



P.O. Box 52439
 New Orleans, LA 70152
 Phone: (504) 587-3864
 Fax: (504) 587-3504

REQUEST FOR ELECTRICAL SERVICES
EFFECTIVE THROUGH DECEMBER 31, 2022

Please Fax a copy with 100% remittance.
Please keep a copy for your records.

PLEASE TYPE OR PRINT

PLEASE PRINT LEGIBLY AND INCLUDE EMAIL FOR RECEIPT

NAME OF SHOW		ORDERED BY (SIGNATURE)	
EXHIBITING FIRM NAME	BOOTH NAME / NUMBER	DATE(S) OF SHOW	
ADDRESS	EMAIL ADDRESS	PHONE/CELL/FAX	
CITY, STATE, ZIP	ON SITE CONTACT NAME & CELL #	ORDER CONTACT NAME	
CREDIT CARD ACCOUNT NUMBER ***A 3% CONVENIENCE CHARGE WILL BE ADDED TO ALL CREDIT CARD ORDERS	ORDER DATE	YOUR P.O. NUMBER	
EXPIRATION DATE	CARDHOLDER'S SIGNATURE	CARDHOLDER'S NAME (PLEASE PRINT)	

IMPORTANT *A 3% CONVENIENCE CHARGE WILL BE ADDED TO ALL CREDIT CARD ORDERS**

- *We accept MasterCard, VISA, and American Express cards.
- *Electrical Labor: Straight Time 8 am - 3:30 pm, Monday-Friday; Double Time after 3:30 pm, Saturday, Sunday & Holidays
- *Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing.
- **To ensure your power is installed prior to scheduled move in date, please submit this form 10 days prior to designated move in date.
- **PAYMENT NOT RECEIVED 10 DAYS PRIOR TO MOVE IN MUST BE EITHER CASH OR CREDIT CARD.

LIGHTING & UTILITY OUTLETS		120 volt 60 cycle alternating current.		
QTY	Description	Price	Subtotal	
120V	Outlet up to 500 watts	\$ 82.00		
	Outlet up to 1000 watts	\$ 132.00		
	Outlet up to 2000 watts	\$ 174.50		
Total Lighting & Utility Outlets				
MOTOR & EQUIPMENT OUTLETS		Maximum of one (1) connection per power outlet 120/208V.		
QTY	Description	Price	Subtotal	
120V	5 Amp / ¼ H.P. or less	\$ 82.00		
	10 Amp / ½ H.P. or less	\$ 153.00		
	15 Amp / ½ H.P. or less	\$ 174.00		
	20 Amp / ½ H.P. or less	\$ 217.00		
208V 1	10 Amp / ½ H.P. or less	\$ 230.00		
	15 Amp / 1 H.P. or less	\$ 261.50		
	20 Amp / 1 ½ H.P. or less	\$ 327.00		
	30 Amp / 2 H.P. or less	\$ 385.00		
	40 Amp / 3 H.P. or less	\$ 444.00		
	60 Amp / 5 H.P. or less	\$ 561.00		
208V 3	100 Amp / 10 H.P. or less	\$ 795.00		
	150 Amp or less	\$ 1,087.00		
	200 Amp or less	\$ 1,380.00		
	10 Amp / 1 H.P. or less	\$ 307.00		
	15 Amp / 2 H.P. or less	\$ 347.00		
	20 Amp / 3 H.P. or less	\$ 435.00		
	30 Amp / 5 H.P. or less	\$ 513.00		
	40 Amp / 7 ½ H.P. or less	\$ 591.00		
60 Amp / 10 H.P. or less	\$ 747.00			
100 Amp / 20 H.P. or less	\$ 1,059.00			
150 Amp / 30 H.P. or less	\$ 1,449.00			
200 Amp / 50 H.P. or less	\$ 1,839.00			
Total Motor & Equipment Outlets		\$		

MATERIAL AND SPECIAL CONDITIONS

ELECTRICIAL LABOR	
Labor Rates are subject to Union Contract effective at time of Show.	
Labor before 8 A.M. and after 3:30 PM and Saturday, Sunday, and Holidays will be at the Overtime Rate.	
<input type="checkbox"/> Ok to Proceed - Without Exhibitor Supervision - Per Attached Floorplan.*	
This Labor Order will not be processed until we receive a complete Electrical Order and Floorplan. (Please indicate neighboring booth and aisle numbers on floorplan.)	
Date(s) Requested	Installation
Time Requested	
No. of Electricians	
Specify Labor Required:	
<input type="checkbox"/> Electrical Distribution	<input type="checkbox"/> Electrical Motors or Controls
<input type="checkbox"/> Electrical Distribution Overhead	<input type="checkbox"/> Electrical Fixtures
(Not available in some locations)	
Starting time can be guaranteed only in those instances where Electrical Labor is requested for the start of the working day, which is 8 a.m. A minimum charge per booth of one hour for installation and one-half hour to dismantle will apply, and time will commence in accordance with exhibitor's request. Failure to start labor at requested time will result in one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.	
* A 20% Supervision Fee will be charged for all Electrical Labor when exhibitor or exhibitor's supervisor is not present, with a \$25.00 minimum.	
PAYMENT	
Subtotal from LIGHTING & UTILITY OUTLETS section.....	\$
Subtotal from MOTOR & EQUIPMENT OUTLETS section.....	\$
Subtotal	\$
3% CONVENIENCE CHARGE IF PAID BY CREDIT CARD	\$
Total Enclosed	\$
Method of Payment:	<input type="checkbox"/> Cash : No.
	<input type="checkbox"/> Credit Card:
Provide Information Above	
For your convenience, we will use your Credit Card Authorization to charge any additional amounts incurred as a result of show site orders placed by you or your representative. These charges may include labor and material handling.	

◆ ◆ REGULATIONS AND GENERAL INFORMATION ◆ ◆

1. ASM Global is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection, you should install a surge protector on

- computer(s). All electrical installations and connections to any electrical service should be made by a ASM Global electrician. ASM Global will not be responsible for any damage or loss to any equipment, component, computer hardware or software and/or any damage or injury to any person cause by the installaton, connection or plugging into any electrical outlet by person(s) other than an ASM Global electrician.
2. Electricity will be turned on within 30 minutes of show opening and turned off within 30 minutes after show closing.
 3. 24 hour service to any outlet will be double the listed price.
 4. Dedicated power is double the listed price, and can only be guaranteed before show opening with advance arrangements for date needed.
 5. All electrical outlets will be installed on the floor at the draped backwall of in-line booths and peninsula spaces. Exhibitors with hardwall displays must arrange for power to be dropped inside the booth if necessary; this will be done on a time and material basis. Overhead power to island booths will be dropped to one main location per the exhibitor's floorplan. If no plan is provided, the power will be installed at our discretion. Additional overhead power drops are chargeable on a time and material basis. Distribution and connection(s) to equipment is chargeable on a time and material basis. For further information please refer to the **Exhibitor's Electrical Information** insert.
 6. Local ordinances prohibit more than 2000 watts per lighting circuit and only one connection for power and motor outlets.
 7. All wiring, motors, electrical installations, etc. must be aproved. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered.
 8. All electrical permits required by the Local Building and Safety Code will be obtained by the electrical contractor.
 9. All flood light, column, and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
 10. Special hanging, hookups, repairs, or installation of electrical equipment will be done on time and material basis.
 11. Installation is subject to Local Union Contract and jurisdiction.
 12. All equipment should be properly tagged and wired with full information as to current, voltage, phase, cycle, horsepower, etc., and ready for connection.
 13. All outlets over 20 amps and with a voltage over 150 volts require electrical labor. This includes a 1 hour minimum to inspect exhibitors that are pre-wired to plug into our system.
 14. Any labor rates indicated on forms are based upon the current I.B.E.W. union contract at time of printing forms. These rates are subject to change without notice based on the prevailing union contract at time of show.

ELECTRICAL CONTRACTOR'S LABOR RESPONSIBILITIES

As the Official Electrical Contractor, we will be responsible for:

- All under-carpet distribution of electrical wiring.
- All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics and the distribution of same form product to booth and from booth to booth.
- All motor and equipment hook-ups requiring hard wire connections.
- Installation and/or repair of electrical fixtures.
- Installation of electrical motors to be energized and electrical apparatus.

The above items require electrical labor, which may be ordered in the Electrical Labor section of the form on the reverse side.

ELECTRICAL CODE

Electrical Services for Exhibits at Convention Facilities

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national Electrical Code and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits in the convention facilities may be inspected to determined if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a labor and material basis. If the exhibitor does not wish to have the fault corrected, electrical services to the offending booth will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to the convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp-on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Our company rents approved extension cords and plug strips which provide safe multiple plug-in capabilities.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.

Please leave all 2-wired cords at home!

