



NAME OF SHOW: Black Women's Expo 2020 DATES: April 3-5, 2020  
 COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 ON-SITE CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

Save time order Online at [www.primeees.com](http://www.primeees.com)

	Show Hours Only	Continuous Power Price X 2	Advanced Price	Regular Price	Total
	Quantity	Quantity	Save 30% Before March 23rd	After March 22nd	
<b>110/120 VOLT</b>					
5 AMPS	_____	_____	91.00	130.00	= \$ _____
10 AMPS	_____	_____	165.00	263.00	= \$ _____
15 AMPS	_____	_____	195.00	290.00	= \$ _____
20 AMPS (Exclusive Outlet)	_____	_____	210.00	305.00	= \$ _____
<b>208 VOLT SINGLE PHASE (REQUIRES LABOR)</b>					
20 AMPS	_____	_____	390.00	585.00	= \$ _____
30 AMPS	_____	_____	495.00	742.50	= \$ _____
<b>208 VOLT THREE PHASE (REQUIRES LABOR)</b>					
20 AMPS	_____	_____	495.00	742.50	= \$ _____
30 AMPS	_____	_____	520.00	780.00	= \$ _____
60 AMPS	_____	_____	560.00	840.00	= \$ _____
100 AMPS	_____	_____	875.00	1,312.50	= \$ _____

Additional services available email: [chicago@primeees.com](mailto:chicago@primeees.com) for a quote.

**LIGHTING EQUIPMENT** (Including current consumed. Floor plan with location required. Requires Labor)

LED ARM LIGHT (Hard wall only)	_____	_____	120.00	= \$ _____
Pole and Base Dual LED Flood Light	_____	_____	150.00	= \$ _____

Other lighting available email: [chicago@primeees.com](mailto:chicago@primeees.com) for a quote.

**RENTAL EQUIPMENT**

15' EXTENSION CORD	_____	_____	22.00	= \$ _____
POWER STRIP (15 AMP max)	_____	_____	22.00	= \$ _____

<b>LABOR</b> (Request a labor quote at <a href="mailto:Chicago@primeees.com">Chicago@primeees.com</a> )		Quantity	Total
STRAIGHT TIME	First 8 hours worked M-F between 7am-4:30pm	109.00	= \$ _____
OVER TIME	M-F after 4:30pm, Saturday 8am-4:30pm	161.00	= \$ _____
DOUBLE TIME	Saturday 4:30pm through Monday 6am, Holidays	210.00	= \$ _____

**SUBTOTAL** All funds US currency based.

Electrical Service & Rental	= \$ _____
Tax: Add 9%	= \$ _____
Labor Estimate	= \$ _____
Subtotal	= \$ _____
Service Fee=Subtotal x 3%	= \$ _____
<b>GRAND TOTAL</b>	= \$ _____

**ADDITIONAL INFORMATION**

**IN-LINE, PENINSULA BOOTHS**  
All power is delivered to the back of the booth at no extra cost. Labor only to apply to additional distribution if required based on time and

**MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS**

There is a minimum labor charge of (1/2) hour to deliver power to all Island booths and (1/2) to remove power. All additional distribution is done by Prime electricians on a time & material basis. Utility diagram is required with order.

**208V & HIGHER VOLTAGES**

There is a minimum labor charge of (1/2) hour of installation & (1/2) hour for removal of all high voltage services. Material charges may apply.

**LABOR**

If any of the following items apply to your booth request a labor quote.

- ◇ Distribution of electrical in booth.
- ◇ Distribution of electrical overhead.
- ◇ Mounting of monitor and lights.
- ◇ Connection or wiring of all exhibitor equipment.
- ◇ Assembly and installation of all lighting from truss or beams.
- ◇ Wiring of overhead signs.

**PAYMENT**

Credit Card #:

Expiration: \_\_\_\_\_ CVV Code: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Cardholder Address (including postal code): \_\_\_\_\_

**Prime require credit card information on file** for any additional charges incurred after the initial payment has been made. Prime is authorized to apply any additional charges to this card upon completion of installation unless another form of payment is made at such time.

By signing above Prime is authorized to process payment to credit card provided unless payment is made by check as outlined on this payment form and agrees to the Term and Conditions.

**We accept: Check, American Express, Discover, Master Card, and Visa.**

For Office Use Only (Do not write below)

Processed by: \_\_\_\_\_ Processed Date: \_\_\_\_\_

Profile ID: \_\_\_\_\_

## **Terms & Conditions**

Prime Electrical & Exhibition Services LLC. (Hereinafter "Prime")

1. All orders are not complete unless accompanied with completed payment form.
2. Island Booths must submit a completed diagram with orientation of booth on the floor and measurements for placing power. No order for an island booth is complete without this information.
3. Prime reserves the right to adjust orders if a miscalculation of charges is apparent on the order form.
4. 120V service rates include delivery to the back of the booth to a single location.
5. 208v or larger are installed based on time and material of the install and dismantle plus the cost of the service requested.
6. Any connections required beyond the finished outlet will be charged for time and material. If you have a special need please contact Prime to discuss in advance of move in.
7. Exhibitor cords must comply with city electrical codes bear a UL tag must be minimum 14 gauge, 3 wire and grounded. No two wire extension cords or lights will be allowed.
8. Refunds will not be authorized if services are installed. Any disputes must be presented before close of show. No refunds will be given after show is moved out.
9. Exhibitor holds Prime harmless for any and all losses of power beyond Primes control, including, but not limited to, losses due to utility company failure, power failure due to vandalism, permanent power distribution failure, faulty exhibitor equipment or exhibitor overload of circuits.
10. Prime electricians are the only labor allowed to distribute power in the exhibit space as well as meeting space within the facility. Except where stagehands may be designated for production applications.
11. Unless otherwise directed Prime employees will cut access points in carpet in order to complete installation of cords in an exhibit space.
12. Unless a scaled floor plan is provided electric will be installed as the electrician on duty deems necessary or not at all until direction is given.
13. We will make every attempt to install power during straight-time. But will always charge prevailing rates at time of installation.
14. All equipment must be tagged with proper manufacture specifications and be in safe working order. Prime Electricians may deem equipment unsafe and Prime reserves the right to refuse final connection where exhibitor wiring or equipment is not in accordance to local laws and codes.
15. A service charge of 1.5% will be assessed on all unpaid balances starting 15 days after date of invoice. A \$50.00 service charge will be assessed for all returned checks and credit cards. All funds U.S. currency. Exhibitor agrees to pay Prime all applicable rental or sales tax.

**ELECTRICAL LAYOUT FORM**

Advance Payment Deadline Date: 4/22/2020



**ELECTRICAL EXHIBITION SERVICES**  
 2142 W. Walnut Street, Chicago, IL 60612  
 Phone: (312) 226-6738 Fax: (312) 226-1201  
 Chicago@primeees.com

<b>COMPANY:</b>		<b>BTH #</b>	
Show:	Black Women's Expo 2020		
FACILITY:	McCormick Place		
DATES:	April 3-5, 2020		

**Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.**

Indicate booth type: Island  Peninsula  Inline  Provide aisle or adjacent booth #'s for orientation

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

**X** = Main Distribution Point    **◆** = 5amp/500watt    **▲** = 10amp/1000watt    **★** = 15amp/1500watt    **●** = 20amp/2000 watt

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot  
 \_\_\_\_\_ Square = \_\_\_\_\_ Ft      Total Square Footage = \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_


Adjacent Booth or Aisle # \_\_\_\_\_