

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

## 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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### LIGHTING FACTS

- Indoor Exhibitors** - 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.  
**Outdoor Exhibitors** – Full lighting starts approximately ½ hour before the show opens and is reduced to 50% approximately ½ hour after the show closes each day.
- Facility lights for indoor booths will be turned on during event hours.
- 1000-watt overhead quartz lights are available on Edlen's online ordering website. Cost includes power.
- 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.
- Regular Payment Price applies to lighting orders when a lighting grid is not received by the Advance Payment Deadline Date.
- Exhibitors who order power for overhead truss with lighting are not charged for temporary motor power.
- 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.)
- Booth work Labor is required for EAC owned lights. These lights must be installed by Edlen electricians.
- Lights hung over 12 feet require a condor lift, labor and material.
- Power must be ordered for lights brought in by an Exhibitor or EAC or lights ordered from a third party.
- Exhibitors (not EACs) may hang up to 4 arm lights per total booth space if the power does not exceed 2000watts/20amps.
- 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.
- 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.**

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## Electrical Terms and Conditions

1. **A complete order** with payment & floor plan inclusive of a scaled layout (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 receive** advance rates. **Complete orders received after the deadline date will be charged 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 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 and all changes to an order received after the deadline date will change the entire order to the regular payment price.**
3. 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.
4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
5. The cost of every high voltage outlet may, or may not, include the connection of equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. When a connection is not included in the cost of the outlet, 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.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Services 200 Amps and Higher - 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 apply. If a lift is used, lift and labor charges 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.
8. 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.
9. For a dedicated outlet, order a 20-amp outlet.
10. No inverters, self-contained power supplies or devices that convert battery power to 120-volt power allowed.
11. In the event 1000-watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges apply. Contact our local office to discuss any additional charges.
12. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. Edlen is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. Edlen is not responsible for loss or damage resulting from power surges. Daisy chaining of power strips is not allowed.

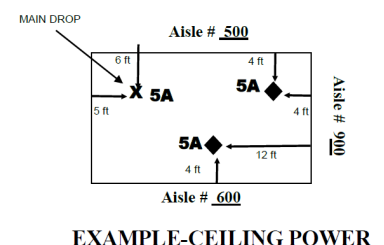
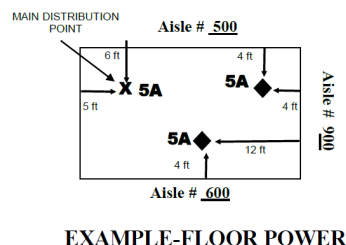
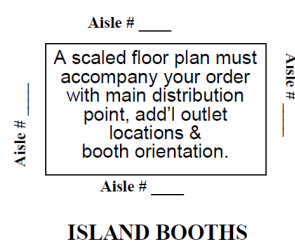
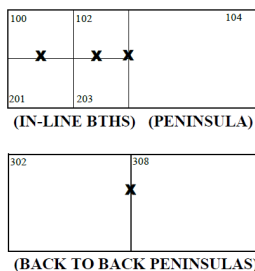
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## Electrical Terms and Conditions Continued

19. 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.
20. 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.
21. 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.
22. 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.
23. Claims will not be considered, or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
24. 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.
25. 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.
26. 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.
27. 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.



## For Other Commonly Asked Questions & Show Facts Review Pages 2-5

For more information email [ceca2026@edlen.com](mailto:ceca2026@edlen.com) or call (702) 385-6911



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## PLUMBING TERMS, CONDITIONS, & REGULATIONS

1. **A complete order** with payment & 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 on the order form for advance payment rates to apply. Orders received without payment and required floor plan **will not receive** advance rates. **Complete orders received after the deadline date will be charged 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 and all changes to an order received after the deadline date will change the entire order to 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. When Edlen plumbers perform connections a minimum 1 hour installation and ½ hour disconnect labor charges apply.
12. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
13. Compressed Air is supplied during event hours only. If compressed air is required for non-event hours call for a quote.
14. Wall, column, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
15. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
16. 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.
17. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
18. Credit will not be provided on unused cylinders.
19. All equipment using water must have inlet and outlet properly tagged.
20. All equipment must comply with state and local codes.
21. 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.
22. 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.
23. Edlen must have 30 days' notice in order to supply special regulators, strainers, traps, etc.
24. Claims will not be considered, or adjustments made unless filed in writing prior to close of the event; no exceptions.

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## **PLUMBING TERMS, CONDITIONS, & REGULATIONS CONTINUED**

25. 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.
26. 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.
27. Credit will not be given for outlets installed or connections made and not used.
28. Payment in full for all plumbing services provided must be made in full prior to close of the event.
29. 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.
30. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
31. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
32. 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 FROM THE ELECTRICAL ORDER FORM.**

For more information email [ceca2026@edlen.com](mailto:ceca2026@edlen.com) or call (702) 385-6911