



2025 NASFAA NATIONAL CONFERENCE
Anaheim Convention Center
June 24-27, 2025

Dear Exhibitor,

Convention Electric, Inc. is pleased to provide electrical and plumbing services at your event! You can now order your electrical or plumbing needs by fax, email or online. *Be sure to take advantage of the Advanced Price by placing your order early—***Advanced Deadline Date is June 10, 2025.**

- ✿ To fax, send your order to (909) 623-7222
- ✿ To email, send your order to **info@conventionelectric.com**
- ✿ For online, please call our Exhibitor Service Department at (909) 623-5192 or email us at info@conventionelectric.com and we will send you a temporary login to set up your account.

For any questions, please review the attached "Regulation and General Information" page for additional information or you can reach our Exhibitor Service Department at (909) 623-5192 and by email info@conventionelectric.com.

 Convention Electric

 @WePowerShows

 **SafePlug®**
Now using SafePlug®. Smart. Safe. Eco-Friendly.

- All electrical requirements must be ordered on the Electrical Order Form.
- Please fax your order with payment to (909) 623-7222 or email at info@conventionelectric.com.
- For further information, please visit our website at www.conventionelectric.com

- 1 Place your electrical order with full payment to secure the discount rate, orders faxed or mailed after deadline date will be processed at regular rate. A purchase or a photocopy of check is not considered valid forms of payment for securing advanced rate. If power is required for refrigeration, Computer systems, water pump, water pumps, heaters, etc. you are required to order 24 hour Electrical Services.
- 2 In the event order totals are calculated incorrectly, Convention Electric, Inc. reserves the right to make the necessary corrections and charge the correct amount. Exhibitors will be notified by email or fax of any such corrections.
- 3 Outlet rates listed include bringing the services to one location at the rear of an in-line booth. If distribution is required you may use a Grid according to your exhibit space or provide your own floorplan. Indicate booth main power location(s), distribution location(s) with dimensions and orientation of your booth or ascending booths. For power distribution there is a minimum of (1) man (1) hour for install and a minimum of (1) man 1/2 hour for dismantle depending on your layout or the total time of installation. Multiple outlet locations will be charged on a labor and material basis.
- 4 Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets to other locations within the booth space. Distribution to all other location's regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact Convention Electric, Inc. to discuss any additional costs that may be incurred.
- 5 Island or Pavilion Booths: You may use our Grid sheet according to your exhibit booth space or provide your own floorplan. Indicate booth main power location(s), distribution location(s) with dimensions and orientation of your booth or ascending booths. For power distribution there is a minimum of (1) man (1) hour for installation and a minimum of (1) man 1/2 hour for dismantle depending on your layout or the total time of installation. Multiple outlet locations will be charged on a labor and material basis. If your Labor requires a special JLG Lift there will be lift charge, labor 2 men 1 hour min and material basis depending on requirement. If you fail to provide us with a floorplan prior to first move-in date, outlets will be placed at one location at Convention Electric, Inc. discretion.
- 6 Multiple outlet locations where an electrical power is required you must order separate power for each location the minimum amount of power can be a 5 amps or 500 watts. Power must be ordered according to peak ratings, check rating plates on your equipment to ensure that you will have the proper power to operate your display. If you require any special power contact us at info@conventionelectric.com.
- 7 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 (1) man (1) hour for installation and a minimum of (1) man 1/2 hour for dismantle depending on your layout or the total time of installation. Multiple outlet locations will be charged on a labor and material basis. Overtime Labor Rates prevail prior to 8 a.m. and after 4:30 pm on weekdays, all day Saturday, Doubletime Rates Saturday After 8 Hour, All day Sunday and Holidays.
- 8 Lift required In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift, material and labor charges will apply. (a minimum of (2) men (1) hour plus lift rate and material). Please contact our customer service department at (909) 623-5192 or via email at info@conventionelectric.com to discuss any additional charges that will apply for your Labor.
- 9 Convention Electric, Inc. employees are authorized to cut floor coverings when essential for installation of services unless directed otherwise.
- 10 Convention Electric, Inc. is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor's booth space. This material is provided on a rental basis ONLY and remains the property of Convention Electric, Inc. It shall be removed only by Convention Electric, Inc. employees. If you are found performing any Electrical work in your booth without it being a CEI Electrician is strictly forbidden you will be charged a labor and material inspection fee. See rule # 11
- 11 All equipment regardless of source of power, must comply with federal, state and local codes. Convention Electric Inc. reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Convention Electric, Inc. is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- 12 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 issued for any unused items.
- 13 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 Convention Electric, Inc.
- 14 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.
- 15 All Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, noncurrent carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
- 16 Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may interrupted if payment is not received.
- 17 Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if canceled in writing and received by Convention Electric, Inc. within 14 calendar days prior to show opening. Except sales tax, Convention Electric, Inc. will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- 18 Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- 19 Exhibitor holds Convention Electric, Inc. harmless for any and all losses of power beyond Convention Electric Inc. control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused vandalism, faulty exhibitor equipment or overloads caused by exhibitor.
- 20 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 Convention Electric Inc. its attorney fees or applicable agency fees.
- 21 If CEI is required to bill you, a 30% handling charge will be assessed to the balance due and a service charge of 1.5% per month on any unpaid balances. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Convention Electric Inc. for all applicable rental taxes and will be assessed starting 10 days after date of invoice.
- 22 By signing any electrical forms and/or authorization forms, exhibitor hereby agrees to all terms and conditions on these electrical, plumbing and Labor order form, and floor plans. In the event that totals are calculated incorrectly Convention Electric, Inc. reserves the right to make necessary corrections
- 23 Exhibitors with hard wall booths must make arrangements with Convention Electric, Inc. to bring power inside the booth on a time, labor and material basis.

NOTICE: Convention Electric Inc. (CEI) is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical services should be made by a CEI Electrician. CEI will not be responsible for any damage or loss to any equipment component, computer hardware or software and/or any damage or injury to any persons caused by the installation, connection or plugging into any Electrical outlet by any persons other than a CEI Electrician.

WHEN ORDERING ELECTRICAL SERVICES:

1. Check rating plates on item(s) and order outlets accordingly.
2. Lighting outlets supplied with (1) connection per outlet ordered.
3. Motor outlet supplied with (1) connection per outlet ordered.
4. Outlets requiring 24 HR. and/or dedicated circuits are double list price.
5. Equipment hook-ups, repairs and installations will be performed on a labor and material basis.
6. Island Booths require a minimum Labor charge of (1) hour to install power and 1/2 hour to dismantle, material charges may apply, all distribution is done by a CEI electrician.
7. 480 Volt Service(s) and price(s) are available upon request.

GENERAL INFORMATION

1. ALL outlets will be installed on the floor at the rear of the booth. For Island and Peninsula booths, outlets will be brought to one (1) location at our discretion if no information is provided. Additional Labor is required for any placement other than the rear of the booth.
2. The cost of 120-Volt outlets includes delivery to (1) location at the rear of inline booths only. If you require the outlets to be distributed to any other location, labor and material charges will apply. There is a minimum charge of 1 hour for installation and 1/2 hour for dismantle.
3. All wiring, motors and other installations must be approved to prevent over-loading of circuits.
4. Exhibitors are not permitted to add wattage unless ordered. Exhibitors found using outlets without an order will be subject to pay regular price per outlets used.
5. All Electrical permits required by the local Building and Safety Codes will be obtained by the Electrical Contractor. All equipment must meet safety code regulations, including motors, wiring, extension cords, etc.
6. Labor Rates are subject to local I.B.E.W. Union Contract effective at time of show. Overtime labor rates prevail before 8:00A.M. and after 4:30 P.M. on Weekdays, and all day Saturdays, Sundays and Holidays.
7. Hardwall booths must make arrangements with CEI to bring power inside the booth on a time, labor and material basis.

PAYMENT POLICY

Please fax your order to (909) 623-7222 or email your order to info@conventionelectric.com.

1. 100% Payment must accompany each order unless prior arrangements are made.
2. Advance pricing applies only to orders received by the above **Advance Deadline**. All other orders will pay regular prices.
3. Orders placed at the show site must be paid upon presentation of invoice and will be charged to the credit card on file.
4. NO REFUND will be given for outlets installed and/or Services provided and not used. Claims will not be considered unless filed by the Exhibitor prior to the closing of the show. If CEI is required to bill you, a 30% handling charge will be assessed on all outstanding balance due.
5. In the event that totals are not calculated correctly CEI reserves the right to make the necessary corrections.

ELECTRICAL RENTAL ORDER FORM

2025 NASFAA National Conference

Booth #:

Anaheim Convention Center June 24-27, 2025

Advanced Price Order Deadline Date: June 10, 2025

Quantity	Item	Advanced Price	Show Price	Sub Total
	120V			
	500 Watts or 5 Amps	\$156.00	\$233.00	
	1000 Watts or 10 Amps	\$277.00	\$414.00	
	2000 Watts or 20 Amps	\$356.00	\$533.00	
	208V-10 (Labor Required)			
	20 Amp or 1 1/2 HP	\$678.00	\$1,016.00	
	30 Amp or 2 HP	\$881.00	\$1,321.00	
	60 Amp or 5HP	\$1,145.00	\$1,717.00	
	100 Amp or 10 HP	\$1,317.00	\$1,975.00	
	200 Amp or 25 HP	\$1,712.00	\$2,568.00	
	208V-30 (Labor Required)			
	20 Amp or 1 1/2 HP	\$910.00	\$1,365.00	
	30 Amp or 2 HP	\$1,183.00	\$1,774.00	
	60 Amp or 5HP	\$1,537.00	\$2,305.00	
	100 Amp or 10 HP	\$1,998.00	\$2,997.00	
	200 Amp or 25 HP	\$2,597.00	\$3,895.50	
	400 Amp or 50HP	\$3,376.00	\$4,557.00	
	Transformer	\$525.00	\$788.00	
	Lighting (Includes Power)			
	(2) 150 Watt on Stanchion	\$191.00	\$248.00	
	1000 Watt Overhead	\$353.00	\$529.00	
	Materials			
	Cube Tabs	\$31.00	\$45.00	
	15 Amp Power Strips	\$42.00	\$62.00	
	15' Extension Cord	\$42.00	\$62.00	
	25' Extension Cord	\$50.00	\$74.00	
	50' Extension Cord	\$97.00	\$144.00	
	100' Extension Cord	\$105.00	\$150.00	
	12/5 Pigtails	\$50.00	\$74.00	
	6/5 Pigtails	\$97.00	\$144.00	
	Buck & Boost Transformer	\$200.00	\$250.00	
	Grand Total			

PAYMENT AUTHORIZATION

Company:		Email:	
Billing Address:			Phone #:
City:	State:	Zip:	

Payment Type: Check Visa MC AMEX Discover A 3% processing fee will be added for all credit card orders.

Check #:	Check Amount:	
CC Number:	Security #:	Exp Date:
Card Holder (Print)		
Card Holder (Sign)		

Please Check One: No additional people are allowed to sign on this card.
 CARDHOLDER authorizes the following to sign the above credit card for additional charges on-site.
 Additional Signer: _____

(Note: Any charge-back fees issued by a credit card bank due to unapproved 3D Security (Mobile/Email verification) will be subject to additional fees up to \$45.00.)

LABOR ORDER FORM

Exhibitor Name _____ Booth # _____

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Advanced Price Order Deadline Date: June 10, 2025

ELECTRICAL LABOR INSTRUCTIONS

1. To determine if Electrical Labor is needed or to obtain floor plans, please contact us at info@conventionelectric.com.
2. Electrical layouts are required whenever an outlet is needed at any location other than the back of the booth.
3. In order to perform labor installation without Exhibitor's Representative present, CEI must have a detailed floorplan for power distribution accompanying this form denoting exact dimensions and surrounding areas.
4. If your representative chooses to be present during installation, Exhibitor should contact CEI to schedule date and time.
5. Please be advised, CEI may request an authorized supervisor to accompany our electrician to the labor desk when installation is complete in order to sign out the Electrician.
6. Final totals for Material and Labor will be determined once a CEI Electrician has completed installation according to your floorplan. By signing this form, you are authorizing CEI to charge your credit card on file for these final charges.
7. The minimum Labor charge will equal one (1) hour per man for installation and equipment. Labor thereafter is charged in 1/2 hour increments per worker.
8. Dismantle Labor is charged at 50% of installation Labor based on show move-out days/time and does not need to be scheduled.
9. Exhibitors with hard wall booths must make arrangements with CEI to bring power inside the booth on a time, labor and material basis.
10. In the event that totals are miscalculated, CEI reserves the right to make necessary adjustments.
11. JLG Lift Requirements: If lift equipment is required to hang special lighting (not including operator), the Exhibitor will be charged a (minimum) of 2 men 1 hour plus one hour (minimum) for the lift. Please see pricing to the right.

ELECTRICAL LABOR & LIFT RATES

Please be advised: Labor start times cannot be guaranteed. If no time is provided, work will be performed on a first come first serve basis. A representative must come to Convention Electric, Inc. Service Desk prior to each individual labor call to confirm that booth is ready for labor. If labor is dispatched at the requested time and no Exhibitor Supervisor is available a minimum of 1/2 hour labor charge per Electrician will apply.

Straight Time\$150.00 per hour
Monday-Friday 8:00am - 4:30pm, excluding holidays

Overtime\$ 297.00 per hour
Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

Scissors Lift (Does not include operator, Must order 2 men labor).....\$ 275.00 per hour
Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

Boom Lift (Does not include operator, Must order 2 men labor).....\$ 275.00 per hour
Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

TERMS & CONDITIONS

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

Credit Card information must be on file before any of the requested Labor is performed. Should CEI be required to bill you, a 30% handling charge will be assessed to the balance due.

LABOR RATES, are subject to I.B.E.W. union contract effective time of the show. Overtime Labor rates prevail prior to 8 a.m. and after 4:30 p.m. on weekdays, all day Saturday, Sundays and Holidays. Please verify all information is correct before sumitting order.

LABOR REQUEST

Contact: _____ Phone #: _____

- Exhibitor Supervision Required.
- No Exhibitor Supervision, Ok to proceed with install.
If supervision is not required, be sure floorplans for electrical layout are attached.

Date: _____ Time: _____ # of Men: _____ # of Hours: _____

Will a lift be needed? Yes No

Date: _____ Time: _____ # of Men: _____ # of Hours: _____

Additional Instructions: _____

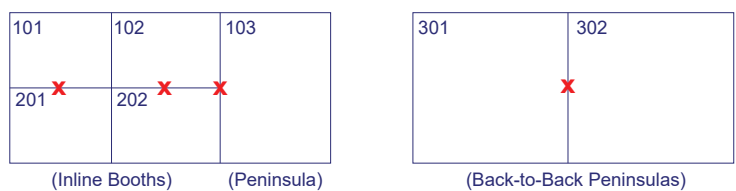
PAYMENT POLICY

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5. In the event that totals are not calculated correctly CEI reserves the right to make the necessary corrections.

ELECTRICAL LAYOUTS

The below example is a standard electrical layout for inline and peninsula booths. Any other placement will require a labor request on a time and material basis.



For exhibitor booths requiring electrical placement other than the above standard layout, a Labor Request should be completed and a scaled floor plan must accompany your order.

The floor plan should note the main power location and any additional locations including booth orientation. See example:

