

Exhibitor Services

LABOR CHARGES

- Labor is charged for:
 - 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.
 - Re-taping of electrical cords.
 - Resetting breakers due to exhibitor equipment.
- Labor (if required) is charged in increments of one (1) hour with a one (1) hour minimum.
- Labor charges are NOT available at a discount.

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.

A BOOTH DIAGRAM/GRID IS REQUIRED FOR

- Island booth
- Booths greater than or equal to 20x20
- Booths with four (4) or more services

DIAGRAMS/GRIDS MUST INCLUDE

- Booth dimensions or size of booth
- Booth orientation (identify N, S, E, W or adjacent booth/aisles to booth)
- Precise location within the booth boundaries for each service ordered (Feet/Inches from nearest side)

