

## Exhibitor Services

### LABOR CHARGES

#### GUIDELINES FOR LABOR CHARGES

- Four (4) or more services in one booth
- Installation of services after booth display and/or carpet has been installed
- Relocating/moving installed services
- Orders submitted without booth diagrams/grid with installation instructions
- Resetting breakers due to exhibitor equipment

#### PLACEMENT OF SERVICES FOR EXHIBITS

- Power originates from floor pockets in 30 foot centers.
- Services are installed from floor pockets nearest to exhibitor booth.
- Exhibitors must submit a diagram drawn to scale, to include booth orientation, dimensions of service placement.

Diagrams/Grids must include:

- Booth dimensions or size of booth
- Booth orientation (identify N, S, E, W or adjacent booth/aisles to booth)

Locations for Services (feet/inches)

- A booth diagram/grid is required for:
  - Island booth
  - Booths greater than 20x20
  - Booth with four (4) or more services

**Labor charges will be applied for installation of services**

#### BOOTH GRIDS

- 10x10 Booth
- 10x20 Booth
- 20x20 Booth
- 20x30 Booth
- 30x30 Booth

