

ORDER INSTRUCTIONS

Advance Payment Deadline Date: 01/17/2019



The Power People

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101
Phone: (314) 342-5324 Fax: (314) 342-5384
stlouis@edlen.com

EXHIBITOR:		BTH #	
EVENT:	St. Louis Boat and Sports Show		
FACILITY:	AMERICA'S CENTER		
DATES:	February 7-10, 2019	EVENT #029002SL	

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

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order
- D. Booth Cleaning
- E. Floral
- F. Computer and Office Equipment Rental
- G. Professional Detailer Order

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor forms as Required

Forms include the following:

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

METHOD OF PAYMENT

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FINANCIALLY RESPONSIBLE COMPANY

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, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

ACH ELECTRONIC PAYMENT TRANSFER

Wells Fargo ABA# 121000248 Acct: 4122636046
 3800 Howard Hughes Parkway, Las Vegas, NV 89169
 Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

BANK WIRE TRANSFER INFORMATION *

Bank transfer to Wells Fargo
Wire Transfer:
 ABA#: 121000248 Acct: 4122636046
International Wire Transfer:
 Swift Code: WFBIUS6S Acct: 4122636046

* Please reference the Event # listed above and your Booth # on all electronic payments.

* \$50 processing fee MUST be included with transfer.

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.

VISA MASTERCARD AMEX DISCOVER

COMPANY CHECK

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:											
CHECK #:											
CREDIT CARD NUMBER:										EXP DATE:	
CARD HOLDER SIGN:						PRINT NAME:					
EMAIL:											
THIRD PARTY PAYMENT? YES or NO											

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
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SERVICE TOTALS

1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. BOOTH CLEANING ORDER	
6. PLUMBING ORDER	
7. FLORAL ORDER	
8. COMPUTER & OFFICE EQUIPMENT RENTAL OR PROFESSIONAL DETAILER ORDER	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

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

FLORAL ORDER FORM

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ORDER INSTRUCTIONS
<p>ADVANCE PAYMENT PRICE</p> <p>For advance payment price to apply we must receive your order with payment prior to the deadline date posted on the top of this order form.</p>
<p>FLORAL DELIVERY</p> <p>All floral pricing includes delivery and pickup from the booth or designated location within the America's Center.</p>
<p>RENTAL RETURNS</p> <p>Rental items that are not in the booth at the close of the show will be charged a minimum of 2X the rental price again.</p>
<p>STRING LIGHT RENTAL</p> <p>If you order string lights, you must also order electric for them separately on the electrical order form. Power is not included in the rental price.</p>
<p>CONTAINER UPGRADES</p> <p>Container upgrades are available in Gold and Silver for an additional fee. These containers must be pre-ordered. Delivery can not be guaranteed for on-site orders.</p>
<p>SALES TAX</p> <p>The rental rate of all items on this form includes sales tax added at a rate of 8.68%.</p>
<p>FLORIST</p> <p>All floral services will be delivered by Walter Knoll Florist.</p>
<p>TERMS & CONDITIONS</p> <p>I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.</p>
Form FLO-0314SL

GREEN PLANTS					
(Please circle type of plant when ordering)					
		QTY	Advance Price	Regular Price	TOTAL COST
3' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	40.21	54.29	_____
4' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	51.08	68.96	_____
5' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	61.95	83.64	_____
6' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	72.82	98.31	_____
7' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	83.68	112.97	_____
8' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	136.94	184.87	_____
10' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	141.29	190.75	_____
12' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	158.67	214.21	_____
15' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	213.01	287.57	_____
LARGE FERN / VINING		_____	32.61	44.03	_____
CASCADING 1" WIDE X 10" TALL		_____	27.17	36.68	_____
UPRIGHT SMALL 18" WIDE X 1' TALL		_____	27.17	36.68	_____
FLOWERING PLANTS (Select color when ordering)					
FLOWERING MUM PLANT (Yellow / White / Lavender /Asst)		_____	31.52	47.91	_____
BROMELIAD (Red / Lavender / Orange / Pink)		_____	38.04	51.36	_____
AXALEA (Red / Orange / White)		_____	43.47	58.69	_____
KALANCHOE (Red / Orange / Yellow/Pink)		_____	38.04	51.36	_____
FLORALS & MISCELLANIOUS					
FRESH CUT ARRANGEMENT - SMALL		_____	65.21	88.04	_____
FRESH CUT ARRANGEMENT - MEDIUM		_____	92.38	124.72	_____
FRESH CUT ARRANGEMENT - LARGE		_____	163.02	220.08	_____
BLOOMING BASKET - SMALL		_____	65.21	88.04	_____
BLOOMING BASKET - MEDIUM		_____	92.38	124.72	_____
BLOOMING BASKET - LARGE		_____	163.02	220.08	_____
FLORAL BOUTONNIERE (Specify color pallet: _____)		_____	13.05	17.62	_____
FLORAL CORSAGE (Specify color pallet: _____)		_____	32.61	44.03	_____
MINI LIGHTS		_____	16.31	22.02	_____
6" BUBBLE BOWL		_____	32.61	44.03	_____
10" BUBBLE BOWL		_____	54.34	73.36	_____
CONTAINERS	Select color: Gold/Silver/Black	_____	27.17	27.17	_____
SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER					
TRANSFER TOTAL TO BOX #7 ON METHOD OF PAYMENT FORM			TOTAL		
PRINT NAME:					
EMAIL:			PHONE:		