



Commonwealth Electric Customer Information

Conditions and Regulations:

- ❖ Exhibitors' fixtures will NOT be allowed in CECM Tracks unless installed by CECM. Exhibitors' fixtures must be compatible with CECM track.
- ❖ Exhibitors' lights MUST meet all local & TCC codes and are the Exhibitors' responsibility.
- ❖ CECM tracks or fixtures may not be moved from one booth to another. Any repairs, relocations, or alterations to CECM tracks must be done by CECM and may be subject to additional charges. No vendor track extensions are allowed in CECM tracks. Track extensions must be ordered & installed by CECM.
- ❖ Broken/burned-out bulbs will be replaced by CECM at no charge.
- ❖ There is no charge for removal: **See CECM Service Desk.
- ❖ 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.

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 \$15.00 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 supporting documentation to your order.
- ❖ **Discount Rates:** available on orders received/postmarked ten (10) business days prior to show move-in. Please see order form for exact date.
- ❖ **Regular Rates:** are applied to all orders received after the discount deadline date and orders placed 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 1/2 % 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 & Property:

- ❖ **Outlets:**
 - ✓ Outlets will be located at back of booth from the floor or in the most convenient location. Exceptions include orders submitted with layouts-see layout section
 - ✓ Each outlet includes ONE connection
 - ✓ Outlets are provided at an additional charge and are not part of the booth package unless otherwise indicated
 - ✓ 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
- ❖ **Special:**
 - ✓ Orders/Outlets requiring 24hr service are double the listed price and must include a booth layout

Labor:

- ❖ **Requirements:** You need to add a minimum of one hour labor to your order if...
 - ✓ You order an electrical outlet over 20amps
 - ✓ You order 208v service. A minimum of one hour labor is required for each 208v connection
 - ✓ Your order is being submitted with a layout
 - ✓ You have requested exhibitor supervision
- ❖ **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 Commonwealth Service desk for on-site assistance during exhibitor move-in to schedule 208v connect/disconnect and retain receipts
- ❖ **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 floorplan
 - ✓ Note the date and time of carpet installation if applicable
 - ✓ Note an on-site contact name for reference
 - ✓ 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 or amperage is usually marked on the back or bottom of appliance or machine.
Total lightbulb wattage to determine usage

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