

ELECTRICAL ORDER FORM



The Power People
**EDLEN ELECTRICAL EXHIBITION SERVICES INC
OF ORLANDO**
5858 Lakehurst Drive, Orlando, FL 32819
Phone: (407) 854-9991 Fax: (407) 854-9992
Orlando@edlen.com

Advance Payment Deadline Date: 03/18/26

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COMPANY:	BTH #
EVENT: FLAPPA Educational Conference 2026	
FACILITY: HILTON ORLANDO	
DATES: April 1-2	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

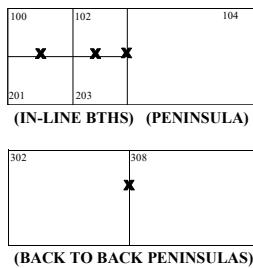
ORDER INSTRUCTIONS		ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event				
120 VOLT POWER DELIVERY		QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT						
500 WATTS (5 AMPS)		_____	_____	135.00	191.00	_____
1000 WATTS (10 AMPS)		_____	_____	209.00	301.00	_____
2000 WATTS (20 AMPS)		_____	_____	282.00	411.00	_____
For outdoor events 20 AMP		Minimum	Required			
208 VOLT SINGLE PHASE						
20 AMPS		_____	_____	423.00	625.00	_____
30 AMPS		_____	_____	510.00	754.00	_____
60 AMPS		_____	_____	698.00	1,036.00	_____
100 AMPS		_____	_____	906.00	1,380.00	_____
208 VOLT THREE PHASE						
20 AMPS		_____	_____	577.00	852.00	_____
30 AMPS		_____	_____	685.00	1,017.00	_____
60 AMPS		_____	_____	956.00	1,421.00	_____
100 AMPS		_____	_____	1,250.00	1,862.00	_____
200 AMPS		_____	_____	1,862.00	2,782.00	_____
400 AMPS		_____	_____	3,456.00	5,171.00	_____
LIGHTING						
150 WATT FLOOD LIGHT		_____	_____	99.00	147.00	_____
300 WATT FLOOD LIGHT		_____	_____	123.00	184.00	_____
MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)						
15' EXTENSION CORD _____ 39.00 _____						
POWER STRIP _____ 39.00 _____						
ELECTRICAL LABOR						
ST (Mon-Fri, 8am-4:30pm; Excluding Holidays) _____ 144.00 _____						
OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays) _____ 215.00 _____						
SUB TOTAL _____						
26% SERVICE CHARGE ON OUTLETS, MATERIAL & LABOR _____						
SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: (FLORIDA AND FEDERAL GOVERNMENT ACCEPTED) _____						
6.5% SALES TAX _____						
PLACE TOTAL HERE _____						
PRINT NAME: _____						
AUTHORIZED SIGNATURE: _____ DATE: _____						
EMAIL: _____ PHONE: _____						
The "Method of Payment Form" must be completed and returned with this order form.						

ORLANDO ELECTRICAL TERMS & CONDITIONS

1. A complete order with payment & floor plan inclusive of a scaled layout (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
4. Outlet rates listed include bringing the services to one location at the rear center of in-line and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
8. There is a (1) hour installation and a (1/2) hour removal charge for Island Booths that require delivery to one location.
9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1.5) hours labor will apply for all installation work. The removal of this work will be charged a minimum of 1 hour.
10. Edlen Supervision—A supervisory charge of at least a half (1/2) hour of the prevailing labor rate will apply.
11. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
12. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
13. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
14. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be issued for unused items.
15. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
16. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
17. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
18. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
19. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
20. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 21 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
21. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
22. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
23. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
25. A 3% credit card processing fee will be applied to all credit card payments.
26. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

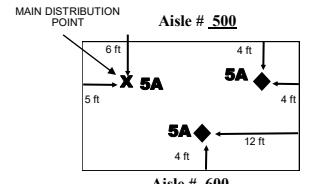
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



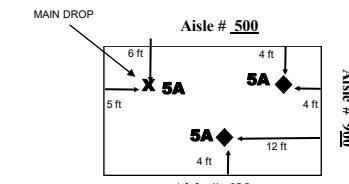
Aisle # _____
Aisle # _____
Aisle # _____

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

ISLAND BOOTH



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM**

METHOD OF PAYMENT FORM



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EXHIBITOR INFORMATION

COMPANY NAME:	PHONE:	
ADDRESS:	FAX:	
CITY:	ST:	ZIP:
COUNTRY:	CELL:	
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card and Visa. Please indicate form of payment below.

CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event listed above on your remittance.

VISA MASTER CARD AMX

MANUAL PROCESSING FEE

Orders submitted for manual processing **MUST** include a \$25 processing fee. Submit orders online instead @ www.edlen.com

*A 3% credit card processing fee is applied to all Credit Card payments.

CHECK AND CREDIT CARD INFORMATION

CHECK

CREDIT CARD NUMBER: EXP DATE:

CARD HOLDER SIGN:

PRINT NAME:

EMAIL ADDRESS:

THIRD PARTY: YES or NO

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS: CITY: ST: ZIP:

SERVICE TOTALS

MANUAL PROCESSING FEE \$25.00

ELECTRICAL/MATERIAL ORDER

ESTIMATED LABOR

PLUMBING ORDER

SUB TOTAL

26% SERVICE CHARGE ON
OUTLETS, MATERIAL & LABOR

6.5% SALES TAX. SALES TAX IS
DUE UNLESS EXEMPTION CERTIFICATE
ACCOMPANIES THIS ORDER.

TOTAL DUE

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE
SIGN

AUTHORIZED SIGNATURE

PRINT NAME

DATE

ELECTRICAL LAYOUT FORM



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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 **★** = 20amp/2000 watt

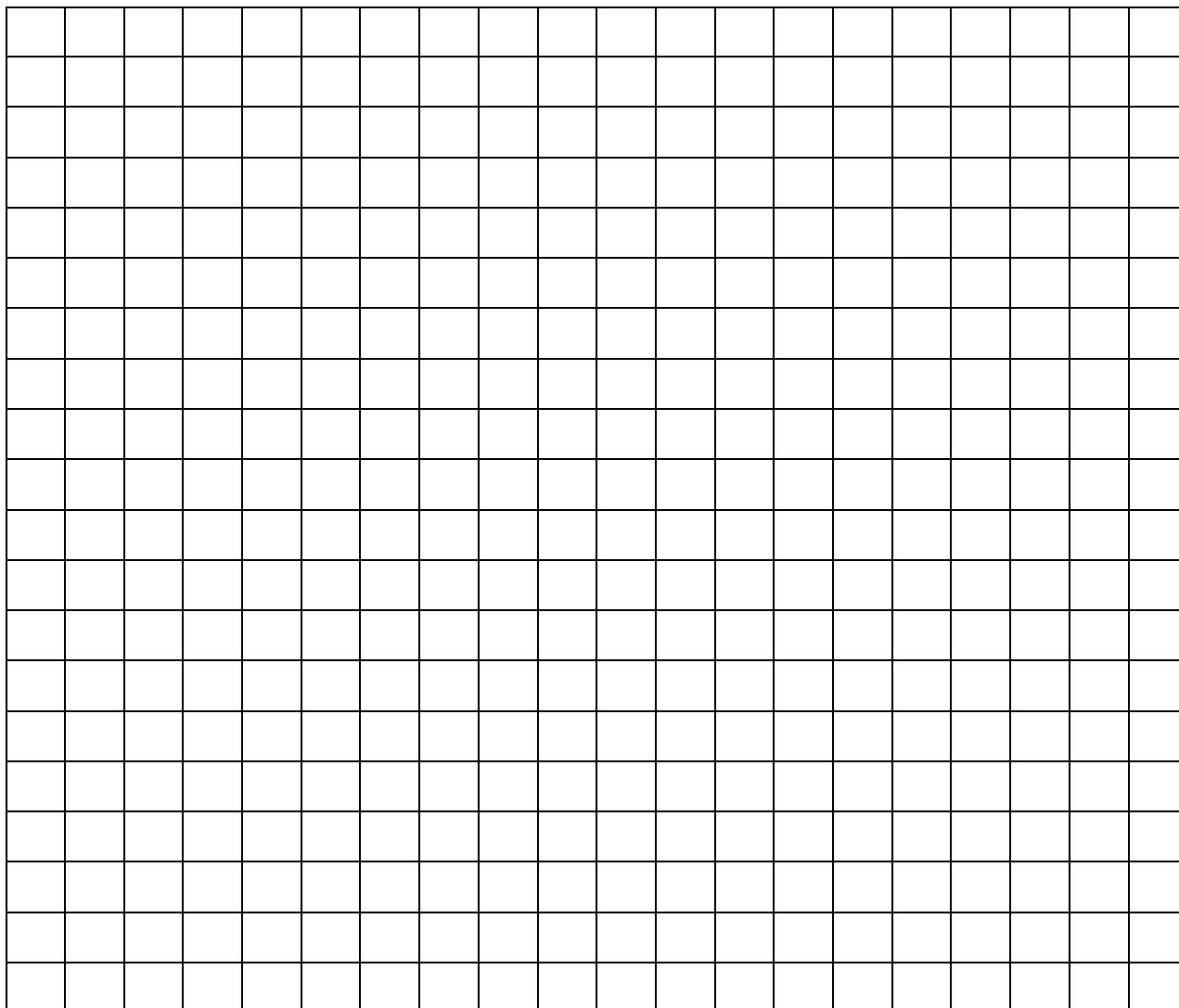
Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

_____ Square = _____ Ft Total Square Footage = _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____