



## Commonwealth Electric Customer Information Phoenix Convention Center



### Payment Policy:

- ❖ **Payment in Full** is required on all outlets when order is placed. PURCHASE ORDERS are not considered payment. There will be an additional \$25.00 service charge on all returned checks.
- ❖ **Tax:** All amounts, except labor, are subject to a combined Arizona State and City sales tax. If you are tax exempt in the STATE OF ARIZONA, please attach SALES TAX EXEMPTION CERTIFICATE to your order.
- ❖ **Discount Rates:** available on orders received or postmarked ten (10) business days prior to show move-in. See the order form for exact date.
- ❖ **Regular Rates:** are applied to all orders received AFTER the DEADLINE for DISCOUNT date and orders received on the show floor.
- ❖ **International:** payment must be in US Dollars, money order, or credit cards.
- ❖ **Receipts and Confirmations:** are available upon REQUEST.
- ❖ **Claims:** will not be considered unless filed in writing by exhibitor prior to close of show.
- ❖ **Credit:** will not be given for outlets or equipment once they have been installed, regardless of usage.
- ❖ **Unpaid Balances:** all balances must be paid prior to show open and any unpaid balances are subject to 1 ½ % thereafter.
- ❖ **Contract Agreement:** Lessor will not be responsible for strikes accidents, fires, an Act of God, or delays beyond control. If by any reason of any default on the part of the lessee, hereunder, it becomes necessary to engage an attorney, the lessee agrees to pay all costs, expenses, and the attorney's fees expanded or incurred by lessor in connection therewith. Payment or receipt of this contract constitutes acknowledgment that exhibitor has read and agrees to all conditions and regulations as stated on this contract.

### Outlets & Equipment:

- ❖ **Outlets:**
  - ✓ Each outlet ordered is ONE SINGLE plug-in.
  - ✓ Outlets will be located on the floor at the back of the booth or in the most convenient location for CECM. Exceptions include orders submitted with layouts-see layout section.
  - ✓ Outlets are provided at an ADDITIONAL charge and are not part of the booth package unless otherwise indicated on our CECM form
  - ✓ Outlets are to be ordered separately by each exhibitor and may not be shared with other exhibitors.
  - ✓ Building utility outlets are not a part of the booth space and are not to be used by exhibitors unless specified otherwise
- ❖ **Property:** All materials and equipment furnished by CECM for this service order, shall remain the property of CECM and be removed only by CECM at the close of show. At the close of show, please leave all Commonwealth equipment in your booth to be collected
- ❖ **RV's or Trailers:**
  - ✓ A minimum of one outlet must be ordered for each RV or trailer that will be using power.
  - ✓ If only placing an order for 500 or 1000 watt for RV's or trailers to run lights, turn off **ALL** breakers except for the lights.
- ❖ **Special:** Exhibitors are responsible for supplying converters-220V to 120/110V-for international equipment. Exhibitors are responsible for GFI, if GFI is required. CECM can provide converters from 220V to 120/110V or GFI's at an additional charge.

### Labor:

- ❖ **Requirements:** You need to add a minimum of one hour labor to your order if...
  - ✓ You order 208V service or higher. A minimum of one hour of labor is required for EACH 208V connection. Please note your connector for each 208V service on the order form. See the Service Desk to request connect and disconnect.
  - ✓ Request your outlet anywhere but the back of the booth or send a layout for the location of your outlet.
  - ✓ Request exhibitor supervision for the placement of your electrical outlet.
  - ✓ Order an electrical outlet over 20amps 120V.
  - ✓ Request power to be dropped from the ceiling or located overhead.
  - ✓ Request eight (8) or more electrical outlets.
- ❖ **Installation:**
  - ✓ CECM will not be responsible for any cutting or altering of any floor covering in order to bring power to a booth in a specific location.
  - ✓ See the Commonwealth Service desk for on-site assistance during exhibitor move-in to schedule 208V connect/disconnect.
- ❖ **Special:** Please call for quotes on labor if your booth is located outside or requires over-head power drops

### Layouts:

- ❖ If you are including a layout with your order...
  - ✓ Remember to add a minimum of one hour labor for installation
  - ✓ Indicate BOOTH ORIENTATION on your layout with booth or aisle numbers
  - ✓ Note the date and time of carpet installation if applicable
  - ✓ Note an on-site contact name for reference & date & time of carpet installation
  - ✓ Include on your order form all necessary 5-ways and extension cords

### Usage:

Usually but can vary:  
 Up to 500 Watts : TV, VCR, Radio, Expo Reader  
 Up 2000 Watts: Vacuum, hair dryers, heat lamps  
 frying pans, crock pots  
 \*Wattage/ampage is usually marked on the back  
 or bottom of appliance or machine.  
 Total light bulb wattage to determine usage

### Conditions and Regulations:

- ❖ All equipment, regardless of source of power, must comply with all federal, state and city safety codes.
- ❖ All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- ❖ All exhibitors' cords must be of the 3-wire grounded type. Use of open clip sockets, latex or lamp cord wire is prohibited. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded. All motors over 3HP must have magnetic starters and disconnecting switch furnished by the exhibitor.
- ❖ Commonwealth Electric Company is not responsible for voltage fluctuations or power failure because of temporary conditions.

### Air, Water & Gas:

- ❖ Please call for information on air, water & gas service order form.
- ❖ Gas service requires 30 days advance notice.

**Please call for information and quotes on services not described above.**



Make Checks Payable To:  
**Commonwealth Electric Company**  
 Phoenix Convention Center Official Electrical Contractor  
 L-11 License No. 074534 Fed ID #47-0708027  
 Email Address: [expo@commonwealthelectric.com](mailto:expo@commonwealthelectric.com)  
 Web Site: [www.commonwealthelectric.com](http://www.commonwealthelectric.com)  
**100 N.Third Street, Phoenix, AZ 85004**



**Fax: (602)253-5530**

**Electrical Order Form**

Phone (602) 253-5881

Rates Effective July 1<sup>st</sup>, 2006 - June 30<sup>th</sup>, 2007

Show: <b>DUB Magazine Custom Car Show</b>	Show # <b>477333</b>	Deadline for Discount: <b>April 10, 2007</b>
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**Standard Outlet: 120Volt; A.C., 60 cycle**  
 Single outlet located at back of booth-Labor not required

QTY	Description	Discount	Regular	Amount
	0-500 Watt	\$ 81.00	\$ 98.00	
	500-1000 Watt	\$ 96.00	\$ 115.00	
	1000-2000 Watt	\$ 122.00	\$ 146.00	

**Motor & Equipment Outlet 120Volt; A.C., 60 cycle**  
 Single outlet located at back of booth-Labor not required

QTY	Description	Discount	Regular	Amount
	5 Amp ¼ H.P.	\$ 85.00	\$ 102.00	
	10 Amp ½ H.P.	\$ 101.00	\$ 121.00	
	20 Amp 1½ H.P.	\$ 128.00	\$ 154.00	

**24 Hour Outlet: 120Volt; A.C., 60 Cycle**

Order if your equipment requires 24 Hour service

QTY	Description	Discount	Regular	Amount
	0-500 Watt.	\$ 162.00	\$ 194.00	
	500-1000 Watt	\$ 192.00	\$ 230.00	
	1000-2000 Watt	\$ 244.00	\$ 293.00	
	20 Amp 120V	\$ 256.00	\$ 307.00	

- Please include a layout indicating proper location of 24 Hour outlets

**Rentals:** Layouts for multiple outlets will require labor

QTY	Description	Rate	Amount
	Extension Cord 15'	\$ 23.00	
	Extension Cord 25'	\$ 25.00	
	5-Way Power Strip	\$ 21.00	
	3-Way Adapter	\$ 18.00	

**Lighting:** See Lighting Order Form or call for form.

**Water and/or Air:** Please call for order form.

**BEFORE PLACING AN ORDER, REFER TO THE EXHIBITOR INFORMATION PAGE FOR COMPLETE INSTRUCTIONS, PAYMENT POLICY, RULES & REGULATIONS**

**208 Volt Single Phase; A.C., 60 cycle**

208v service requires a MINIMUM of 1 hr labor

QTY	Description	Discount	Regular	Amount
	10 Amp 1 1/2 HP	\$ 147.00	\$ 176.00	
	20 Amp 3 HP	\$ 172.00	\$ 206.00	
	30 Amp 5 HP	\$ 207.00	\$ 248.00	
	40 Amp 7 1/2 HP	\$ 251.00	\$ 301.00	
	50 Amp 10 HP	\$ 315.00	\$ 378.00	
	60 Amp 12 ½ HP	\$ 375.00	\$ 450.00	

**208 Volt Connection Type:**

- Call for quote on all other amperage requirements

**208 Volt Three Phase; A.C., 60 cycle**

208v service requires a MINIMUM of 1 hr labor

QTY	Description	Discount	Regular	Amount
	10 Amp/ 3HP	\$ 171.00	\$ 205.00	
	20 Amp/ 7 ½ HP	\$ 232.00	\$ 278.00	
	30 Amp/ 10 HP	\$ 359.00	\$ 431.00	
	40 Amp/ 15HP	\$ 392.00	\$ 470.00	
	50 Amp/20 HP	\$ 512.00	\$ 614.00	
	60 Amp/25 HP	\$ 639.00	\$ 767.00	

**208 Volt Connection Type:**

- Call for quote on all other amperage requirements

**Electrical Labor:** Outlets requested to be placed anywhere other than the back of the booth will require a layout and a minimum of one hour labor. 208v service requires a MINIMUM of 1 hr labor

<b>Straight Time Hourly Rate</b> *M-F 8am-4:30pm	\$ 76.00
<b>Time and a Half Hourly Rate</b> *M-F 4:30pm-12am & Sat 8am-12am	\$ 114.00
<b>Double Time Hourly Rate</b> *M-F 12am-8am & all Sundays/Holidays	\$ 152.00

- ✓  **Okay to Proceed** (Layout w/ orientation attached)  
Order will be installed prior to exhibitor move-in
- ✓  **Exhibitor Supervision Requested** - Requires a MINIMUM of 1 hour of labor. Please indicate the following.

Date and Time Requested \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ am / pm

On-Site Contact Name: \_\_\_\_\_

On-Site Contact Cell #: \_\_\_\_\_

Company's Name			Booth #	
Mailing Address			On-Site Contact:	
City	State	Zip	Total Order	\$
Phone ( )	Ext	Fax ( )	8.1% Sales Tax	\$
Cell Phone ( )	Email		Labor Amount	\$
Authorized Signature		Print Name	<b>Total Due</b>	



# Commonwealth Electric Company

PCC Official Electrical Contractor



## \*\*Method of Payment\*\*

Show Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Please select a method of payment from the options below. Mail, fax or email this form along with your completed electrical order form to :

### Commonwealth Electric Company

100 N.Third Street  
Phoenix, AZ 85004

Email: [expo@commonwealthelectric.com](mailto:expo@commonwealthelectric.com)

(602) 253-5530-Fax (602) 253-5881-Phone

Payment is due at the time of order. If you are sending payment in the form of a check, it must arrive prior to the scheduled show move-in date. Floor orders and payments will be accepted at the "Commonwealth Electric" service desk during exhibitor move in hours at the regular rate. Please contact our office with any questions or concerns you may have regarding your payment options.

**Check** : Please note the specific payment requirements as stated above.

**Credit Card**: If you wish to charge the amount of your order and any additional show site balances to your credit card, please complete the information below.

Visa

Mastercard

American Express

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Customer Code 

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Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_

(Last 3 digits on back of Visa & Mastercard)

Cardholder's Name \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_