



Discount Deadline: Tuesday, July 2, 2024

### Electrical Form

Company Name	Booth #
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Labor is required for: All under-carpet distribution of electrical wiring, all overhead distribution of wiring and all hardwiring motor installation.

**1 HOUR MINIMUM INSTALL/ 1/2 HOUR MINIMUM DISMANTLE  
 ATTACH DIAGRAMS TO ENSURE ADVANCED PLACEMENT OF WIRING**

All motors over one (1) HP must have a Magnetic Starter and Manual Disconnect Switch (wired) furnished by the exhibitor.

All wiring, motors, electrical installations, etc., will be inspected. To prevent overloading of circuits, exhibitors shall not be permitted to add wattage, except upon ordering. Please review the electrical rules and regulations.

Special electrical hook-ups or wiring incurring additional electrical labor charge must be taken care of prior to the close of the show.

- Price includes two (2) outlets per electrical drop and (1) outlet for power and motors.
- Additional electrical drops, outlets or power needed must be ordered through TriCord.

*Exhibitors found using power where no outlets have been ordered are subject to 1 1/2 times normal rate for outlets used.*

Electrical				
WATTS REQUIRED (120v Single Phase)	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
500 Watts (5 amps) or less		\$165.00	\$200.00	
1200 Watts (10 amps) or less		\$230.00	\$265.00	
2400 Watts (20 amps) or less		\$395.00	\$455.00	
3000 Watts (30 amps) or less		Call For Quote	Call For Quote	

Lighting				
LIGHTING *Electrical not included	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
200 Watt Halogen Stem Light		\$85.00	\$95.00	
300 Watt Floodlight on Stanchion		\$110.00	\$145.00	

Accessories				
MISC. ACCESSORIES	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Extension Cord		\$30.00	\$40.00	
Plugstrip		\$30.00	\$40.00	

208V Single Phase				
MOTOR/POWER REQUIREMENTS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
1200 Watts (10 amps)		\$300.00	\$365.00	
2400 Watts (20 amps)		\$450.00	\$550.00	
3000 Watts (30 amps)		\$550.00	\$630.00	

*Electrical drops are placed at the back center of the booth for no additional labor cost. All island booths require electrical labor and an electrical diagram for placement. If you need more power than listed email for quote.*

Electrical Labor - Requires a diagram to be submitted with order				
LABOR REQUEST	HOUR/HOURS	DISCOUNT RATE	STANDARD RATE	TOTAL
Straight Time Labor		\$120.00 per hour	\$140.00 per hour	
Overtime Labor		\$180.00 per hour	\$200.00 per hour	
<b>ELECTRICAL SERVICES TOTAL</b>				



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### Booth Electrical Layout

Company Name

Booth #

**Electrical drops are placed in the back center of the booth for no additional labor costs.**

If you would like the electrical drop to be placed elsewhere in the booth, please mark the locations and wattage amounts on the grid below. Labor charges will apply.

\*Island booths require a main drop location. Please note accordingly.

Adjacent Booth or Aisle Number: \_\_\_\_\_


Adjacent Booth or Aisle Number: \_\_\_\_\_

Adjacent Booth or Aisle Number: \_\_\_\_\_

Adjacent Booth or Aisle Number: \_\_\_\_\_

## Electrical Rules & Regulations

### Electrical Code

TriCord views the safety of all exhibitors and attendees of our shows as a highly important matter. Because of this, TriCord's standards & requirements for any exhibit at the convention hall or chosen venue are based on national electrical codes and local ordinances.

In order to uphold our safety standards, all exhibits are subject to inspection to determine if any rules and regulations are being violated. If any problems exist, TriCord electricians will correct them and the exhibitor will be charged accordingly for electrical labor and/or materials used. If the exhibitor does not want the violation corrected, TriCord will not supply power to the booth space. If an exhibitor is having trouble understanding the electrical safety standards prior to a show, a professional electrician should be spoken to before sending or bringing in equipment.

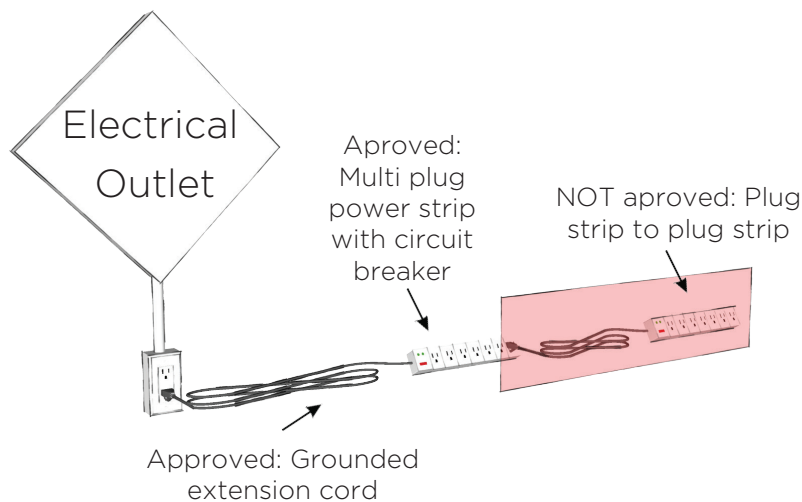
The following guidelines are available to assist our exhibitors in understanding TriCord's basic electrical requirements, and to ensure we are upholding our highest safety standards.

1. All wiring must have a 3-wire grounded cord with a minimum of #12 gauge.
2. Spot or flood lighting is a hazard when lamps are too close to fabrics or other materials that can be affected by heat.
3. 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 all trade shows and conventions.
4. Zip cords or 2-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please do not bring them to the venue.
5. Electrical cables, transformers and boxes must not be covered or concealed in an un-safe manor.

TriCord encourages exhibitors to use multi-conductor interconnecting cables with approved quick-connect plugs or fittings, only if all materials are in conformance with the electrical code. The following list of plugs match our equipment receptacles:

- 15 amp 120 volt: Standard U-ground plug
- 20 amp 208 volt 1Ø or 3Ø: plug or equivalent L-21-20 30 amp 208 volt 1Ø or 3Ø: plug or equivalent L-21-30

Exhibitors who need multiple standard outlets may choose to use a power distribution system for their booth. Please contact TriCord's electrical department for more information. Labor is required to check all pre-wired equipment before plugging into our electrical system.



### Frequently Asked Questions

#### Where will my electrical drop be placed?

For all in-line, peninsula, and back-to-back peninsula booths, TriCord will place electrical drops in the back center of the booth at no additional labor charge.

Any exhibitor wishing to have their drop placed elsewhere inside the booth must fill out and return the electrical diagram BEFORE the show begins, or TriCord will default to standard placement.

All island booths require an electrical diagram noting each drop ordered for the booth space, and labor charges will apply. Multiple outlet locations within the booth must be designated on the booth diagram BEFORE the show begins. If no diagram is received, TriCord will default to placing the outlet in the "back center." The "back center" is the furthest perimeter facing the entrance of the hall.

#### How much power do I need?

Please calculate your lighting needs by calculating the wattage required in each location. For other equipment, read the ratings from the metal plates attached to each unit.



## Electrical Rules & Regulations

### Electrical Limits of Liability & Responsibility

1. TriCord is not responsible for voltage fluctuations or any failure in power caused by temporary conditions. The exhibitor is responsible for providing surge protectors for their equipment and materials.
2. TriCord will not be held responsible for any damage or loss caused by power surges. Additionally, TriCord's liability for any and all loss or damage will not be held greater than the value of the electrical services that were provided or the decreased value of materials and equipment, whichever is less.
3. All electrical installations and connections must be made by a TriCord electrician. TriCord will not be held responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by the installation, connection, or plugging in of any electrical outlet provided by persons other than a TriCord electrician.
4. All electrical outlets will be installed on the floor at the back wall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the exhibitor's floor plan/diagram. If no plan is provided, the outlets will be installed at our discretion. Any change in location and/or additional power drops are chargeable on a time and material basis. Distribution and connection of outlets are also chargeable on a time and material basis.
5. TriCord electricians can change the wattage of an order on site if the amount of power ordered is deemed insufficient or unsafe. The exhibitor is financially responsible for all adjustments made.

### TriCord Jurisdiction (Required Labor and/or Materials)

1. Electrical wire distribution beneath all flooring.
2. Electrical wire distribution from overhead and booth to booth, including hard wired cable, but not limited to: fiber optics, twisted pair, etc.
3. All connections for motor and equipment hook-ups.
4. Electrical fixtures requiring installation or repair.
5. All electrical motor and energized electrical device installation.
6. 150 volts and over, or any outlets 20 amps and over, require for electrical labor.
7. If a pre-wired exhibitor equipment connection is used, labor will be enforced to inspect it before allowing the exhibitor to plug into our system.
8. The use of power without ordering is not permitted. All exhibitors found using outlets without a previous order will be charged with the standard electrical rates. Use of facility outlets and sharing power between booths is not permitted.

### Electrical Labor

1. Labor rates will directly reflect the labor contract in effect at the time of each show.
2. The start of electrical labor cannot be guaranteed unless it is requested for the start of the working day at 8:00am. All labor calls will be charged a minimum of (1) hour installation labor, and (1/2) hour dismantling labor.  
Labor time will begin at the time requested by the exhibitor.
3. Onsite orders without a 24 hour advance notice will be charged on a case to case basis, determined by time, materials used, and equipment required.
4. Electrical labor may require the use of extension cords. If needed, these will be added to your order once the labor is performed.