ELECTRICAL ORDER FORM

EDLEN
The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES INC OF ORLANDO
5858 Lakehurst Drive, Orlando, FL 32819
Phone: (407) 854-9991 Fax: (407) 854-9992
Orlando@edlen.com

Advance Payment Deadline Date: 08/28/2026

E ☐ M ☐

COMPANY:		BTH #	

EVENT: **FANGRRRL ROMANCE RECS PREMIER BOOK SIGNING EVENT**

FACILITY: **HILTON ORLANDO LAKE BUENA VISTA**

DATES: **Sep 11th—12th**

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

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS

All 208/480V Single & Three Phase must accompany a connection type—NEMA plug variable, large cam hookup, or hardwired. Edlen Electricians must make all high voltage connections and disconnects. Please complete a floor plan layout of your booth space indicating outlet locations.

There is a minimum of 1.5 hour for installation & 1 hour for removal.

ISLAND BOOTHS

There is a minimum labor charge of 1 hour for installation & 1/2 hour for removal.
A scaled booth plan must accompany orders showing locations of electrical outlets and lighting equipment.

CALCULATING LABOR

If labor applies to your order, the following is a guide to calculate the quantity:
1-3 outlets = 1hr in/.5 hr out
4-6 outlets = 2hrs in/1hr out
7-9 outlets = 3hrs in/1.5hrs out
10-12 outlets = 4hrs in/2hrs out
13+ outlets = contact for pricing

24 HOUR SERVICES

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

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet and please indicate on the floor plan.

MATERIAL DELIVERY

Material requested on this order form will be dropped in booth by an electrician. If not there, please visit Edlen Service Desk.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

ELECTRICAL OUTLETS — Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			99.00	147.00	
1000 WATTS (10 AMPS)			159.00	239.00	
2000 WATTS (20 AMPS)			233.00	349.00	
For outdoor events 20 AMP	***Minimum***	***Required***			
208 VOLT SINGLE PHASE					
20 AMPS			355.00	534.00	
30 AMPS			430.00	644.00	
60 AMPS			607.00	914.00	
100 AMPS			809.00	1,213.00	
208 VOLT THREE PHASE					
20 AMPS			515.00	773.00	
30 AMPS			607.00	914.00	
60 AMPS			852.00	1,281.00	
100 AMPS			980.00	1,471.00	
200 AMPS			1,593.00	2,389.00	
400 AMPS			3,064.00	4,595.00	
LIGHTING					
150 WATT FLOOD LIGHT			92.00	142.00	
300 WATT FLOOD LIGHT			110.00	166.00	

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD		31.00	
POWER STRIP		31.00	

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)		116.00	
OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays)		173.00	

SUB TOTAL	
26% SERVICE CHARGE ON OUTLETS, MATERIAL & LABOR	
SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: (FLORIDA AND FEDERAL GOVERNMENT ACCEPTED) 6.5% SALES TAX	
PLACE TOTAL HERE	

PRINT NAME:

AUTHORIZED SIGNATURE: DATE:

EMAIL: PHONE:

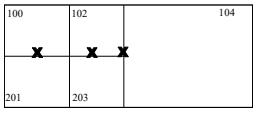
The "Method of Payment Form" must be completed and returned with this order form.

ORLANDO ELECTRICAL TERMS & CONDITIONS

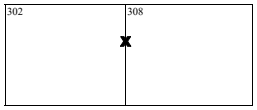
1. A complete order with payment & floor plan inclusive of a scaled layout (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
4. Outlet rates listed include bringing the services to one location at the rear center of in-line and peninsula booths.
5. Outlet rates listed ***do not*** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
8. There is a (1) hour installation and a (1/2) hour removal charge for Island Booths that require delivery to one location.
9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1.5) hours labor will apply for all installation work. The removal of this work will be charged a minimum of 1 hour.
10. Edlen Supervision—A supervisory charge of at least a half (1/2) hour of the prevailing labor rate will apply.
11. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
12. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
13. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
14. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
15. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
16. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
17. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
18. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
19. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
20. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 21 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.
21. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
22. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
23. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
25. A 3% credit card processing fee will be applied to all credit card payments. We do not accept virtual credit card payment links as a valid form of payment.
26. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
27. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

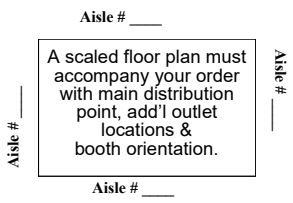
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



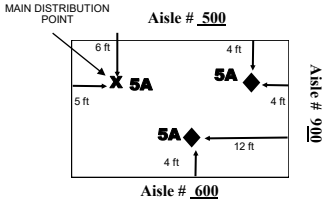
(IN-LINE BTHS) (PENINSULA)



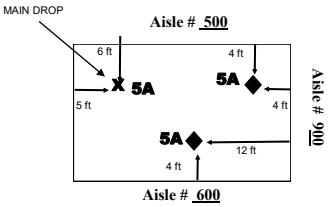
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM

METHOD OF PAYMENT FORM

EDLEN
The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES INC OF ORLANDO
5858 Lakehurst Drive, Orlando, FL 32819
Phone: (407) 854-9991 Fax: (407) 854-9992
Orlando@edlen.com

Advance Payment Deadline Date: 08/28/2026

COMPANY:		**BTH #**	
EVENT:	**FANGRRRL ROMANCE RECS PREMIER BOOK SIGNING EVENT**		
FACILITY:	**HILTON ORLANDO LAKE BUENA VISTA**		
DATES:	**Sep 11th—12th**		

EXHIBITOR INFORMATION

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, Master Card and Visa. Please indicate form of payment below.

☐ **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.

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event listed above on your remittance.

☐ **VISA** ☐ **MASTER CARD** ☐ **AMX**

*A 3% credit card processing fee is applied to all Credit Card payments.

☐ **MANUAL PROCESSING FEE**

Orders submitted for manual processing **MUST** include a $25 processing fee. Submit orders online instead @ www.edlen.com

CHECK AND CREDIT CARD INFORMATION

CHECK #			
CREDIT CARD NUMBER:		EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:		
EMAIL ADDRESS:	THIRD PARTY: YES or NO		
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE			
ADDRESS:	CITY:	ST:	ZIP:

SERVICE TOTALS

MANUAL PROCESSING FEE	$25.00
ELECTRICAL/MATERIAL ORDER	
ESTIMATED LABOR	
PLUMBING ORDER	
SUB TOTAL	
26% SERVICE CHARGE ON OUTLETS, MATERIAL & LABOR	
6.5% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.	
TOTAL DUE	

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

PLEASE SIGN	
	AUTHORIZED SIGNATURE
	PRINT NAME DATE

ELECTRICAL LAYOUT FORM

EDLEN
The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES INC OF ORLANDO
5858 Lakehurst Drive, Orlando, FL 32819
Phone: (407) 854-9991 Fax: (407) 854-9992
Orlando@edlen.com

Advance Payment Deadline Date: 08/28/2026

COMPANY:		**BTH #**	
EVENT:	**FANGRRRL ROMANCE RECS PREMIER BOOK SIGNING EVENT**		
FACILITY:	**HILTON ORLANDO LAKE BUENA VISTA**		
DATES:	**Sep 11th—12th**		

Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.

Indicate booth type: Island ☐ Peninsula ☐ Inline ☐ Provide aisle or adjacent booth #'s for orientation

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

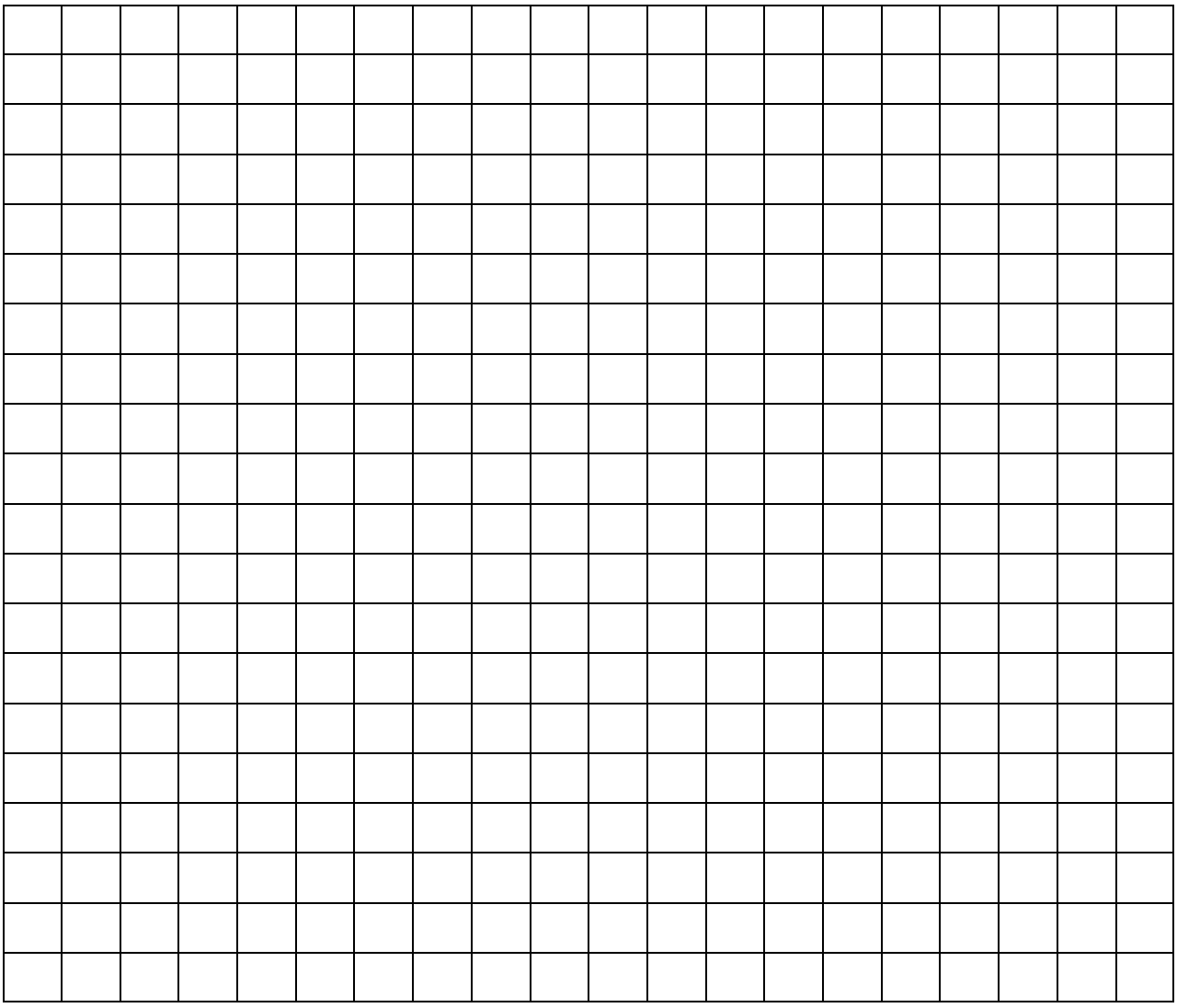
X = Main Distribution Point ◆ = 5amp/500watt ▲ = 10amp/1000watt ★= 20amp/2000 watt

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

_____Square = _____Ft Total Square Footage = _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____