

# PLUMBING ORDER FORM

Advance Order Deadline Date: 09/06/17 E  M



**ELECTRICAL EXHIBITION SERVICES**  
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<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>RoboBusiness 2017</b>		
<b>FACILITY:</b>	<b>Santa Clara Convention Center</b>		
<b>DATES:</b>	<b>September 27 - 28, 2017</b>	<b>EVENT #</b>	<b>097007SF</b>

FOR YOUR CONVENIENCE PLACE YOUR ORDER ON-LINE AT WWW.EDLEN.COM

## ORDER INSTRUCTIONS

### LABOR REQUIREMENTS

There is a minimum labor charge of 1 hour for delivery and 1/2 hour for removal of each air, water and drain outlet.

### ADDITIONAL CONNECTIONS

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

### OUTLET DISTRIBUTION

Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on a time and material basis. Lift charges will apply for overhead drops or distribution.

### SERVICE CONNECTIONS

All service connections are to be made by Edlen plumbers. Material charges may apply.

### AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.

### 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.

### WASTE WATER

If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.

### 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

### COMPRESSED AIR: 90-100 LBS. Psi

	Advance	Regular	Total
_____ Air Outlet	425.00	637.00	_____
_____ Additional Connections within 20' of Outlet	225.00	337.00	_____
_____ CFM requirements (There is a 5 CFM min. charge per outlet)	6.00/cfm	9.00/cfm	_____

**Remember to order CFM with air services. Connection size see # 9 on back of form.**

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

_____ Water Outlet	425.00	637.00	_____
_____ Additional Connections within 20' of Outlet	225.00	337.00	_____
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

### DRAIN LINES

_____ Drain Outlet	425.00	637.00	_____
_____ Additional Connections within 20' of Outlet	225.00	337.00	_____
Number of connections required: _____ Size of connection required: _____			

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

_____ 1 – 200 Gallons	200.00	300.00	_____
_____ 201 – 400 Gallons	270.00	405.00	_____
_____ Each additional 100 Gallons up to 1,000 Gallons	30.00	45.00	_____

## LABOR/LIFT (Labor is required for delivery and removal of air, water & drain outlets)

_____ ST (Monday-Friday 8:00 AM – 4:30 PM (except holidays))	130.00	_____
_____ OT (Mon - Fri 4:30 PM – 8:00 AM (all day Sat, Sun, & Holidays))	260.00	_____
_____ LIFT (Only required if outlets are dropped from overhead)	130.00	_____

When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets.

## GAS & MISC. REQUIREMENTS (Call for a Quote)

_____	\$	_____
_____	\$	_____

## TOTAL PAYMENT

PRINT NAME:

AUTHORIZED SIGNATURE:

DATE:

EMAIL:

PHONE:

**The "Method of Payment" form must be completed and returned with this order form**



## TERMS, CONDITIONS & REGULATIONS

1. Order with payment and accurate floor plan must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the Exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Additional footage charges apply when an Exhibitor requires services that are further than 90 feet away from closest outlet and when dropped from overhead when services originate on the floor or columns.
6. The CFM (Cubic Feet per Minute) requirements determine the volume of air required to properly operate Exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an Exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size and fitting are determined by the CFM requirements.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by Exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure 7" water column or .25 PSI. Call for price quote when available.
15. Gas & Cylinders: Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the Exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
21. Claims will not be considered or adjustments made unless filed by the Exhibitor in writing prior to close of the event, no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made prior to close of the event.
24. 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.
25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.**  
**ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM**  
For Further Information please visit our website at [www.edlen.com](http://www.edlen.com)  
or call the number on the front of this form