208V 1 Phase	\$358.44	\$465.97		Overhead Power: Rates are Time and Material, please call for quote.
	50 Amp 208V 1 Phase	\$489.25	\$636.03		
	60 Amp 208V 1 Phase	\$555.17	\$721.72		
	100 Amp 208V 1 Phase	\$894.40	\$1,162.72		
3 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor					
	10 Amp 208v 3 Phase	\$276.04	\$358.85		208V and 480V Services: There is a MINIMUM labor charge of (1) hr. for installation/removal of all 208V service. There is a MINIMUM labor charge of (2) hrs. for installation/removal of all 480V service.
	20 Amp 208V 3 Phase	\$385.22	\$500.79		
	30 Amp 208V 3 Phase	\$425.17	\$552.72		
	50 Amp 208V 3 Phase	\$614.73	\$798.63		
	60 Amp 208V 3 Phase	\$745.15	\$968.70		
	100 Amp 208V 3 Phase	\$1,371.34	\$1,782.74		
Rental Items					
	Extension Cord 15'	\$29.20			ELECTRICAL LABOR: Outlets requested to be placed anywhere other than the back of the booth will require a layout and a MINIMUM of (1) hour labor. Please call for quotes on labor if your booth is an Island booth or needs overhead power. Okay to proceed (layout with scaled orientation attached. Order will be installed prior to exhibitor move in. Layout to follow
	Extension Cord 25'	\$31.36			
	5-way power strip	\$27.04			
	3-way adaptor	\$23.79			
In line booths with standard electrical placement (along back drapeline) will NOT incur labor charges					
Labor for Layout/Overhead/Qty and 208V Services					
	ST (M-F 8am-4:30pm)	\$95.17			FOR SUPERVISED LABOR ONLY Exhibitor supervision requested, requires a MINIMUM of (1) hour of labor. Date/Time Requested Onsite Contact Onsite Contact Cell #
	OT (M-F 4:30pm-12am & Sat 8am-12 am)	\$142.76			
	DT (M-F 12Am-8am & all Sundays/Holidays)	\$190.34			
State of Arizona or Federal Tax Exempt form must be submitted with order to receive exemption. **By signing the order form, I have read and agree to all of Commonwealth Electric Company's Conditions and Regulations **		Total Order			
		8.6% Sales Tax			
		Labor Amount			
		Total Due			
Company Name				Phone	
				Cell Phone	
Address				State	Zip
Email Address **Please Print Legibly**				Onsite Contact	
Signature				Print Name	
Paid by: CK AX MC VS		CC#		Exp Date	CVV
Cardholder Signature				Print Name	



Commonwealth Electric Customer Information

Payment Policy

1. Payment is required in full when order is placed.
2. Payment must be in U.S. dollars, check or credit card including Visa, MasterCard, and American Express.
3. A \$35 fee will be assessed on all returned checks.
4. Tax: All amounts, except labor, are subject to a combined Arizona State and City tax. If you are tax exempt in the State of Arizona, please attach the Sales Tax Exemption Certificate (form 5000) to your order.
5. Credit will not be given for service/equipment once they have been installed regardless of usage.
6. Refunds must be requested in writing by customer within 7 days of close of the event.
7. Claims will not be considered unless file in writing prior to close of show.

Outlets and Equipment

1. All electrical outlets are provided at an additional charge and are not part of a booth package unless otherwise indicated on the CECM order form.
2. Each outlet ordered is **ONE SINGLE** plug-in.
3. Outlets are to be ordered separately by **EACH** exhibitor and may not be shared.
4. Facility utility outlets are not part of the booth space and may not be used by the exhibitor/vendor.
5. For in-line and peninsula booths, each outlet will be located at the back of the booth. For island booths outlets will be placed at the most convenient location for CECM unless otherwise noted by the exhibitor. Should outlets be required in any other location within the booth, a labor charge will be incurred.

Labor

1. Labor charges shall be incurred for the following: (Please refer to your order form or contact CECM for labor minimums per service.)
 - Request your outlet anywhere but the back of the booth. A layout form must be attached to these orders with booth orientation
 - All 110v services above 20 amps
 - Any 208v service or higher is ordered
 - Conversion of exhibitor power connection
 - All overhead service
 - 8 or more services within the same booth space
 - Requested exhibitor supervision for service installation

Conditions and Regulations

1. CECM will provide standard NEMA connections for all services 208v and higher. Please check with CECM Account Manager for specific type of connection per facility. It is the responsibility of each exhibitor to convert to each facility's connection.
2. Exhibitors/Vendors are responsible for supplying all convertors 220v-110v for international equipment. Should CECM supply there will be an additional charge. Contact CECM for specific charges.
3. Exhibitors are responsible for providing GFI outlets, should GFI be required. CECM can provide these services at an additional charge.
4. CECM will not be responsible for any cutting or altering of any floor covering in order to bring services to booth space in a specific location.
5. All materials and equipment furnished by CECM to provide service shall remain the property of CECM and be removed only by CECM at the close of the event. Any equipment removed by the exhibitor/vendor shall be charged replacement cost of the specific equipment.
6. All equipment, regardless of source of power, must comply with all Federal, State, and City safety codes.
7. All equipment must be properly labeled with complete information as to current, voltage, phase, cycle, horsepower, etc.
8. All exhibitor/vendor supplied cords must be of the 3 wire grounded type. Use of open clip sockets, latex or lamp cord wire is prohibited.
9. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. All motors over 3hp must have magnetic starters and disconnecting switch provided by the exhibitor/vendor.
11. Commonwealth Electric Company is not responsible for voltage fluctuations or power failure because of temporary conditions.



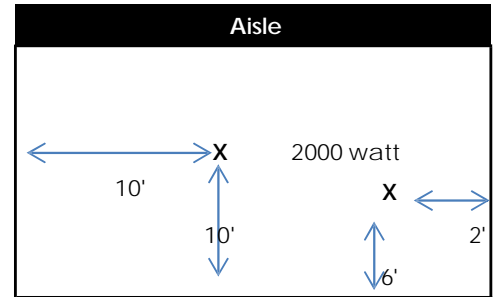
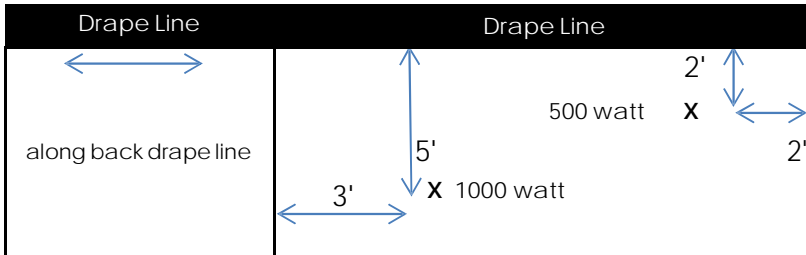
Event:
Booth Name & Number

Examples filling out your floor plan-Not to Scale

Line Booth
Standard Placement

Line Booth
Custom Placement w/measurements

Island Booth
Custom Placement w/measurements



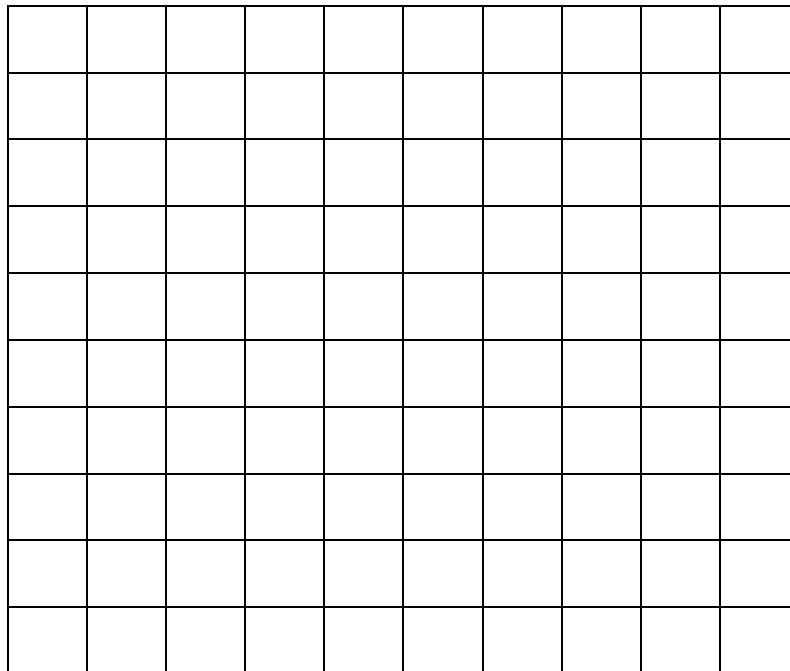
Exhibitor Floor Plan

Important Element of your floor plan to include:

- * Mark Service Location
- * Indicate adjacent booth numbers and/or aisles
- * Indicate your booth dimensions/measurements (ie 10 x 10 diagram below)

Adj Booth # _____

Adj Booth #



Adj Booth #

Adj Booth # _____