

ELECTRICAL ORDER FORM



Rossi Expositions, Inc. ■ info@rossiexpo.com
 P.O. Box 2027 ■ www.rossiexpo.com
 El Cerrito, CA 94530 ■ 510.436.7500

Event: Bay Area ToyXpo
Location: Santa Clara CC
Date(s): August 17-20, 2023

ELECTRICAL OUTLETS 120 VOLT (Power located along back wall – alternate placement available with labor order.)

Qty:	Outlet Description:	Advance Order	Late Order	Total:
	Single outlet, 500 Watts (5 Amps)	\$178.20	\$231.66	\$
	Single outlet, 1000 Watts (10 Amps)	\$303.60	\$394.68	\$
	Single outlet, 2000 Watts (20 Amps)	\$479.60	\$623.48	\$
				\$

(Please note: Electrical outlets must be ordered as well)

Qty:	Description:	Advance Order	Late Order	Total:
	15-foot extension cord	\$28.00	\$32.00	\$
	25-foot extension cord	\$34.00	\$40.00	\$
	50-foot extension cord	\$69.00	\$82.50	\$
	15-amp power strip	\$28.00	\$32.00	\$
	Cube taps	\$20.00	\$22.00	\$
	12/5 pigtails	\$37.50	\$41.50	\$
	6/5 pigtails	\$75.00	\$82.50	\$

MOTOR OUTLETS (See information below regarding electric labor requirements)

Description	208 Volt, Single Phase			208 Volt, 3 Phase		Total
	Qty.	Advance	Late	Qty.	Advance	
Up to 10 Amp Service		\$534.60	\$694.98		\$710.60	\$923.78
20 Amp Service		\$748.00	\$972.84		\$995.50	\$1294.15
30 Amp Service		\$973.50	\$1265.55		\$1293.60	\$1680.80
60 Amp Service		\$1294.70	\$1683.00		\$1722.60	\$2239.38
100 Amp Service		\$1619.20	\$2104.96		\$3658.60	\$2798.51

NOTE: Installation/labor of 120 volt electrical outlets is inclusive in pricing shown. If you require any additional or special electrical placement, please see below for rates and ordering information.

ELECTRIC LABOR (if needed): For any additional electrical equipment to be installed not listed above.

NOTE: All outlets that require 208 volt service or motor whips will require electrical labor. Work will start as soon as possible unless otherwise specified. There is a one-hour minimum for each worker.

Straight Time: (Monday thru Friday; 8am to 4:30pm, excluding holidays) = \$157.50/hr.

Overtime: (Monday thru Friday; 4:30pm to 8am, Sat., Sun. and holidays) = \$315.00/hr.

INSTALL _____ workers for _____ hours @ \$ _____ per hour = \$ _____
DISMANTLE _____ workers for _____ hours @ \$ _____ per hour = \$ _____

____ **OK TO PROCEED** with electrical service installation under Rossi Supervision

____ **DO NOT PROCEED.** Exhibitor will call for labor on: **Date:** _____ **Time:** _____ **AM / PM (circle one)**

All outlets will be installed on the floor at the rear of the booth. Special placement requires additional installation/dismantle labor. Outlets requiring 24-hour service will be billed at double the above rates. All motors over 1 hp shall have a magnetic starter and manual disconnect switch furnished by the exhibitor. All wiring and other electrical equipment must meet all applicable codes. Local codes allow no more than two connections per outlet box for lighting and one connection for power outlets. **No credits will be issued on any electrical service installed as ordered and not used.**

Total Electrical Charges Due \$

ADDITIONAL IMPORTANT INFORMATION:

FOR ADVANCED PAYMENT PRICE: Payment must be received in full with your order, and plan showing main power locations and distribution points prior. **DEADLINE DATE:** _____

"ISLAND" BOOTHS: There is a minimum labor charge of (1) hour to deliver power to all Island booths. All additional distribution is done by Rossi Expositions' electricians on a time and material basis. Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, we will deliver to the most convenient location.

208V & HIGHER VOLTAGES: There is a minimum labor charge of (1) hour for installation and 1 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form, please call for a custom quote: 510-436-7500. Rossi Expositions must make all high voltage connections and disconnects.

DEDICATED OUTLETS: Dedicated outlets require a 20amp outlet.

24-HOUR SERVICE: Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, during show days only. If you require power at any other time, please order 24-hour power at double the specified outlet rate.

All outlets will be installed on the floor at the rear of the booth. Should you need to have your outlet(s) placed elsewhere within your booth, please utilize the following grids to mark where you need your outlets placed. All special electrical placements will be billed at time and material.

LABOR
(All special electrical placements are subject to labor charges for installation and dismantle.)

Electrical labor will be billed at \$157.50 per hour straight time and \$315 per hour overtime (overtime applies to all labor performed other than 8:00 AM to 4:00 PM Monday through Friday). All outlets that require 208 volt service or motor whips will require electrical labor. Work will start as soon as possible unless otherwise specified. **There is a one-hour minimum for each worker.**

INSTALL _____ workers for _____ hours @ \$ _____ per hour = \$ _____
DISMANTLE _____ workers for _____ hours @ \$ _____ per hour = \$ _____
TOTAL \$ _____

10'w x 10'd Booth

1 Square = 1 Foot

BACK (Adjacent booth number, if applicable: _____)

LEFT
SIDE
(Adjacent
booth
number, if
applicable:
_____)

RIGHT
SIDE
(Adjacent
booth
number, if
applicable:
_____)

FRONT (Adjacent booth number, if applicable: _____)

Please use the following symbols for marking grids:

+ = Main Drop Location

▲ = 1000 watt/10 amp

■ = 500 watt/5 amp

● = 2000 watt/20 amp

Outlets requiring 24-hour service will be billed at double the above rates.

No credits will be issued on any electrical service installed as ordered and not used.

10'w x 8'd Booth

1 Square =s 1 Foot

BACK (Adjacent booth number, if applicable: ____)

LEFT
SIDE
(Adjacent
booth
number, if
applicable:
____)

RIGHT
SIDE
(Adjacent
booth
number, if
applicable:
____)

FRONT (Adjacent booth number, if applicable: ____)

Outlets requiring 24-hour service will be billed at double the above rates.
No credits will be issued on any electrical service installed as ordered and not used.



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The Power Behind The Scenes

PAYMENT POLICY

Event:
 Location:
 Date:

THIS FORM, ALONG WITH YOUR PAYMENT (CHECK OR CREDIT CARD INFORMATION), MUST BE RETURNED TO US TO ENSURE PROCESSING OF YOUR ORDER.

Payment Policy: Payment in full of all rental, service and labor charges must accompany your orders to qualify for advance order rates. All orders must be received by the advance deadline date with payment, to qualify for Advance order rates. All orders received without payment will be collected at the show and will be charged at Late order rates. All orders placed at the show are due and payable at the time the order is placed. Show site orders may be paid by check or credit card (Master Card/Visa/AMEX).

Please total your order forms here:	
Furniture, Accessories & Carpet	\$
Electrical	\$
Freight	\$
AV/Computer Rental	\$
Plants & Floral	\$
Display Labor	\$
Booth Cleaning	\$
Miscellaneous	\$
TOTAL DUE	\$

If paying by credit card, please complete the following:

Payment Method	<input type="checkbox"/> Master Card REQUIRED: (3-digit Security ID Code on back of card) _____												
	<input type="checkbox"/> Visa REQUIRED: (3-digit Security ID Code on back of card) _____												
	<input type="checkbox"/> American Express REQUIRED: (4-digit Security ID Code on front of card) _____												
	Enter account number below:												
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Expiration Date:	/												
Cardholder's Name:													
Address:													
City:													
State / Zip:	/												
Phone Number:	()												
Signature:													
Date:													

For your convenience, we will be using this authorization form to bill your account for additional services incurred during this show, unless otherwise advised. No credits will be issued after event opens. Exhibitor must advise service desk of any discrepancies.

Please check only one of the following boxes:

- No additional people are allowed to sign on this card.
- The CARDHOLDER hereby authorizes the following individual(s) to sign on the above credit card for any additional charges incurred at show site. _____

Exhibitor Co. Name		Booth #	
Print Name		Phone#	
Signature		Email	