



## OFFICIAL ELECTRICAL CONTRACTOR

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CUSTOMER

### COMPANY INFORMATION

Show Name: **Coffee Fest 2022**  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
City, State Zip Code: \_\_\_\_\_  
On-Site Contact: \_\_\_\_\_

Show Dates: June 24-25, 2022  
Booth Location: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

### ELECTRICAL SERVICE

Equipment Description	Qty	Continuous Power Qty (Price X2)	Early Rate Before: 6/1/2022	Regular Rate	Total
<b>110 120 VOLT</b>					
5 Amps			\$95.00	\$133.00	
10 Amps			\$185.00	\$259.00	
15 Amps			\$203.00	\$284.00	
20 Amps (Exclusive Outlet)			\$220.00	\$308.00	
<b>208 VOLT SINGLE PHASE (REQUIRES LABOR)</b>					
20 Amps			\$410.00	\$574.00	
30 Amps			\$495.00	\$693.00	
<b>208 VOLT Three PHASE (REQUIRES LABOR)</b>					
20 Amps			\$495.00	\$693.00	
30 Amps			\$520.00	\$728.00	
60 Amps			\$560.00	\$784.00	
100 Amps			\$875.00	\$1,225.00	
<b>LIGHTING EQUIPMENT</b>					
Pole and Base Dual LED			\$150.00	\$210.00	
Par Light general wash up to 1000 Watts (Labor & Lift additional)			\$395.00	\$553.00	
<b>RENTAL EQUIPMENT</b>					
15' Extension Cord			\$22.00	\$30.00	
Power Strip (13 Amp Max)			\$22.00	\$30.00	
Custom:					

### LABOR

Labor Description (Request a labor quote at <a href="mailto:Chicago@PrimeEES.com">Chicago@PrimeEES.com</a> )	Manhour Qty	Advanced Rate	On-Site Rate	Total
Straight Time (First 8 hours worked M-F between 7:00 AM - 4:30 PM)		\$126.00	\$176.00	
Over Time (M-F after 4:30 PM, Saturday 8:00 AM - 4:30 PM)		\$181.00	\$253.00	
Double Time (Saturday 4:30 PM through Monday 6:00 AM, & Holidays)		\$232.00	\$324.00	
If any of the following apply to your booth, request a labor quote: Distribution of Electrical in Booth, Distribution of Electrical Overhead, Mounting of Monitors or Lights, Connection or Wiring of all Exhibitor rental Equipment, Assembly or Installation of all lighting from truss or beams, Wiring of Overhead Signs				

IN-LINE, PENINSULA BOOTHS	MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS	208 & HIGHER VOLTAGES
All 120v power is delivered to the back of the booth at no extra cost Labor only to apply additional distribution, if required, based on time & materials.	There is minimum labor charge of (1/2) hour to deliver power to all island booths, and (1/2) hour to remove power. All additional distribution is done by Prime Electricians on a time & materials basis. Utility diagram is required with order.	There is a minimum labor charge of (1/2) hour installation & (1/2) hour removal of all high voltage services. Material charges may apply.

TOTALS

EQUIPMENT TOTAL:	\$	<b>Prices reflect rates for the duration of the event.</b>  → Prime requires credit card information on-file for any additional charges incurred after the initial payment has been made. → The undersigned has read and agree to all the terms and conditions of this rental agreement. The undersigned authorizes Prime Electrical & Exposition Services to charge the above listed credit card for the TOTAL amount of this order, and for any client approved add-ons and change orders unless another form of payment is provided at time of installation. → CANCELLATIONS: Cancellations received A) within 48 hours of the scheduled delivery date are subject to a 50% fee; or B) on the day of scheduled delivery or "no-shows" are subject to the full amount of the order.  Signature: _____
Chicago Transaction TAX: 9% (EQUIPMENT ONLY)	\$	
LABOR ESTIMATE:	\$	
(Equipment+Tax+Labor) =SUBTOTAL:		
SERVICE CHARGE: 3% (OF SUBTOTAL PRICE)	\$	
GRAND TOTAL:	\$	

Order online @ [PrimeEES.com](http://PrimeEES.com)

PLEASE E-MAIL COMPLETED FORM TO: [chicago@PrimeEES.com](mailto:chicago@PrimeEES.com) or Fax to 312-226-1201

A representative must be in your booth to sign for delivery of equipment, unless advance arrangements have been made.

### CREDIT CARD AUTHORIZATION

PAYMENT

Card Type: ☐ Visa  ☐ Mastercard  ☐ AMEX   
Card #: \_\_\_\_\_  
Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_  
Card Address: \_\_\_\_\_ Name on Card: \_\_\_\_\_  
Card City, State & ZIP: \_\_\_\_\_ Card Holder Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_



MUST SUBMIT WITH ORDER AND PAYMENT  
TO RECEIVE DISCOUNT.

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chicago, il 60612  
P 312.226.6738 F 312.226.1201  
E Chicago@primeees.com  
www.primeees.com



The grid below may be printed to layout your electrical requirements for booths up to 20 x 20 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following.

- Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
- Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. Please ~~do~~ **not** simply place an X where power is required.
- Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Aisle \_\_\_\_\_

Adjacent  
Booth # \_\_\_\_\_

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
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2																					2
1																					1
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

Adjacent  
Booth # \_\_\_\_\_

Aisle \_\_\_\_\_

ELECTRICAL

COMMENTS



480V ELECTRICAL  
OUTLET

\_\_\_\_\_



208V ELECTRICAL  
OUTLET

\_\_\_\_\_



120V ELECTRICAL  
OUTLET

\_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

## **Terms & Conditions**

Prime Electrical & Exhibition Services LLC. (Hereinafter "Prime")

1. All orders are not complete unless accompanied with completed payment form.
2. Island Booths must submit a completed diagram with orientation of booth on the floor and measurements for placing power. No order for an island booth is complete without this information.
3. Prime reserves the right to adjust orders if a miscalculation of charges is apparent on the order form.
4. 120V service rates include delivery to the back of the booth to a single location.
5. 208v or larger are installed based on time and material of the install and dismantle plus the cost of the service requested.
6. Any connections required beyond the finished outlet will be charged for time and material. If you have a special need please contact Prime to discuss in advance of move in.
7. Exhibitor cords must comply with city electrical codes bear a UL tag must be minimum 14 gauge, 3 wire and grounded. No two wire extension cords or lights will be allowed.
8. Refunds will not be authorized if services are installed. Any disputes must be presented before close of show. No refunds will be given after show is moved out.
9. Exhibitor holds Prime harmless for any and all losses of power beyond Primes control, including, but not limited to, losses due to utility company failure, power failure due to vandalism, permanent power distribution failure, faulty exhibitor equipment or exhibitor overload of circuits.
10. Prime electricians are the only labor allowed to distribute power in the exhibit space as well as meeting space within the facility. Except where stagehands may be designated for production applications.
11. Unless otherwise directed Prime employees will cut access points in carpet in order to complete installation of cords in an exhibit space.
12. Unless a scaled floor plan is provided electric will be installed as the electrician on duty deems necessary or not at all until direction is given.
13. We will make every attempt to install power during straight-time. But will always charge prevailing rates at time of installation.
14. All equipment must be tagged with proper manufacture specifications and be in safe working order. Prime Electricians may deem equipment unsafe and Prime reserves the right to refuse final connection where exhibitor wiring or equipment is not in accordance to local laws and codes.
15. A service charge of 1.5% will be assessed on all unpaid balances starting 15 days after date of invoice. A \$50.00 service charge will be assessed for all returned checks and credit cards. All funds U.S. currency. Exhibitor agrees to pay Prime all applicable rental or sales tax.