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ICNACON Trade Show  
Santa Clara Conv Ctr  
July 5 & 6, 2025

**WESTERN**  
**EVENT SERVICE**

1970 Williams Street  
San Leandro, CA 94577  
(510) 430-0510 • FAX (510) 430-0511

Booth #

## PAYMENT

THIS FORM, ALONG WITH YOUR PAYMENT (CHECK OR CREDIT CARD INFORMATION)  
MUST BE RETURNED TO US TO ENSURE PROCESSING OF YOUR ORDER.

PAYMENT IN FULL of all rental, service and labor charges must accompany your orders to qualify for ADVANCE ORDER rates. All orders must be received at least one week prior to move-in, including payment, to qualify for Advance Order rates. All orders received without payment will be collected at the show and will be charged at LATE ORDER rates. All orders placed at the show are due and payable at the time the order is placed. Show site orders may be paid by cash, check or credit card.

**PHONE ORDERS NOT ACCEPTED – PLEASE FAX ORDERS TO US AT (510) 430-0511**  
**or Email to..... [Orders@WesternEventService.com](mailto:Orders@WesternEventService.com)**

**PLEASE TOTAL YOUR ORDER HERE:**

ELECTRICAL LABOR \$ \_\_\_\_\_ ELECTRICAL \$ \_\_\_\_\_

**The Last Day We We Will Honor Advanced Pricing Is: Monday, June 23<sup>rd</sup>.** Orders  
received after that date or at show site, will be charged at Late Order rates.

**NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW! TOTAL DUE \$ \_\_\_\_\_**

☐ Check Enclosed for Total Amount Due. Check #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

IF PAYING BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

CHARGE TO: ☐ Am Express ☐ Discover Card ☐ Master Card ☐ Visa

Account Number

Expiration Date →

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Security Numbers Printed on Card →

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Please Print: Cardholder's Name: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

UNLESS ADVISED OTHERWISE, WE WILL USE THIS AUTHORIZATION TO BILL YOUR ACCOUNT FOR ADDITIONAL GOODS OR SERVICES INCURRED DURING THIS SHOW. EXHIBITOR MUST ADVISE SERVICE DESK OF ANY DISCREPANCIES PRIOR TO THE CLOSE OF SHOW.

**Please Check all of the Following Boxes that Apply:**

☐ DO NOT Use this account for additional services at this show.

☐ Allow the following people to sign for services: \_\_\_\_\_.

Exhibitor Company: \_\_\_\_\_ Tel.: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

By (Signature): \_\_\_\_\_ Print Name: \_\_\_\_\_

Email address for primary contact: \_\_\_\_\_

**ELECTRICAL**

<b>ELECTRICAL OUTLETS – 120V/208V A.C. 60 Cycle</b>					
<b>ELECTRICAL SERVICE</b>	<b>QUANTITY</b> (Show Hour use only)	<b>24 Hour Use</b> (Double the listed price)	<b>ADVANCE</b>	<b>REGULAR</b>	<b>TOTAL COST</b>
<b>STANDARD OUTLETS</b>					
500 Watts or Less	_____	_____	196.00	266.00	_____
1000 Watts or Less	_____	_____	323.00	441.00	_____
2000 Watts or Less	_____	_____	478.00	654.00	_____
<b>208 VOLT SINGLE PHASE</b>					
5 AMPS	_____	_____	N/A	N/A	_____
10 AMPS	_____	_____	584.00	750.00	_____
15 AMPS	_____	_____	672.00	908.00	_____
20 AMPS	_____	_____	759.00	1025.00	_____
30 AMPS	_____	_____	936.00	1270.00	_____
60 AMPS	_____	_____	1321.00	1824.00	_____
<b>208 VOLT THREE PHASE</b>					
5 AMPS	_____	_____	N/A	N/A	_____
10 AMPS	_____	_____	391.00	435.00	_____
15 AMPS	_____	_____	451.00	492.00	_____
20 AMPS	_____	_____	550.00	617.00	_____
30 AMPS	_____	_____	675.00	752.00	_____
60 AMPS	_____	_____	881.00	975.00	_____
<b>ADDITIONAL EQUIPMENT</b>					
15 Foot Extension Cord	_____	_____	20.00	28.00	_____
25 Foot Extension Cord	_____	_____	25.00	35.00	_____
Multi Outlet Strip	_____	_____	25.00	35.00	_____
100 Watt Arm Light	_____	_____	66.00	82.00	_____
120 Watt Flood Light	_____	_____	92.00	124.00	_____
<b>LABOR</b>					
Straight-time	_____	(Mon – Fri 8 AM – 4 PM)		146.00	_____
Over-time	_____	(All Other Hours)		198.00	_____
<b>TOTAL DUE \$</b>					_____

**We must receive your order no later than:**  
**Monday, June 23rd**

In order to take advantage of ADVANCE ORDER pricing.

**INLINE BOOTHS**  
Outlets will be located at the rear of the booth on the floor. Should relocation of any outlets be required, there will be a minimum labor charge of 1 hour to deliver power to specific locations within the booth. Additional material charges may also apply.

**ISLAND BOOTHS**  
Power will be located within the booth at WES discretion. Should relocation of any outlets be required, there will be a minimum labor charge of 1 hour to deliver power to specific locations within the booth. Additional material charges may also apply.

**208volt & HIGHER VOLTAGES**  
There is a minimum labor charge of 1 hour for installation & ½ hour for removal of all high voltage services. Material charges may also apply.

**DEDICATED OUTLETS**  
Dedicated outlets require a minimum 2000 watt service.

**24 HOUR SERVICES**  
Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing. If you need power at any other time, please order 24 Hour service

Exhibitor Company: \_\_\_\_\_ Tel.: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/St.: \_\_\_\_\_ Zip: \_\_\_\_\_

By (Signature): \_\_\_\_\_ Print Name: \_\_\_\_\_

Contact Person Email Address: \_\_\_\_\_

## ***ELECTRICAL LABOR***

- ☐ **NO Labor Needed** – Place Electrical Along Booth Backwall Line.
- ☐ **Exhibitor Will Supervise Electrical Installation** (Do Not Proceed)  
Exhibitor will call of labor at: Date: \_\_\_\_\_ Time: \_\_\_\_\_ ☒ AM ☐ PM  
All electrical labor ordered for 8:00 a.m. will be dispatched directly to booth space. For all other starting times, call for labor ½ hour prior to requested time. Labor cancelled without 24-hour notice will be charged a one (1) hour minimum per man. The minimum charge for labor is one hour per electrician. Thereafter, labor will be billed in one-half (½) hour increments.
- ☐ **OK to Proceed – Complete No Later Than:** Date: \_\_\_\_\_ Time: \_\_\_\_\_ ☐ AM ☒ PM  
All labor performed under the supervision of Western Event Service. In order to perform labor without Exhibitor present, please provide us with detailed booth layouts showing outlet location and quantity.

[illegible]

- ☐ Carpet has been ordered from WES.
- ☐ Carpet is arriving with Exhibit Freight.

Please note adjacent booth numbers and or aisle locations along with any display materials to be included in your booth space.

Please attach a full set of booth plans for multiple booth or island booth configurations.

Please indicate the location of all outlets along with any 24-hour service locations.

Notes:

## HOURLY RATES

- **Straight-Time:** \$146.00 per hour = 8:00 a.m. – 4:00 p.m. Monday through Friday.
- **Overtime:** \$198.00 per hour = All other times, including observed union holidays.

## LABOR CALCULATOR

INSTALLATION:  $\frac{\text{# of Men}}{\text{# of Hours}} \times \frac{\text{# of Hours}}{\text{Hourly Rate}} = \$$  \_\_\_\_\_

DISMANTLE:  $\frac{\text{# of Men}}{\text{# of Men}} \times \frac{\text{# of Hours}}{\text{# of Hours}} \times \frac{\text{Hourly Rate}}{\text{Hourly Rate}} = \$$  \_\_\_\_\_

**TOTAL ESTIMATED LABOR COST = \$**

Exhibitor Company: \_\_\_\_\_ Tel.: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/St.: \_\_\_\_\_ Zip: \_\_\_\_\_

By (Signature): \_\_\_\_\_ Print Name: \_\_\_\_\_

Contact Person E-mail Address: 11

# WESTERN EVENT SERVICE

1970 Williams Street ~ San Leandro, CA 94577

Phone (510) 430-0510 FAX (510) 430-0411

EVENT & CONVENTION SERVICE • THEME DECOR • SET DESIGN & PRODUCTION

## ELECTRICAL TERMS & CONDITIONS

- 1 Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. **Orders received after the deadline date will be charged at the Late Order rate.** A purchase order or photocopy of a check is not considered a valid form of payment for securing advanced rates.
- 2 In the event that the totals are calculated incorrectly on the front of this form, WES reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by fax of any such corrections.
- 3 Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsula booths. All services provided to island booths require labor and material for distribution. If floor plan showing main power location is not submitted prior to WES move-in date, WES will bring the main power to a convenient location at WES's discretion. Please refer to item #6.
- 4 Outlet rates listed **do not** include the connection of any equipment, special wiring, and distribution of electrical services or labor. Distribution from the power source to all other locations in a booth space regardless of booth type requires labor and is performed on a time and material basis. Exhibitors are invited to contact the local WES office to discuss any additional costs that may be incurred.
- 5 A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
- 6 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 of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, whichever is greater.
- 7 In the event overhead lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will be applied to hang any lights as requested.
- 8 WES employees are authorized to cut floor coverings when necessary, for installation of ordered services unless otherwise directed.
- 9 WES is the exclusive provider of all material & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors' booth space. This material is provided on a rental basis ONLY and remains the property of WES. It shall be removed only by WES employees.
- 10 Any extension cords or power strips ordered on the front of this form should be picked up at the service desk unless they are integral to the installation of electrical services ordered for placement under carpeting.
- 11 Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered through WES.
- 12 All equipment regardless of source of power, must comply with federal, state and local codes. WES reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. WES is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- 13 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.
- 14 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 non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- 15 Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
- 16 Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by WES within 14 calendar days prior to show opening. Claims will not be considered or adjustments made unless filed by Exhibitor prior to the close of the event.
- 17 Exhibitor shall hold WES harmless for any and all losses of power beyond WES's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
- 18 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 WES its attorney fees or applicable agency fees.
- 19 A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and and/or declined credit cards. Exhibitor agrees to reimburse WES for all applicable rental taxes where applicable.
- 20 By signing the Electrical Order Form exhibitor hereby agrees to all terms and conditions listed herein.