

**ELECTRICAL EXHIBITION SERVICES**  
 2100 Richard Arrington Jr N. Blvd.  
 Birmingham, AL 35203  
 Phone: 205-458-8898 Birmingham@edlen.com

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**Advance Payment Deadline Date: 10/15/2025**

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Christmas Village Festival 2025</b>		
<b>FACILITY:</b>	<b>Birmingham Jefferson Convention Center</b>		
<b>DATES:</b>			

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT <https://bjccordering.edlen.com/>**

ORDER INSTRUCTIONS
<b>INLINE AND PENINSULA DELIVERY</b> The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).
<b>ISLAND BOOTH DELIVERY ONE LOCATION</b> Island booths that need power delivered to one location incur (1) hour labor charge for installation & (1/2) hour labor charge for removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.
<b>ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS</b> Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
<b>208/480V POWER DELIVERY AND CONNECTIONS</b> Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.
<b>24 HOUR SERVICES</b> Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.
<b>CANCELLATIONS</b> Credits will not be issued for services delivered and not used. See #16, 22-24 on back of form for additional details.
<b>TERMS &amp; CONDITIONS</b> I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event					
	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
<b>120 VOLT</b>					
2000 WATTS (20 AMPS)			115.00	173.00	
<b>208 VOLT SINGLE PHASE</b>					
30 AMPS			205.00	308.00	
60 AMPS			260.00	390.00	
100 AMPS			350.00	525.00	
200 AMPS			520.00	780.00	
<b>208 VOLT THREE PHASE</b>					
60 AMPS			405.00	608.00	
100 AMPS			860.00	1290.00	
200 AMPS			1150.00	1725.00	
<b>TRANSFORMER(S)</b> Boost 208 Volt to 230 Volt , Transformer (20 amp minimum charge) Total Amps: _____ x 6.35 = _____					
<b>Please call for information on any services you require that are not listed here.</b>					
120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)					
15' EXTENSION CORD				32.00	
POWER STRIP				32.00	
<b>TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM</b>			<b>TOTAL</b>		
PRINT NAME:					
EMAIL:			PHONE:		

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**IMPORTANT NOTES**

**ADDITIONAL CONNECTIONS**

If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

**AIR LINE RESPONSIBILITIES**

Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.

**WATER PRESSURE**

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

**LABOR NOTES**

**OUTLET DELIVERY**

There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

**OUTLET DISTRIBUTION**

Once outlets have been delivered, the ramping and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.

**OUTLET CONNECTIONS**

Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.

**TERMS & CONDITIONS**

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

**UTILITY SERVICES**

**ADVANCE REGULAR TOTAL**

**COMPRESSED AIR: 90-100 LBS. PSI**

Air Outlet (call for a quote for 24-hour Air)	172.00	258.00	
Additional Connections within 20' of Outlet	116.00	174.00	

**CFM REQUIREMENTS**

**Must order CFM with air services. Refer to # 9 on Plumbing Terms, Conditions & Regulations.**

CFM (There is a 5 CFM minimum charge per outlet/connection)	Total CFM =	
Total CFM _____ x ADVANCE Rate	7.00	=
Total CFM _____ x REGULAR Rate	11.00	=

**WATER LINES** (Edlen is not responsible for sediment or the color or taste of water.)

Water Outlet	172.00	258.00	
Additional Connections within 20' of Outlet	116.00	174.00	
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

**DRAIN LINES** (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)

Drain Outlet	172.00	258.00	
Additional Connections within 20' of Outlet	116.00	174.00	
Number of connections required: _____ Size of connection required: _____			

**FILL & DRAIN LABOR** (Edlen is not responsible for sediment or the color of water)

1 – 50 Gallons	287.00	431.00	
51 – 200 Gallons	287.00	431.00	
201 – 500 Gallons	448.00	672.00	
<b>Each additional</b> 100 Gallons up to 1,000 Gallons	58.00	87.00	

**LABOR**

**Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.**

**MISCELLANEOUS REQUIREMENTS (Call for a Quote)**

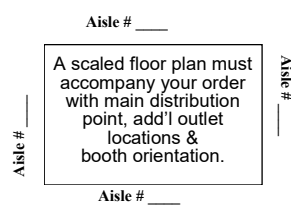
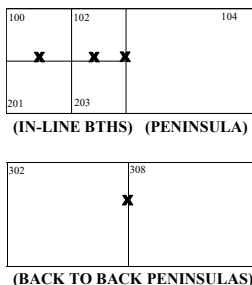
<b>TRANSFER TOTAL TO BOX #5 ON METHOD OF PAYMENT FORM</b>	<b>TOTAL</b>	
PRINT NAME:		
EMAIL:	PHONE:	

# TERMS & CONDITIONS

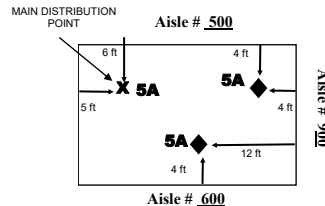
- Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
- To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
- In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
- Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
- Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
- A separate outlet must be ordered for each location where an electrical service is required. **20 amps or 2000 watts** is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
- Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
- There is a (1) hour installation and a (1/2) hour removal charge for Island Booths that require delivery to one location.
- 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, plus material.
- Edlen Supervision—A supervisory charge of at least a half (1/2) hour of the prevailing labor rate will apply.
- For a dedicated outlet, order a 20 amp outlet.
- No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
- In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
- Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
- Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
- Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
- All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- 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.
- All Exhibitors' 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.
- 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.
- Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
- Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen'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.
- 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 Edlen its attorney fees or applicable agency fees.
- 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 credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
- Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

## COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

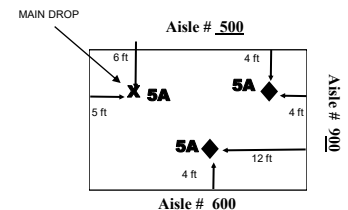
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM