

Signature on page two is required. Full payment for services or retainer credit card must be remitted to process this contract.

One Washington Blvd. Suite 1046
Detroit, MI 48226

Submit all Inquiries & Orders to: coboexhibitorservices@conti-hte.com
Online ordering at: www.conti-hte.com

Toll Free Office: 313-259-7700
Toll Free Fax: 313-259-7706

Deadline Date for Incentive Rates: 14 days prior to the event

Fed ID # 46-5510290 **2019**

Event Name:		Event Dates:	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip			Country
Credit Card No:		Exp Date:	Checks Payable to: Conti-HTE Check Number:
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name (Please Print)
Authorized Contact Name (Please Print)		Phone	Authorized Contact Email

**PAYMENT MUST BE RECEIVED 14 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES
PAYMENT FOR AUTO SHOW MUST BE RECEIVED 30 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES**

ELECTRICAL OUTLETS / LIGHTING SERVICES

**24 HOUR POWER AND DEDICATED OUTLETS ARE 25% ADDED TO THE LISTED PRICE
ADDITIONAL LABOR AND MATERIAL CHARGES ARE NOT INCLUDED IN THE LISTED PRICE**

Description Of Service	Total Outlets	Incentive Rate	Base Rate	24 hr. or Dedicated 20 amp	Overhead Service	Floor Service	Total Price
120 V Outlet - Maximum of One (1) connection per outlet – does not include labor and materials							
10 Amp / 1000 watts		\$148.00	\$177.00				
20 Amp / 2000 watts		\$208.00	\$249.00				
208 V 1Ø Outlet- Maximum of One (1) connection per outlet – does not include labor and materials							
20 Amp		\$374.00	\$449.00				
30 Amp		\$409.00	\$491.00				
60 Amp		\$624.00	\$749.00				
100 Amp		\$808.00	\$969.00				
200 Amp		\$1,192.00	\$1,428.00				
208 V 3Ø Outlet - Maximum of One (1) connection per outlet – does not include labor and materials							
20 Amp		\$441.00	\$529.00				
30 Amp		\$558.00	\$669.00				
60 Amp		\$898.00	\$1,078.00				
100 Amp		\$1,250.00	\$1,500.00				
200 Amp		\$2,042.00	\$2,450.00				
400 Amp		\$3,157.00	\$3,780.00				

Description Of Service	Qty	Incentive Rate	Base Rate		Total Price
240V 1Ø Outlet – Maximum of One (1) connection per outlet – does not include labor and materials					
20 Amp		\$438.00	\$524.00		
30 Amp		\$508.00	\$608.00		
60 Amp		\$624.00	\$749.00		
230V 1Ø European Outlet – Maximum of One (1) connection per outlet – does not include labor and materials					
20 Amp		\$478.00	\$572.00		
30 Amp		\$602.00	\$722.00		
60 Amp		\$961.00	\$1,151.00		
380V 3Ø European – Maximum of One (1) connection per outlet – does not include labor and materials					
30 Amp		\$658.00	\$789.00		
60 Amp		\$1,038.00	\$1,242.00		
100 Amp		\$1,484.00	\$1,778.00		
200 Amp		\$2,986.00	\$3,576.00		
480V 3Ø Outlet – Maximum of One (1) connection per outlet – does not include labor and materials					
30 Amp		\$768.00	\$922.00		
60 Amp		\$1,005.00	\$1,206.00		
100 Amp		\$1,767.00	\$2,120.00		
Additional Booth Lighting Services (1000 Watt Par includes power) Labor, lift, focus, and materials are additional cost.					
90 Watt <i>On Stanchion Inline Booths Only</i>		\$102.00	\$111.00		
250 Watt Krypton <i>On Stanchion - Inline Booths Only</i>		\$109.00	\$134.00		
Track Lighting – (3) 75watt fixtures		\$164.00	\$223.00		
<i>10 ft. spreader bar required</i>					
1000 Watt Par Overhead		\$307.00	\$451.00		
Additional Labor and Material Fees May Apply See Terms and Conditions for Details (charged at close of show)					
Sub-Total: \$ _____ + 6% Sales Tax \$ _____ =Total:					\$
Tax exempt certificates must be sent in with order form					
THIRD PARTY PAYMENT					
Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.					
Send PDF or DWG dimensioned layout for all Island booths 20x20 or larger to: coboexhibitorservices@conti-hte.com					

Authorized Signature: I agree that I am an Authorized Representative on behalf of the Exhibitor and I accept CONTI-HTE's payment policies and terms of contract.

Print Name:

Signature:

Date:

Booth No:

TERMS AND CONDITIONS

ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION

RATES ARE SUBJECT TO CHANGE BASED ON THE LABOR CONTRACT EFFECTIVE AT THE TIME OF THE EVENT.

Straight Time: 6:00AM to 10:00PM Monday-Friday Shift work when it is assigned for 2 day events.	Straight Time Monday-Friday First 8 hours of any workday. 6:00AM 10:00PM	Overtime Saturday: All day Overtime hours Monday- Friday excess of 8 hours per day.	Premium Time Sunday and Holidays If Holiday falls on a Sunday the following Monday is the paid holiday.
Electrician	\$102.00	\$144.50	\$185.00
Lift Rates plus labor	Daily Rental Rates	Number of lifts needed	Date needed
Boom lift per day plus labor	\$589.00	Number of lifts:	Date needed:
Scissor lift per day plus labor	\$569.00	Number of lifts:	Date needed:
One Man Lift	\$328.00	Number of lifts:	Date needed:

Labor periods cannot exceed 17 consecutive hours.

DESCRIPTION OF OUTLET LOCATION, LABOR & DISTRIBUTION CHARGES

1. All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered by the exhibitor.
 2. All Island booths will be charged labor and materials which are determined by the diagram submitted.
 3. All booths or displays requiring multiple outlet distribution and connection are chargeable on a time and material basis.
 4. Dismantling costs for booths, power, rigging and lighting shall be charged based on the actual time spent, but not less than 33% of the installation costs in each case. When tear-out is performed outside normal working hours, the tear-out fee shall be based on 33% of install hours at the applicable OT/DT rates. Minimum daily charges still apply.
 5. Re-distribution of such installation, additional power drops, and/or additional locations will be charged on a time and material basis.
 6. Booths with a labor call will be charged a maximum of 1 hour for check-in and orientation for the initial move-in and tear-out labor call. CONTI-HTE will need to be notified if check-in/orientation is to be scheduled before the scheduled start time.
 7. After the initial order for electrical services, subsequent labor orders must be placed 48 hours in advance. Changes to existing labor calls must be placed 24 hours in advance, including, but not limited to reducing the work period to the 4 hour minimum duration.
 8. All hi voltages 208v, 220v, 240v, 277v, 380v, 480v volt outlets will require labor and materials.
 9. Bulk power may be ordered for Lighting, A/V and Special Equipment only. All other power orders shall be charged as (1) outlet, per location required.
 10. All overhead services will require lift, labor, and materials.
 11. Use of 110V wall outlets in the exhibit halls is prohibited.
 12. All power distribution will be de-energized prior to carpet installation and reenergized after carpet is installed.
- **24-hour power** and dedicated 20amp/120v circuits are **25%** more than the listed price. Indicate total outlets on order form
 - Electricity will be turned on within 30 minutes of show daily.
 - **Payment:** Payments must be received in full 14 days before show move-in to secure the incentive rate. No credit or refund will be issued for connections installed and not used. Full payment is required to process order. A retainer credit card is required. All balances must be settled prior to event closing.
 - **Unauthorized Power Usage:** Exhibitors using outlets without an order will be charged the base rate. A memo will be delivered onsite to all booths accessing outlets without an order.

CONTI-HTE ELECTRIC JURISDICTION

1. Jurisdictions shall apply as described in Article XVI of the Cobo Center Efficiency Memorandum.
2. CONTI-HTE provides and installs all equipment for electrical distribution whether concealed in wall, under floor or above ceiling, except for specialty systems, such as Euro power systems.
3. Exhibitors may provide their own distribution system, but only with advance written permission of CONTI-HTE. Such use shall be subject to additional fees. All equipment, materials, usage and dress-out must conform to applicable code and CONTI-HTE's safety standards.
4. CONTI-HTE installs all motor and equipment hook-ups requiring hard wiring connections.
5. CONTI-HTE performs all installations and/or repair of electrical fixtures.
6. CONTI-HTE performs installations of all electrical motors and electrical apparatus to be energized.
7. Prior to installation, Exhibitors must submit for inspection by CONTI-HTE, all pre-wired equipment that connects to our distribution systems, along with notice of intended use. CONTI-HTE reserves the right to reject any equipment for any reason; however, the Exhibitor, not CONTI-HTE, shall be solely responsible for any loss or damage caused by the use or installation of pre-wired equipment, whether such equipment is accepted or rejected by CONTI-HTE.

8. CONTI-HTE provides labor for all overhead trusses rigging and overhead booth lighting for exhibit booths, except theatrical/stage and press lighting.
9. CONTI-HTE provides labor for installation of monitors, not including those used for press or live feed and/or LED Wall/Panel.
10. Lighting and A/V distribution equipment shall not be stored on building electrical platforms and/or catwalks. If overhead storage space is required, the Exhibitor must provide platform. CONTI-HTE provides labor for installation of platforms used only to support electrical equipment. Engineered drawings and bill of material are to be provided with each platform to be installed.

CONTI-HTE ELECTRIC LABOR EXHIBIT BOOTH RIGGING JURISDICTION (BY I.B.E.W. LOCAL 58 ELECTRICIANS)

1. Rigging includes all motorized rigging-to-building structures, except theatrical/stage and press lighting.
2. All exhibit hall rigging must provide a floor plan for approval by CONTI-HTE
3. All motors for rigging must be approved through CONTI-HTE.
4. All labor for rigging-to-building structures for exhibit booths will be provided through CONTI-HTE.
5. No other Contractor or Persons may attach motorized equipment for rigging to building, except theatrical/stage and press lighting. CONTI-HTE is not responsible for any loss or damage resulting from any other Contractor or Person attaching motorized equipment to the building.
6. Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
7. A four (4) hour minimum applies per rigging labor call.
8. Exhibitor's Lighting and A/V distribution equipment shall not be stored on building electrical platforms and/or catwalks. If overhead storage space is required, the Exhibitor must provide their own platform.

SPECIAL EQUIPMENT

- Special Equipment orders require 30 day notice prior to move-in.

CONTI-HTE ELECTRIC MATERIALS

- All materials and equipment furnished by CONTI-HTE shall remain the property of CONTI-HTE and shall be removed only by CONTI-HTE at the close of the show.
- The Exhibitor shall be responsible for any loss or damage to our materials and equipment in their booth.

FLOOR COVERINGS

- Unless otherwise directed, CONTI-HTE personnel are authorized to cut floor coverings to permit installation of service. CONTI-HTE is not liable for any costs incurred by the Exhibitor for such cuts.

RAMPING UTILITY LINES

- All ramping of utility lines in booth are done on Straight Time plus materials. Installation of lines under carpet or floor or spotting from ceiling will incur additional labor charges. Minimum per removal of lines is 1 hour each. Floor plan is required with order to show location of lines.

ESTIMATES / REVISIONS

- **Labor Rates:** All Labor Rates are subject to the current labor contract effective at time of performed labor.
- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to revision fee.
- Reductions made to an existing order are subject to a 10% surcharge.

SUPERVISION FEES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.

PARKING

- \$10, per Electrician, per day.

ELECTRICAL PERMITS FOR BOOTH DISPLAYS

- Are subject to a permitting fee(s), including electrical, fire alarm and building permits and associated drawing review and inspection fees.

CANCELLATIONS

For cancellation and refund inquiries please contact us at coboexhibitorservices@conti-hte.com or 313-259-7700.

- *Prior to event:* Exhibitor will be charged 20% of services ordered.
- *At Show Site:* Exhibitor will be charged 50% of services ordered.
- *Once services are installed:* Exhibitor will be charged 100% of all services rendered.

DISCONNECTION / INTERRUPTION OF SERVICES

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by CONTI-HTE.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

DELAYS

- In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident,

vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, CONTI-HTE is due payment for all executed work, labor, and materials.

ON-SITE PAYMENTS / TIPPING

- All payments must be submitted only to a Customer Service Representative or CONTI-HTE Management.
- Tipping or any gratuity is not permitted to any CONTI-HTE personnel.

INDEMNITY

- The Exhibitor shall indemnify CONTI-HTE from any claims attributable to the negligence of Exhibitor (including any party it represents).