



# BWE 2018

April 6-8, 2018

McCormick Place North Building

Save time order online 30% OFF Regular Payment Price, Use Code "BWE30" before March 23, 2018



COMPANY NAME:	PHONE:	FAX:
ADDRESS:	CITY:	ST: ZIP:
Contact Name	email	Booth #

Prices are for entire show

120 VOLT	QUANTITY	24 hour power cost Price times 2	Use Coupon BWE30 save 30% before March 23rd	REGULAR PAYMENT PRICE	TOTAL COST
5 AMPS	_____	_____		130.00	_____
10 AMPS	_____	_____		263.00	_____
15 AMPS	_____	_____		290.00	_____
20 AMPS (exclusive outlet)	_____	_____		305.00	_____
<b>208 VOLT SINGLE PHASE (requires labor)</b>					
15 AMPS	_____	_____		473.00	_____
20 AMPS	_____	_____		585.00	_____
<b>208 VOLT THREE PHASE (requires labor)</b>					
20 AMPS	_____	_____		742.50	_____
30 AMPS	_____	_____		780.00	_____

### How to save money?

#### Order by the deadline date

In order to capture the Best Price order by the deadline date and if you have special location needs include your floor plan. Complete and return all forms with Payment to Prime Electrical and Exhibition Services Save time order online at

www.primeees.com

Additional Audio Visual services available call to discuss your needs.

#### LIGHTING EQUIPMENT (Including current consumed) Include drawing showing light location.

LED ARM LIGHT for hard wall only	_____	120.00	120.00	_____
Pole and Base Dual LED Flood Light	_____	120.00	120.00	_____
Single Speaker Audio Package w/ Mic	_____	225.00	225.00	_____

#### RENTAL EQUIPMENT

15' EXTENSION CORD	_____	22.00	_____
Power Outlet Strip (13amp max)	_____	22.00	_____

#### LABOR

Straight Time (per hour)	Monday-Friday 8am-4:30pm	105.00	_____
Over Time (per hour)	After 4:30pm M-F, Saturday 8am-4:30pm	153.00	_____
Double Time (per hour)	Saturday 4:30 through Monday 6am. Holidays	206.00	_____

Island Booths, 208 volt power, AV, Lights & distribution in a booth require Labor. Call us if you need help.

All funds US Currency based.	<b>Electrical Service + Rental Equipment SUB TOTAL</b>	_____
	<b>ADD 9% Tax</b>	_____
	<b>Labor Estimate</b>	_____
	<b>Total</b>	_____

#### ISLAND BOOTHS

There is a minimum labor charge of (1/2) hour to deliver power to all Island booths. All additional distribution is done by Prime electricians on a time & material basis. Complete Utility diagram.

#### In-Line, Peninsula Booths

All power is delivered to the back of the booth at no extra cost. Labor only to apply to additional distribution if required based on time and material

#### 208V & HIGHER VOLTAGES

There is a minimum labor charge of (1/2) hour for installation & 1/2 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form please call for a quote.

#### Notes:

All Electrical Services rates are for Show hours only.  
24 Hour Services are available for an additional charge.  
Dismantle is charged at half of the install labor. Payment due with order.

Return To:

Prime Electrical & Exhibition Services  
2142 West Walnut Street, Chicago, IL 60612

Fax 312.226.1201, P 312.226.6738

Email: chicago@primeees.com

Order online use coupon code "BWE30!"

@ www.primeees.com



## **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.

# Prime Payment Form

Show Name:	<b>Black Women's Expo</b>
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Show Dates:	<b>April 6-8, 2018</b>
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In addition to check payment Prime also accepts American Express, Master Card, Visa and Discover. 3% Service fee will be applied when processed.  
**Please complete below information.**

	Check (Must be received by date noted in agreement)		American Express
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	MasterCard		Visa		Discover
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***Prime requires credit card information on file*** for any additional charges incurred after the initial payment has been made. Prime is authorized to apply any additional charges to this card upon completion of installation unless another form of payment is made at such time.

### Credit Card Information

Credit Card Number:	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table>																				

Expiration Date:	
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SIC Code:	
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Signature:	
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Print Cardholder name:	
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Cardholder address:	
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**Authorized Amount to Charge \$ \_\_\_\_\_ Plus 3% service fee to be added to total when processed.**

### Contact Information

Company Name:	
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Address:	
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City:	State	Zip	
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Contact Name:	
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Contact Signature:	Date	
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By signing above Prime is authorized to process payment to the credit card provided unless payment is made by check as outlined on this payment form and agrees to the Terms and Conditions.

