



Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

### **Hi-Tech Electric is going green!**

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website [www.hi-techelectric.com](http://www.hi-techelectric.com) to begin the order process.

If you still prefer to print out the service contract, please send it to [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com) or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Place, NW  
Washington, DC 20001  
202-249-3600  
202-249-3601 FAX



# ELECTRICAL SERVICE CONTRACT



801 Mount Vernon Place, NW  
Washington, DC 20001  
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[dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com)  
[www.hi-techelectric.com](http://www.hi-techelectric.com)

**Signature on page 2 is required. Full payment for services ordered and retainer credit card must be remitted to process this contract.**

Fed ID # 88-0437088 **2018-2019\*\*\*\* 10/1/18**

**Deadline Date for Incentive Rates:**  
**AUGUST 4<sup>TH</sup>, 2019**

<b>Event Name:</b> The 2019 Ubiquitous Women's Expo		<b>Event Dates:</b> 8/24 – 8/25 2019	
Company Name		Booth No.	
<b>Credit Card Billing Address</b> (exact address for credit card)			
City / State / Zip		Phone	Country
Credit Card No		Exp Date / CVV Security Code	Check Number
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name as it appears on card (Please Print)
Authorized Contact Name (Please Print)		Phone	Authorized Contact Email

\*\*\*\*\* PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES \*\*\*\*\*

## ELECTRICAL OUTLETS / LIGHTING SERVICES

Power strips and extension cords available to rent onsite

Please read page 3 regarding additional labor and material charges "Description of Outlet Location & Distribution Charges"

Description Of Service	Total Outlets	Incentive	Base	24 Hr or Dedicated 20 amp	Overhead Service	Floor Service	Total Price
<b>120 V Outlet - Maximum of One (1) connection per outlet</b>							
5 Amp / 500 watts		109.00	133.00				
10 Amp /1000 watts		135.00	162.00				
20 Amp / 2000 watts		204.00	253.00				
<b>208 V 1Ø Motor &amp; Equipment Outlet - Maximum of One (1) connection per outlet</b>							
20 Amp- <i>Minimum for European Power</i>		362.00	444.00				
30 Amp		492.00	605.00				
40 Amp		619.00	765.00				
50 Amp		684.00	851.00				
60 Amp		893.00	1095.00				
100 Amp		1108.00	1353.00				
<b>208 V 3Ø Motor &amp; Equipment Outlet - Maximum of One (1) connection per outlet</b>							
20 Amp		488.00	601.00				
30 Amp		730.00	854.00				
60 Amp		1078.00	1,334.00				
100 Amp		1,956.00	2,357.00				
200 Amp		3,841.00	4,803.00				
400 Amp		6,322.00	7,903.00				

24 Hr Power and dedicated 20amp / 120v outlets are double the listed price

**Transformer(s):** Check off European Power column in this section. If you have European Power. European Power is all 60HZ 208v transformers to 240 1ph European. 60HZ 480v-3ph transformer to 380v/3ph European: Hi-Tech Electric or the United States power does not offer 50 HZ. Please check your equipment to see if it can operate at 60 HZ. Pricing for transformer includes the transformer and power. Labor, Materials, and Lift are additional to installation.

Description Of Service	Qty	Incentive	Base	European Power	Total Price
Boost 208V to 230V Euro Transformer 208V-240V (Min 20 Amp/208/1ph)(Max 30 Amp/208/1ph)		907.00	1,105.00		
European Transformer 480V -380V (Min 60 amp 480V 3ph)		2,220.00	2,879.00		
<b>480V 3Ø Motor &amp; Equipment Outlets</b>					
25KW/Kilowatts 30A-480v		728.00	873.00		
50KW/Kilowatts 60A-480v		1,296.00	1,554.00		
100KW/Kilowatts 100A-480v		2,807.00	3,628.00		
200KW/Kilowatts 200A-480v		5,614.00	7,296.00		
<b>Overhead Quartz Lights:</b> Please Use Exhibitor Rigging Order Form					
<b>Additional Booth Lighting Services</b>					
90 Watt On Stanchion Inline Booths Only		109.00	133.00		
250 Watt Krypton On Stanchion - Inline Booths Only		170.00	206.00		
Stem Lights Hard Wall Use Only-10'spreader bar required		109.00	133.00		
Track Lighting – (3) 75watt fixtures		238.00	249.00		
<b>See Terms and Conditions Section for Labor Rates</b>					
<b>Subtotal of Charges</b>					\$
THIRD PARTY PAYMENT					
Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.					

**Labor Request Section:**

<b>Send PDF or DWG for all Island booths 30x30 or larger to: <a href="mailto:dcexhibitorservices@hi-techelectric.com">dcexhibitorservices@hi-techelectric.com</a></b>	
<input type="checkbox"/> Floor Plan included with outlet locations/orientation <input type="checkbox"/> Floor Plan to follow <input type="checkbox"/> OK to proceed without exhibitor present <input type="checkbox"/> Do Not proceed until exhibitor is onsite <b>Scaled floor plan showing all outlet locations and booth orientation required</b>	Installation Labor date:  Installation Time:  Size of Booth:  Type of Booth: Inline <input type="checkbox"/> Island <input type="checkbox"/> Peninsula <input type="checkbox"/> Other <input type="checkbox"/>  <b>*****Indicate all 24 hr and dedicated outlets on floor plan</b>

**Authorized Signature:**

I agree that I am the Authorized Card Holder on behalf of the Exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

Print Name:	Signature:	Booth No:
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# TERMS AND CONDITIONS

***Page (2) must be signed in order for electrical installation to be scheduled***

**Additional Labor and Material Fees May Apply (See Terms and Conditions below for Details)**

## ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- \$104.00 per hour during Straight Time: 8am-4:30pm M-F
- \$198.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: \$190.00 per hour (one hour minimum) plus operator's time.
- The minimum charge per booth is one hour installation and ½ the total time for dismantle.

## RIGGING LABOR (For overhead booth lighting, Hanging Structures 200lbs & over, Chain Motors, Truss, Points)

### **Please Use Exhibitor Rigging Order Form**

- \$104.00 per hour during Straight Time: 8am-4:30pm M-F
- \$198.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: \$190.00 per hour (one hour minimum) plus operator's time.
- A four (4) hour minimum per man labor call applies.

## DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

- All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered by the exhibitor.
- All electrical outlets for Island booths will be dropped from one main drop location per the exhibitor's floor plan. Delays in installation can occur if no main drop location is provided.
- All Island booths will be charged labor and materials which are determined by the diagram submitted.
- All booths or displays requiring multiple outlet distribution and connection are chargeable on a time and material basis.
- Re-distribution of such installation, additional power drops, and/or additional locations will be charged on a time and material basis.
- All 208 volt outlets will require labor and materials.
- All overhead services will require lift, labor, and materials.
- **24-hour power** and dedicated 20amp/120v circuits are **double** the listed price. Indicate total outlets on order form.
- Electricity will be turned on within 30 minutes of show daily.
- **Payment:** Payments must be received in full 21 days before show move-in to secure the incentive rate. No credit or refund will be issued for connections installed and not used. Full payment is required to process order. A retainer credit card is required. All balances must be settled prior to event closing. An outstanding balance may preclude the Exhibitor from retaining HTE services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- **Unauthorized Power Usage:** Exhibitors using outlets without an order will be charged the base rate. A memo will be delivered onsite to all booths accessing outlets without an order.
- **Labor Rates:** All Labor Rates are subject to the current labor contract effective at time of performed labor.

## **HI-TECH ELECTRIC JURISDICTION**

- Only Hi-Tech equipment is allowed for electrical distribution.
- Exhibitors are not permitted to bring their own distribution system.
- Hi-Tech installs all motor and equipment hook-ups requiring hard wiring connections.
- Hi-Tech performs all installations and/or repair of electrical fixtures.
- Hi-Tech performs installations of all electrical motors and electrical apparatus to be energized.
- Hi-Tech electrical labor is required to inspect pre-wired equipment that connects to Hi-Tech distribution systems. Exhibitor must give HTE notice of intended use of pre-wired equipment and schedule an inspection by Hi-Tech. Hi-Tech is not responsible for any loss or damage resulting from the use or installation of pre-wired equipment. The Exhibitor is responsible for any loss or damage caused by the use or installation of pre-wired equipment to Hi-Tech distribution systems.
- Hi-Tech provides labor for all overhead truss rigging and overhead booth lighting.
- Hi-Tech performs all installations of electrical cords under any booth space flooring.
- The exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric for any and all work related accidents.

## **RIGGING JURISDICTION (All Rigging is installed by the in house Rigging Contractor GLP.)**

- Rigging includes all motorized rigging-to-building structures.
- All exhibit hall rigging must provide a floor plan for approval by Hi-Tech Electric/GLP.
- All motors for rigging must be ordered through Hi-Tech Electric/GLP.
- All labor for rigging-to-building structures will be provided through Hi-Tech Electric/GLP.
- No other Contractor or Persons may attach motorized equipment for rigging to building. Hi-Tech/GLP is not responsible for any loss or damage resulting from any other Contractor or Person attaching motorized equipment to the building.
- Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
- A four (4) hour minimum applies per rigging labor call.

## **SPECIAL EQUIPMENT**

Special Equipment orders require 30 days notice prior to move-in.

## **HI-TECH ELECTRIC MATERIALS**

All materials and equipment furnished by Hi-Tech Electric shall remain the property of Hi-Tech and shall be removed only by Hi-Tech at the close of the show.

## **FLOOR COVERINGS**

Unless otherwise directed, Hi-Tech Electric personnel are authorized to cut floor coverings to permit installation of service. Hi-Tech Electric is not liable for any costs incurred by the Exhibitor for such cuts.

## **RAMPING UTILITY LINES**

All ramping of utility lines in booth are done on Straight Time plus materials. Laying of lines under carpet or floor or spotting from ceiling will incur additional labor charges. Minimum per removal of lines is 1 hour each. Floor plan is required with order to show location of lines.

## **ESTIMATES / REVISIONS**

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Reductions made to an existing order are subject to a 10% surcharge.

## **SUPERVISION FEES/INVOICES**

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com)

## **CANCELLATIONS**

- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund.

## **DISCONNECTION / INTERRUPTION OF SERVICES**

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by Hi-Tech Electric.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

## **DELAYS**

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, Hi-Tech Electric or GLP is due payment for all executed work, labor, and materials.

## **ON-SITE PAYMENTS / TIPPING**

- All payments must be submitted only to a Customer Service Representative or Hi-Tech Management.
- Tipping or any gratuity or gift, is not permitted to be accepted by any Hi-Tech personnel.

## **INDEMNITY**

The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC or GLP for any and all work related claims, accidents, losses, and damage.



## Frequently Asked Questions for Ordering Electrical Services



Online Ordering is available at [www.hi-techelectric.com](http://www.hi-techelectric.com)

### Where is my power located?

Inline and Peninsula Booth power is generally located along the back center curtain wall, unless you request the power to be distributed from this main location (drop) to other locations in the booth.

Island Booths will have the main drop installed at the location requested by you. This main drop must be indicated on a scaled floor plan. Neighboring aisles and booths should also be included on this floor plan. Should no floor plan be provided, the main drop will be installed in the booth at our discretion.

Note: For safety precautions, all Island Booth power will be turned off after the installation is completed and tested. Please come to the Electric Labor Desk when your carpet installation is completed to schedule your booth electric services to be energized.

### What if I need power in one or more additional locations?

Supply Hi-Tech Electric with a floor plan of your booth showing the exact outlet locations needed, and the amount of electricity designated at each one.

Feel free to download any of these scaled grids provided on the FAQs link at our website: [www.hi-techelectric.com](http://www.hi-techelectric.com) for your convenience: [10x10](#), [10x20](#), [10x30](#), [20x20](#), [20x30](#), [20x40](#)

If a different size grid is needed, please contact our Exhibitor Services Department: [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com).

### Do I need a floor plan for lighting?

All lights require a floor plan for placement and focusing.

### How do I determine how much power to order?

Calculate your electrical needs by the amperage (amps) or wattage (watts) of each piece of equipment requiring power. This would include lighting. If multiple outlet locations are required, there is a maximum of one connection per outlet. Example: If there are 5 separate locations, indicate how much wattage per outlet location.

Standard office equipment such as laptops, computer monitors, lead retrievals units, credit card machines, DVD players and TVs will be ordered from the first three line items under 120v outlet on the service order form.

### How do I order 24-hour power?

Indicate the quantity of outlets in the column marked **24 Hr or Dedicated 20 amp**, and double the listed amount according to the advance or post-deadline date. Also indicate these on the booth diagram.

### How do I know if my booth requires labor and materials?

- Since all Island Booths stand alone, they require electricity to be brought to a main drop location from the closest power source in the exhibit hall. Therefore, a minimum one-hour (per technician) labor is charged for installation. Materials used to complete the installation are determined on site. If you require an estimate pre-show, contact our exhibitor services dept. at [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com)
- Any booth or display that requires a dedicated outlet (minimum 20 amp) to be installed may also incur labor and material charges. For any questions, please call 202-249-3600 or email [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com)

- Any booth requesting multiple outlet locations (power distribution) will require labor with a minimum one hour (per technician) for installation. Materials used to complete the installation are determined on site.
- Any booth with a service order for a 208V motor and equipment outlet will require labor with a minimum one hour (per technician) to configure the connection. Materials used to complete the installation are determined on site.
- All overhead services will require labor : overhead quartz lights from the ceiling, signage over 200 lbs, lit signage
- All re-distribution of services, added outlets, or any other onsite changes will require labor, for example: change of outlet location once installed
- Please complete the **Labor Request Section** of the service order form to schedule Labor.

### **What is dismantle labor?**

Dismantle labor is charged for all booths with installation work orders. The fee is one half (1/2) of the total installation charges.

### **Where do I go for assistance at show site?**

Hi-Tech Electric will have an Electrical Service Desk stationed with the other service contractors at the general contractor Service Center.

**How can I get an invoice of my electrical charges?** A detailed invoice will be available upon request at the Electrical Service Desk at show site. If a pre-event invoice is required, please call 202-249-3600 or request by email from [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com)

### **Can I bring my own extension cords and power strips?**

Any extension cords or power strips that are not provided by Hi-Tech Electric are subject to inspection, and may **not** be placed under any carpet or flooring. These items are also available to rent at show site. Our electrical service desk will provide them upon request.

### **Will my international equipment be compatible with USA power source connections?**

Please email to [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com) or call 202-249-3600 for more information.

### **How is payment made to Hi-Tech Electric?**

Full payment for all items ordered on electrical or plumbing service contract form is required at the time of ordering to process installation. Any additional labor and/or material charges will be added at show site.

**Check, Visa, MasterCard, American Express and Wire Transfer payments are accepted.**

- The correct credit card billing name and address must be on the service order form, complete with city, state, and zip code
- Purchase orders are not accepted as payment. Please email our accounting department at [accounting@hi-techelectric.com](mailto:accounting@hi-techelectric.com) for any questions.

### **How do I send a wire transfer payment?**

Please request our banking information by emailing to [accounting@hi-techelectric.com](mailto:accounting@hi-techelectric.com)

### **What if another company is paying for my electrical services?**

The exhibiting company acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.

### **Need assistance?**

Email: [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com)

Show site exhibitor services: 202-249-3600

Vendor forms, W-9, bank information requests: [accounting@hi-techelectric.com](mailto:accounting@hi-techelectric.com)