

Advance Payment Deadline Festival Grounds: January 5, 2026. All Other Locations: January 26, 2026.

INDOOR EXHIBITORS - COMPLETE THE STEPS BELOW TO PLACE YOUR UTILITY ORDER

Step 1 Review Commonly Asked Questions & Show Facts

Step 2 Complete the Method of Payment Form

This form must be completed and returned with all hard copy order forms, Wire Transfers and ACH payments. *A credit card guarantee is required for all Wire Transfers and ACH payments. Credit card bank must be located in the U.S.*

Step 3 Complete Utility Order Online at <https://ordering.edlen.com>

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order & Lights Out Request
- D. Electrical Hanging Sign Order (with Overhead Electrical Sign Placement form & Structural Integrity Statement form), A-La-Carte Labor Order form and Booth Work Labor Requirements form.

Step 4 Review Electrical Labor Instructions

This form helps 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.
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 5 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 must 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. Electrical Booth Work

This form is used to estimate electrical labor required in the construction of your booth.

C. Electrical Hanging Sign

This form is used to estimate electrical labor in the assembly, installation and dismantle of **electrical signs**.

D. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form must 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 6 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.

Step 7 Email forms to: ceca2026@edlen.com

Questions? Call 702.385.6911 or email ceca2026@edlen.com

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FREQUENTLY ASKED QUESTIONS & SHOW FACTS

ELECTRICAL QUESTIONS

1. How do I receive Discount rates on my electrical order?

You **must** submit the following by the Advance Payment Deadline Date. Festival Grounds, 1/5/2026. LVCC, 1/26/2026:

- Valid payment and credit card authorization/guarantee (**credit card must be US bank**)
- Complete electrical and/or plumbing order
- Completed floor plan in PDF format that matches the electrical/plumbing order(s)
- Schedule electrical labor if distribution is required or hook up of an electrical apparatus

Electrical distribution orders **must** include a scaled floor plan and orientation and full payment. Rates are dependent on the date a **complete** order is received. Complete orders received after the deadline will be charged the regular rate.

A legible, scaled floor plan **must** include main drop, orientation, and power usage with a minimum of 500 watts at each location.

2. Where does power come from?

- North Hall and Central Halls 3-5 power comes from catwalks in the ceiling. There may be situations where a condor lift is required.
- Central Halls 1-2 have limited catwalks and may require a condor lift to drop power.
- South Hall power comes from columns and is run across the floor when practical. A condor lift is required when not practical. For safety reasons all 380 and 480volt power must be run overhead and a condor lift is required.
- West Hall power comes from floor boxes, overhead and around the perimeter of the hall.
- Outdoor Lots and Festival Grounds power comes from generators positioned around the lots and grounds areas.

In most cases power 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. Call us if you have any questions or concerns.

3. Are the prices listed daily or for the duration of the event?

Prices listed are for the duration of the event.

4. Can I use cube taps or multi-headed extension cords?

No. Cube taps and multi-headed extension cords are not allowed.

5. How do I know if I need 24-hour power?

24-Hour Power is needed if you have equipment that requires power to be energized throughout the entire event. Example, refrigeration, programmable, etc.

6. What times during the event is power turned on and off?

Power is turned on ½ hour before the event opens and turned off ½ hour after the event closes on each show day.

7. Do I need to order motor power?

Exhibitors who order power for overhead truss with lighting are not charged for temporary motor power. All other motor power requirements must order a minimum of one (1) 30 AMP 208 Volt Three Phase service. The total number of services and amperages required are determined by the quantity of motors. Contact us for a quote.

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FREQUENTLY ASKED QUESTIONS & SHOW FACTS

LIGHTING FACTS

1. Building lighting is 50% capacity during move-in and move-out hours. 100% full facility lighting starts approximately ½ hour before the event opens and back to 50% capacity a ½ hour after the event closes each day.
2. Facility lights for indoor booths will be turned on during event hours.
3. 1000-watt overhead quartz lights are available on Edlen's online ordering website. Cost includes power.
4. 1000-watt overhead lights require booth grid indicating lighting locations and focus points. This **must** be submitted before the Advance Payment Deadline Date to receive advance payment pricing.
5. Regular Payment Price applies to lighting orders when a lighting grid is not received by the Advance Payment Deadline Date.
6. Exhibitors who order power for overhead truss with lighting are not charged for temporary motor power.
7. Exhibitors may request the lights located directly over their booth be turned off. Shrouding of lights and turning off individual lights are done on a time, material, and equipment basis. Exhibiting company must submit a Lights Out Request order which is located on the Lighting Order form. (Reference the Lighting Order form for important information regarding approval.)
8. Booth work Labor is required for EAC owned lights. These lights must be installed by Edlen electricians.
9. Lights hung over 12 feet require a condor lift, labor and material.
10. Power must be ordered for lights brought in by an Exhibitor or EAC or lights ordered from a third party.
11. Exhibitors (not EACs) may hang up to 4 arm lights per total booth space if the power does not exceed 2000watts/20amps.
12. The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
13. Halogen arm lights are prohibited due to safety reasons.

HALOGEN LAMP RESTRICTIONS

Use of stem or track mounted halogen light fixtures are not allowed unless they meet the following requirements:

- Must utilize a self-shielded bulb.
- Bulb wattage must not exceed the listed wattage permitted by the fixture manufacturer.
- Wattage may not exceed 75 watts.

Approved Halogen Bulbs – 75 Watt Max



Disapproved Halogen Bulbs



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FREQUENTLY ASKED QUESTIONS & SHOW FACTS

BOOTH WORK LABOR FACTS

1. Labor is required to inspect pre-wired equipment to plug into our system.
2. Booth work labor is required for any connection of an electrical apparatus in the booth space exceeding total combined wattage of a 2000watt/20amp service.
3. Booth work labor is required for any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, rotating signs etc.
4. High Voltage Hook up: Connection and hard-wiring of all services over 120 Volt outlets and electrical motors may require labor to modify equipment to connect to Edlen equipment.
5. You must visit the Edlen Service Desk at 8:00 AM to confirm when equipment will be in place and ready for hook-up.
6. You may pre-wire your equipment to match our receptacles. The following is a list of the plugs that match our equipment receptacles:

- 20A 208V 1P - NEMA 6-15P or 6-20P



- 20 or 30A 208V 1p or 3P - NEMA L21-30P



- 60A 208V, 380V or 480V – 150A 15 series male mini cam locks
- 100A 208V, 380V or 480V – 150A 15 series male mini cam locks



- 200A 208V, 380V or 480V - 400A 16 series male large cam locks
- 400A 208V, 380V or 480V – 400A 16 series male large cam locks

7. Booth work includes assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts and hard wiring of all 208v for 200amp and 400amp services, and all 380v or higher voltage services.
8. Booth work includes assembly, installation and dismantle of electrical headers and/or lights boxes.
9. Two electricians are required when ordering booth work labor for installation of monitors 37" and larger.
10. Booth work labor includes mounting of single monitors. This includes plasma screens, LCD and CRT.
11. Two electricians are required when cords need to be fished under carpet.
12. Straight Time Labor – Monday through Friday 8:00 AM to 4:30 PM.
Over Time Labor – All other times Monday through Friday. All day Saturday, Sunday and Holidays.

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FREQUENTLY ASKED QUESTIONS & SHOW FACTS

BOOTH WORK LABOR FACTS CONTINUED

13. 15-minute breaks start at 10:00 AM, 2:30 PM and 4:30 PM. Half hour lunch break is 12:00 PM – 12:30 PM daily. Lunch is not included on your invoice. Dinner is 6:30 PM – 7:00 PM daily. Time starts from the time electrician is dispatched and stops when the electrician returns to the desk.

BOOTH WORK LABOR ORDER FORM FACTS

INSTALLATION:

1. Start time is guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start time is dispatched to the booth space. **You must confirm labor and equipment at the service desk by 12:00 PM the day before the date requested.** Have an authorized representative in the booth to supervise the work and sign the work order when completed.
2. The minimum labor charge is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker.
3. Estimate the number of workers and hours per worker needed for installation. Final invoice is calculated according to the actual hours worked. Additional labor required is calculated and invoiced after the work is done. Dismantle labor is automatically charged at 50% of installation labor based on the show close/move out days/times (overtime rates may apply) and does not need to be scheduled. If electricians are required in the booth at a specific time for dismantle, notify the Edlen Service Desk at the show.

HANGING SIGNS FACTS

1. Power for each sign must be ordered in advance on the electrical order form.
2. Edlen is responsible for the assembly and installation of all electrical hanging signs, light boxes and rotating signs.
3. Edlen is responsible for assembly and hanging of static lighting and electrical signs including truss and/or motors.
4. Set up instructions must be provided for signs requiring assembly.
5. Edlen will assemble and hang signs as soon as possible based on the Freeman and Show Management schedule.
6. All signs in excess of 200 pounds require the use of motorized hoists. Exhibitor supplied hoists must have current certification on file with Freeman before move in. All rigging hardware and labor is billable.
7. Due to building regulations, all hanging elements must be presented 30 days before the Advance Payment Deadline Date. Include .DWG file and sign placement in booth, orientation, elevation, weight and hanging pick points.
8. **Send overhead hanging signs in a separate container directly to Freeman's advance warehouse. Obtain hanging sign labels from Freeman directly.**
9. Reference the Show Manual for height limitations and/or restrictions.
10. **Signs that do not require electricity are installed by Freeman.**

PLUMBING FACTS

1. You must submit a plumbing order, plumbing distribution and completed floor plan by the Advance Payment Deadline Date for Advance Payment Pricing to apply. The deadline date for festival Grounds is 01/05/2026. All other locations is 01/26/2026.
2. If the Plumbing order does not include a completed floor plan Regular Payment pricing applies.
3. **Rates are dependent on the date a complete order is received. If the order is not complete, regular rates apply. A legible, scaled floor plan must include the main drop and orientation.**