

Missouri Bridal and Wedding Expo

December 1, 2024



AMERICA'S
CENTER®



THE DOME
at America's Center

ELECTRICAL, PLUMBING & MORE

ORDER ONLINE TODAY!

Take advantage of discounted rates for the following services!

- Electrical
- Plumbing
- Lighting
- Floral
- Office Equipment Rental
- Computer Rental
- Booth Cleaning
- Detailing

Order these services online by

11 / 10 / 2024

ORDERING.EDLEN.COM

Quick, secure, and easy to use!

You may receive an email to finalize your order from

ExhibitorServices-StLouis@edlen.com

EDLEN
The Power People

Edlen Electrical Exhibition Services

701 Convention Plaza, St. Louis, MO 63101

314.342.5324 • stlouis@edlen.com • www.edlen.com

ORDER INSTRUCTIONS

Advance Payment Deadline Date: 11/10/2024



The Power People

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101
Phone: (314) 342-5324 Fax: (314) 342-5384
stlouis@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Missouri Bridal and Wedding Expo December 2024		
FACILITY:	AMERICA'S CENTER		
DATES:	December 1 2024	EVENT #124004SL	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order
- D. Booth Cleaning
- E. Floral

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor forms as Required

Forms include the following:

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

METHOD OF PAYMENT

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FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:	CELL #:		
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

ACH ELECTRONIC PAYMENT TRANSFER

JPMorgan Chase
 Routing #: 322271627 Acct #: 789835573
 Account Name: Edlen Electrical Exhibition Services, Inc

The financial institution **MUST be based in the US**. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

MANUAL ORDER PROCESSING FEE *

Orders submitted for manual processing **MUST include a \$25 processing fee**. Submit orders online instead @ www.edlen.com

COMPANY CHECK

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Reference the Event # listed above on your remittance.

BANK WIRE TRANSFER INFORMATION *

Domestic & International JPMorgan Chase
 Routing #: 021000021 Acct #: 789835573
 Reference Address: 383 Madison Ave
 New York, NY 10017
 Swift Code: CHASUS33
 Account Name: Edlen Electrical Exhibition Services, Inc

* Reference the Event # listed above and your Booth # on all electronic payments.

* **\$50 processing fee MUST be included with transfer.**

CREDIT CARD

We will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

VISA MASTERCARD AMEX DISCOVER

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:											
CHECK #:											
CREDIT CARD NUMBER:								EXP DATE:			
CARD HOLDER SIGN:						PRINT NAME:					
EMAIL:											
THIRD PARTY PAYMENT? YES or NO											

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
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SERVICE TOTALS		AUTHORIZATION	
* MANUAL ORDER PROCESSING FEE	\$25.00	AUTHORIZED SIGNATURE ABOVE PRINT NAME ABOVE TODAY'S DATE ABOVE	
* BANK WIRE TRANSFER PROCESSING FEE			
2. ELECTRICAL ORDER			
3. ESTIMATED LABOR			
4. LIGHTING ORDER			
5. BOOTH CLEANING ORDER			
6. PLUMBING ORDER			
7. FLORAL ORDER			
8. COMPUTER & OFFICE EQUIPMENT RENTAL OR PROFESSIONAL DETAILER ORDER		By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.	
TOTAL DUE			

ELECTRICAL ORDER



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Advance Payment Deadline Date: 11/10/2024

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FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

INLINE AND PENINSULA DELIVERY

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).

ISLAND BOOTH DELIVERY ONE LOCATION

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.

ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS

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.

208/480V POWER DELIVERY AND CONNECTIONS

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.

24 HOUR SERVICES

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.

CANCELLATIONS

Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.

TERMS & CONDITIONS

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
120 VOLT					
500 WATTS (5 AMPS)	_____	_____	87.00	131.00	_____
1000 WATTS (10 AMPS)	_____	_____	124.00	189.00	_____
1500 WATTS (15 AMPS)	_____	_____	153.00	237.00	_____
2000 WATTS (20 AMPS)	_____	_____	189.00	284.00	_____
208 VOLT SINGLE PHASE					
20 AMPS	_____	_____	285.00	434.00	_____
30 AMPS	_____	_____	359.00	557.00	_____
60 AMPS	_____	_____	554.00	868.00	_____
208 VOLT THREE PHASE					
20 AMPS	_____	_____	370.00	561.00	_____
30 AMPS	_____	_____	537.00	807.00	_____
60 AMPS	_____	_____	829.00	1242.00	_____
100 AMPS	_____	_____	1326.00	1990.00	_____
200 AMPS	_____	_____	1680.00	2468.00	_____
400 AMPS	_____	_____	2827.00	4241.00	_____
TRANSFORMER(S) Boost 208 Volt to 230 Volt					
Transformer (20 amp minimum charge)			Total Amps: _____ x 6.35 = _____		

Please call for information on any services you require that are not listed here.

480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event

480 VOLT THREE PHASE					
20 AMPS	_____	_____	674.00	1010.00	_____
30 AMPS	_____	_____	807.00	1209.00	_____
60 AMPS	_____	_____	1055.00	1582.00	_____
100 AMPS	_____	_____	1394.00	2092.00	_____

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD	_____	_____	32.00	_____
POWER STRIP	_____	_____	32.00	_____

TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	TOTAL	_____
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PRINT NAME: _____

EMAIL: _____ PHONE: _____

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 11/10/2024



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LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Forms

There are 2 different forms utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from ground supported truss
7. Installation of lighting & monitors
8. Installation & disconnect of powers packs/inverters

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION

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ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

- Provide an Electrical Layout Form:
 - The electrical layout must indicate each power outlet and its location with exact measurements.
 - The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
 - Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
 - If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
- What date will you begin building your booth?
 - Date: _____ Time: _____
- Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
 - Describe flooring: _____
 - Estimated date and time flooring installation will begin. Date: _____ Time: _____
- Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____
- The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
- In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS	
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
Overtime	Monday - Friday 4:30 PM - 6:30 PM, Saturday.
Double Time	Monday - Friday 6:30 PM - 6:00 AM. Saturday after eight hours of OT, all day Sunday & Holidays.

DISTRIBUTION LABOR ESTIMATE			
MAN HRS		RATE	TOTAL
_____	ST	\$90.00	_____
_____	OT	\$135.00	_____
_____	DT	\$180.00	_____

BOOTH LABOR ESTIMATE			
MAN HRS		RATE	TOTAL
_____	ST	\$90.00	_____
_____	OT	\$135.00	_____
_____	DT	\$180.00	_____

TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM

ESTIMATED TOTAL _____

AUTHORIZATION

PRINT NAME: _____ DATE: _____



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BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Connection of High Voltage Services (208V - 480V)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Installation of Booth Lighting and/or Monitors

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

OVERHEAD LIGHTING / OVERHEAD SIGNS / LIGHTING REQUIREMENTS

Assembly & Installation of Lighting Hung from Ceiling or in Booth (Complete Lighting Order Form)

LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS	
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
Overtime	Monday - Friday 4:30 PM - 8:00 AM, Saturday.
Double Time	Saturday after eight hours of OT, all day Sunday & Holidays

BOOTH LABOR ESTIMATE		
MAN HRS	RATE	TOTAL
_____ ST	\$90.00	_____
_____ OT	\$135.00	_____
_____ DT	\$180.00	_____

LIFT RENTAL ESTIMATE		
HOURS	RATE	TOTAL
Call for quote		

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

ESTIMATED TOTAL	_____
------------------------	-------

AUTHORIZATION

PRINT NAME: _____ DATE: _____

LIGHTING ORDER



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OVERHEAD LIGHTING FIXTURES (Price includes power for the fixture)



Par can lights are attached to ceiling structure of the venue. A lift is required to hang the light, as well as 2 electrician's.

FIXTURE	ADV	REG	=	SUBTOTAL	x	QTY	=	TOTAL
1000 WATT PAR CAN	632.00	945.00						

BOOTH LIGHTING (Price includes power for the fixture)



**Rates below are a Per Fixture cost.
 Pricing = Light rental + 1 hour labor to install and remove.**

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

- * Pole lights are placed along the side rail or back wall of inline booths.
- * Pole lights cannot be placed remotely. They must be secured to side rail or booth structure.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
8 FT POLE WITH 1 LIGHT	20.00	30.00		90.00						
8 FT POLE WITH 2 LIGHTS	30.00	45.00		90.00						



- * Arm Lights must be mounted to a hard wall structure. They cannot be mounted to pipe and drape or pop-up displays.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
ARM LIGHT	25.00	37.50		90.00						

TRACK LIGHTING (Price includes power for the fixture)



**Rates below are a Per Fixture cost.
 Pricing = Light rental + 2 hours labor to install and remove.**

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

- * Call to discuss HANGING options for track lighting.
- * Track is white with MR 16 Fixtures

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
4' TRACK WITH 2 FIXTURES	30.00	45.00		180.00						
4' TRACK WITH 3 FIXTURES	35.00	52.50		180.00						
ADDT'L MR 16 LIGHT FIXTURES	15.00	22.50		N/A						

FLOOR PLAN	TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM	TOTAL	
Send floor plan indicating light locations for overhead lights and pole lights	PRINT NAME:		
	EMAIL:	PHONE:	

BOOTH CLEANING ORDER

Advance Payment Deadline Date: 11/10/2024



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FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

SCHEDULING SERVICES

Please note which days you will require cleaning services. If no information is provided, services will begin on first day of show opening and continue until the number of days ordered are utilized.

VACUUM SCHEDULING

Dates Requested

1st Day _____
 2nd Day _____
 3rd Day _____
 4th Day _____

MOPPING SCHEDULING

Dates Requested

1st Day _____
 2nd Day _____
 3rd Day _____
 4th Day _____

PORTER SERVICE SCHEDULING

Dates Requested

1st Day _____
 2nd Day _____
 3rd Day _____
 4th Day _____

PORTER SERVICE RATES

Rates include emptying waste baskets and policing of your exhibit area at two hour intervals during show hours.

TRASH REMOVAL

Small office style trash cans placed at the edge of an exhibit booth at the end of the day will be emptied by the facility at no cost prior to the start of the event each day. Large trash cans that need to be emptied where they are located within the booth space need to order Porter Service.

VACUUMING (Charged per square foot with 100' minimum cost)

Total Sq. Ft.	(Please schedule what days you would like the service provided in the Vacuum scheduling block on the left)	Advance Price	Regular Price	TOTAL COST
_____	Vacuum Booth - 1 Day28	.34	_____
_____	Vacuum Booth - 2 Days52	.65	_____
_____	Vacuum Booth - 3 Days78	.97	_____
_____	Vacuum Booth - 4 Days	1.04	1.30	_____

SHAMPOOING (Charged per square foot with 100' minimum cost)

Total Sq. Ft.	Date Service Requested	Advance Price	Regular Price	TOTAL COST
_____	Shampoo Carpet - One Time Only Date: _____	.36	.44	_____

MOPPING (Charged per square foot with 100' minimum cost)

Total Sq. Ft.	(Please schedule what days you would like the service provided in the Mopping scheduling block on the left)	Advance Price	Regular Price	TOTAL COST
_____	Mop Booth - 1 Day36	.44	_____
_____	Mop Booth - 2 Days72	.90	_____
_____	Mop Booth - 3 Days	1.08	1.35	_____
_____	Mop Booth - 4 Days	1.44	1.80	_____

PORTER SERVICES (Charged per day)

# of Days	(Please schedule what days you would like the service provided in the Porter Service scheduling block on the left)	Advance Price	Regular Price	TOTAL COST
_____	Up to 1500 square feet	44.00	55.00	_____
_____	1501 - 3000 square feet	66.00	83.00	_____
_____	3001 and over - call for a quote			_____

SPECIAL CLEANING REQUIREMENTS

Please indicate below any special cleaning requests or instructions that you may have. You can also use this space to indicate that you would like the America's Center to provide more information and pricing on cleaning your display.

TOTAL	_____
--------------	-------

TRANSFER ESTIMATED TOTAL TO BOX #5 ON THE METHOD OF PAYMENT FORM

AUTHORIZATION

PRINT NAME: _____

EMAIL: _____

PHONE: _____

BOOTH CLEANING TERMS & CONDITIONS

1. Cleaning your exhibit area is not included in space rental.
2. Cleaning service can be ordered on site at the regular rate.
3. Our exclusive cleaning contract will not permit other service contractors to provide this service.
4. If you have any questions or need assistance with any orders items not listed, please call and ask for your Event Services Manager Representative.
5. Full payment is due in advance or at show site before any service is provided. Purchase orders are not considered payment.
6. It is your responsibility to advise our service center representative of any problem with any of your orders, and to check your invoice for accuracy prior to the close of the exhibition.
7. We require 100% prepayment of advanced orders, any orders or services placed at show site must be paid at show site. Payment must be in U.S. Funds and drawn on a U.S. Bank.
8. Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a finance charge at the lesser on the maximum rate allowed by applicable law, or 1.5% per month, which is an annual percentage rate of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received shall be either applied to reduce the principle unpaid balance or refunded to the payer.
9. This payment terms and conditions agreement shall be governed by and construed with the laws of the State of Missouri.
10. 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>

PLUMBING ORDER



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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 raming 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

COMPRESSED AIR: 90-100 LBS. PSI

	ADVANCE	REGULAR	TOTAL
Air Outlet (call for a quote for 24-hour Air)	457.00	685.50	
Additional Connections within 20' of Outlet	318.00	478.00	

Circle the Size of the connection(s) required: 1/4" 1/2" 3/4"

CFM REQUIREMENTS

Must order CFM with air services. Refer to # 8 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	10.50 =	

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

Water Outlet	422.00	633.00	
Additional Connections within 20' of Outlet	318.00	478.00	

of connections required: _____ Size of connection required: _____
 PSI required: _____ GPM required: _____

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

Drain Outlet	422.00	633.00	
Additional Connections within 20' of Outlet	318.00	478.00	

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	173.00	260.00	
51 – 200 Gallons	173.00	260.00	
201 – 500 Gallons	260.00	391.00	
Each additional 100 Gallons up to 1,000 Gallons	29.00	44.00	

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.

GAS & MISCELLANEOUS REQUIREMENTS (Call for a Quote)

TRANSFER TOTAL TO BOX #6 ON METHOD OF PAYMENT FORM	TOTAL	
---	--------------	--

PRINT NAME: _____

EMAIL: _____ PHONE: _____



The Power People

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101
 Phone: (314) 342-5324 Fax: (314) 342-5384
 stlouis@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Missouri Bridal and Wedding Expo December 2024		
FACILITY:	AMERICA'S CENTER		
DATES:	December 1 2024	EVENT #124004SL	

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Installation of lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: _____ **Estimated time:** _____

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: _____

E. What time do you estimate needing the physical connection to your equipment? Date: _____ **Time:** _____

F. Show site supervisor: _____ **Company:** _____
Cell #: _____ **Email:** _____

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

PLUMBING LABOR ESTIMATE		
MAN HRS	RATE	TOTAL
_____ ST	\$81.00	_____
_____ OT	\$121.50	_____
_____ DT	\$162.00	_____

WORK RATE SCHEDULE	
ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
OT	Monday - Friday 4:30 PM - 8:00 AM, Saturday
DT	Saturday after eight hours of OT, all day Sunday & Holidays

ESTIMATED TOTAL _____

AUTHORIZATION

PRINT NAME: _____

DATE: _____

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

PLUMBING TERMS, CONDITIONS & REGULATIONS

1. A complete order with payment and floor plan inclusive of a scaled layout (for island booths or any booth requiring distribution of plumbing services) must be received no later than the deadline date for advance payment rates to apply. Orders received without payment and required floor plan are not 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.
2. To receive advance rates a complete order inclusive of a scaled plumbing layout must be received before the advance payment deadline date. The scaled layout must match the order and include plumbing locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
4. 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.
5. 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.
6. 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.
7. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
8. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
9. 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.
10. 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.
11. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
12. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
13. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
14. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
15. 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.
16. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
17. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
18. All equipment using water must have inlet and outlet properly tagged.
19. All equipment must comply with state and local codes.
20. 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.
21. For gas cylinders or any other special requirements call for a quote. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
22. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
23. 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.
24. 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.
25. Claims will not be considered or adjustments made unless filed in writing prior to close of the event; no exceptions.
26. Credit will not be given for outlets installed or connections made and not used.
27. Payment in full for all plumbing services provided must be made in full prior to close of the event.
28. 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.
29. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
30. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
31. 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>

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.**

For further information visit our website @ www.edlen.com
or call the number on the Plumbing Order form

FLORAL ORDER FORM

Advance Payment Deadline Date: 11/10/2024



The Power People

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101
Phone: (314) 342-5324 Fax: (314) 342-5384
stlouis@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Missouri Bridal and Wedding Expo December 2024		
FACILITY:	AMERICA'S CENTER		
DATES:	December 1 2024	EVENT #124004SL	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS
<p>ADVANCE PAYMENT PRICE</p> <p>For advance payment price to apply we must receive your order with payment prior to the deadline date posted on the top of this order form.</p>
<p>FLORAL DELIVERY</p> <p>All floral pricing includes delivery and pickup from the booth or designated location within the America's Center.</p>
<p>RENTAL RETURNS</p> <p>Rental items that are not in the booth at the close of the show will be charged a minimum of 2X the rental price again.</p>
<p>STRING LIGHT RENTAL</p> <p>If you order string lights, you must also order electric for them separately on the electrical order form. Power is not included in the rental price.</p>
<p>CONTAINER UPGRADES</p> <p>Container upgrades are available in Gold and Silver for an additional fee. These containers must be pre-ordered. Delivery can not be guaranteed for on-site orders.</p>
<p>SALES TAX</p> <p>The rental rate of all items on this form includes sales tax added at a rate of 9.68%.</p>
<p>FLORIST</p> <p>All floral services will be delivered by Walter Knoll Florist.</p>
<p>TERMS & CONDITIONS</p> <p>I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.</p>
Form FLO-0314SL

GREEN PLANTS					
(Please circle type of plant when ordering)					
		QTY	Advance Price	Regular Price	TOTAL COST
3' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	40.61	54.83	_____
4' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	51.59	69.64	_____
5' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	62.56	84.47	_____
6' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	73.54	99.29	_____
7' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	84.51	114.09	_____
8' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	138.30	179.37	_____
10' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	142.70	192.65	_____
12' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	160.25	216.35	_____
15' GREEN PLANTS	Circle one: Palm Tree Bushy	_____	215.14	290.44	_____
LARGE FERN / VINING		_____	32.93	44.47	_____
CASCADING 1' WIDE X 10" TALL		_____	27.44	36.98	_____
UPRIGHT SMALL 18" WIDE X 1' TALL		_____	27.44	36.98	_____
FLOWERING PLANTS (Select color when ordering)					
FLOWERING MUM PLANT (Yellow / White / Lavender /Asst)		_____	37.83	48.38	_____
BROMELIAD (Red / Lavender / Orange / Pink)		_____	38.42	51.87	_____
AXALEA (Red / Orange / White)		_____	43.90	59.27	_____
KALANCHOE (Red / Orange / Yellow/Pink)		_____	38.42	51.87	_____
FLORALS & MISCELLANIOUS					
FRESH CUT ARRANGEMENT - SMALL		_____	65.86	88.92	_____
FRESH CUT ARRANGEMENT - MEDIUM		_____	93.30	125.96	_____
FRESH CUT ARRANGEMENT - LARGE		_____	164.65	222.28	_____
BLOOMING BASKET - SMALL		_____	65.86	88.92	_____
BLOOMING BASKET - MEDIUM		_____	93.30	125.96	_____
BLOOMING BASKET - LARGE		_____	164.65	222.28	_____
FLORAL BOUTONNIERE (Specify color pallet: _____)		_____	13.18	17.79	_____
FLORAL CORSAGE (Specify color pallet: _____)		_____	32.93	44.47	_____
MINI LIGHTS		_____	16.47	20.45	_____
6" BUBBLE BOWL		_____	32.93	44.47	_____
10" BUBBLE BOWL		_____	54.88	73.97	_____
CONTAINERS	Select color: Gold/Silver/Black	_____	27.44	27.44	_____

SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER	
TRANSFER TOTAL TO BOX #7 ON METHOD OF PAYMENT FORM	TOTAL
PRINT NAME:	
EMAIL:	PHONE:

INTERNET | TELEPHONE



AMERICA'S CENTER

CONVENTION COMPLEX

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



Where
TECHNOLOGY
Meets HOSPITALITY

EXPERTISE

WE HAVE DESIGNED & INSTALLED
MORE NETWORKS
FOR MAJOR TRADESHOWS
THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Is the exclusive provider of the following services:



INTERNET



TELEPHONE

Need just a **BASIC** CONNECTION?



Our **BASIC INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

* **NOT FOR STREAMING**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

What if it's **MISSION CRITICAL?**

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- **Wireless and Hardline routers are permitted**
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides **SIMPLE & SECURE WIRELESS** connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE TO 5 Mbps PER DEVICE*

DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	\$2,339	\$2,807	\$3,368
15 Device Limit	\$4,133	\$4,960	\$5,952
30 Device Limit	\$6,762	\$8,114	\$9,737
Additional Access Point Rental	\$750	\$750	\$750

* **NOT FOR STREAMING.**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



orders.smartcitynetworks.com/wifi-splash-page-design

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines **HIGH BANDWIDTH WIRELESS** with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	\$750	\$750	\$750

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



orders.smartcitynetworks.com/wifi-splash-page-design

NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$575	\$690

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps

Our Promise ★★★★★

Smart City Networks is “Where Technology Meets Hospitality”. By anticipating and responding to our clients’ needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

“IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND.”