



## Motor City Electric Co.

One Washington Blvd., Suite 1045 ~ Detroit, MI 48226 ~ Phone (313) 877-9014 ~ Fax (313) 877-9037

### RULES AND REGULATIONS

**Important:** To receive advanced rates, we must receive your order by the published deadline date (**there will be no exceptions**); Exhibitors found using outlets without an order will be subject to the regular price and charged for outlet use; No credits will be issued on unused outlets or lighting installed per order; 24 hour power circuits will be an additional 25% of the listed price; Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show close.

**Payment:** The Electrical Service Order Form must be complete with valid credit card information. Your order will not be processed without this information. If paying by check, credit card information must be completed to cover any additional charges after final invoicing. If you prefer to be invoiced at close of show for final balance, prior arrangements must be made in writing with Motor City Electric Co. Tax exempt customers must include certificate with order. If final payment is not received by the 10<sup>th</sup> business day after date of invoice, the credit card on file will be processed to close out the account.

**Electrical Labor:** All labor must be supplied by Motor City Electric Co. and is subject to the prevailing I.B.E.W. Union contract. You will find the rates attached along with a labor request form. Outbound labor will be calculated at 33% of the inbound labor unless actual labor removal is requested in advance.

**Outlet Location & Distribution:** All electrical outlets will be installed on the floor at the draped back wall of inline and peninsula booths. All electrical orders for island booths must be accompanied by a final floor plan and will require labor and materials. If no plan is provided, the outlets will be installed at our discretion. All additional power drops or locations other than back of booth are chargeable on a time and material basis. Power distribution and connection of outlets are chargeable on a time and material basis at prevailing labor rates as is the dismantle labor. Par Can rental from Motor City Electric Co. includes the fixture, outlet, labor in and out. There are additional costs for related materials, lifts, power step ups, and focusing if focusing is not done the same time as the installation.

\*Motor City Electric Co. is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection, you should install a surge protector on your computer(s). All electrical installations and connections to all electrical services should be made by a Motor City Electric Co. electrician. Motor City Electric Co. will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or injury to any person caused by installation, connection, or plugging in of any electrical outlet other than a Motor City Electric Co. electrician.

**Rules Pertaining to Electrical:** Exhibitors in a booth 10'x40' (400 sq. ft.) or less (excluding island booths) may plug in their own 110 volt equipment and install up to ten (10) UL approved clip-on lights and lamps. NOTE: For General Contractor booth packages, cost to hang lights is chargeable on a time and material basis. Motor City Electric Co. must be notified in writing at least two (2) weeks prior to booth installation of any electrical material or equipment intended for use in Cobo Center, and samples must be submitted for inspection. All electrical material and equipment must be UL listed and approved. Exhibitors in a booth 10'x40' (400 sq. ft.) or less (excluding island booths) may make data hookups. All line voltage connections are the work of the I.B.E.W. All hard-wiring, wiring harnesses and inter-connections are the work of the I.B.E.W. This includes any tray or ductwork to facilitate these installations. Any under carpet or distributions of power will be the work of the I.B.E.W. This includes networking cable.

**Full Time Employees of the exhibitor may:** Calibrate machinery; Fine balance machinery and equipment; Troubleshoot equipment (metering, moving of wires) but only after the electrical labor does all terminations; Install computer accessories (keyboard, mouse, etc.) that are low voltage and less than 6' in length; Complete any non-powered machinery or equipment (display only non-operational).

**Labor and/or materials are required on:** All under-carpet distribution of electrical wiring; All facility overhead distribution; All motor and equipment hook-ups requiring hard wiring connections; All outlets over 20amps and/or with a voltage over 150 volts; Installation of electrical motors and electrical apparatus to be energized. It is Motor City Electric Co.'s responsibility to disconnect and remove all electrical connections and equipment. A dismantle charge will be applied for material and equipment removal other than basic back of booth drops.

#### **Cost Saving Tips:**

- The more work and preparation to your machines prior to entering the Exhibition Hall, the more money you will save.
- Punch holes and install Cable Connectors- this saves on both labor and materials.
- Install a drop line that is long enough to reach your power drop.
- Install quick connects on all Inter-connection cabling, rather than have electricians (labor) make up wire connections on the show floor.
- Make up a distribution panel with switches and disconnects (ordering bulk power is a great cost saver).

As always, please call with any questions or concerns. We are more than happy to help you with you electrical needs. It is our goal to make sure your show is a success.

**Contacts: Dan Reske ~ Director of Operations or Colleen Weir ~ Office Manager**  
[dreske@mceco.com](mailto:dreske@mceco.com) [cweir@mceco.com](mailto:cweir@mceco.com)  
Cell (313) 218-1863 Cell (248) 789-1106

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Electrical Labor / Lift Request Form

Show Name: \_\_\_\_\_ Show Dates: \_\_\_\_\_

Company Name:	Booth #
Phone:	Fax: Cell:
Authorized Contact Signature:	Authorized Contact- <i>please print</i>
<b>X</b>	

**Electrical Journeyman Labor Rate (Steward time evenly split on % of Floor Labor)**

\$ 81.47 ~ Straight Time: Monday - Friday 8:00 AM - 4:30 PM  
 \$115.91 ~ Overtime: Monday - Friday before 8:00 AM, after 4:30 PM and Saturdays  
 \$148.27 ~ Double Time: Sundays and Holidays

**Electrical Foreman Labor Rate (Evenly split on % of Floor Labor)**

\$ 93.28 ~ Straight Time: Monday - Friday 8:00 AM - 4:30 PM  
 \$130.94 ~ Overtime: Monday - Friday before 8:00 AM, after 4:30 PM and Saturdays  
 \$166.68 ~ Double Time: Sundays and Holidays

**Electrical General Foreman Labor Rate (Evenly split on % of Floor Labor)**

\$ 99.65 ~ Straight Time: Monday - Friday 8:00 AM - 4:30 PM  
 \$139.54 ~ Overtime: Monday - Friday before 8:00 AM, after 4:30 PM and Saturdays  
 \$177.44 ~ Double Time: Sundays and Holidays

**LABOR RATES EFFECTIVE THROUGH JUNE 30, 2011. THESE RATES ARE SUBJECT TO CHANGE ANNUALLY ON JUNE 30 PER THE IBEW LOCAL 58 CONTRACT.**

**Lift Rates**

**Daily**

Scissor	\$ 190.00	Number of lifts needed _____	Date needed _____
One Man Lift	\$ 190.00	Number of lifts needed _____	Date needed _____
Boom	\$ 295.00	Number of lifts needed _____	Date needed _____

A 20% supervision fee will be charged for all electrical labor when exhibitor or exhibitor's supervisor is not present.

**\*\*LABOR CAN ONLY BE GUARANTEED IF ORDERED BY 1:00 PM – ONE DAY PRIOR TO LABOR BEING NEEDED\*\***

**\*Labor Request for Electrical Distribution:**

Number of Electricians needed: \_\_\_\_\_

Date of install: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_Do not proceed – Exhibitor will call for labor

\_\_\_\_OK to proceed without supervision per attached floor plan

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**Third Party Billing Request**

Company		Booth #	
Address:	City	State/Province	Zip/Postal Code
Phone:	Fax:	Cell:	
Authorized Contact Signature		Authorized Contact-Please Print	

You may arrange third party to handle your display and be billed for services. Motor City Electric Co. will agree to this arrangement if the third party has a satisfactory payment record with us. BOTH firms must complete this form, and the THIRD PARTY must complete the credit card authorization on the Payment & Credit Charge Authorization form. Return both forms by the deadline date listed on the order form.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to the exhibiting firm. All invoices are due and payable upon receipt.

**EXHIBITING FIRM**

**THIRD PARTY**

\_\_\_\_\_  
Exhibiting Firm

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City                  State                  Zip

\_\_\_\_\_  
City                  State                  Zip

\_\_\_\_\_  
Phone                  Fax

\_\_\_\_\_  
Phone                  Fax

X \_\_\_\_\_  
Authorized Signature

X \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Name (Print)

\_\_\_\_\_  
Authorized Name (Print)

All Motor City Electric Co. services will be invoiced to the third party unless indicated below:

\_\_\_\_\_

\_\_\_\_\_

EXHIBITING FIRM'S Credit Card Charge Authorization (Information **MUST** be provided)

MasterCard       VISA       American Express       Discover

→ Expiration Date     /    

Account Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Signature:

Print Name:

X \_\_\_\_\_

Address:

Zip/Postal Code

\_\_\_\_\_

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#### Payment and Charge Authorization

Company		Booth Number	
Address	City	State/Prov	Zip/Postal
Phone #	Fax #	Cell #	
Authorized Contact Signature		Authorized Contact- <i>please print</i>	
X			

SHOW NAME	BOOTH NUMBER

#### Credit Card Information

MasterCard  
  VISA  
  Discover  
  American Express

→ EXPIRATION DATE: \_\_\_\_ / \_\_\_\_

Account Number

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Cardholders Billing Address – If different from above

Street Number	Street Name	Zip/Postal Code
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X: \_\_\_\_\_

Cardholders Signature	Cardholders Name ( <i>please print</i> )
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Please be advised: This information is required for Motor City Electric Co. to process your order for outlets, materials and labor. **Failure to complete this form with a valid credit card will result in a NO Service action being placed on your specific area or booth until such time the information is provided.** If you wish to be invoiced at close of show to avoid this credit card being processed, prior arrangements in writing must be on file at which time a final invoice will be mailed to the address listed above and payment must be received in full by the 10<sup>th</sup> business day after date of invoice. If payment has not been received to close out your balance, the credit card will be processed to close out the account.

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Show Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

**Electrical Circuit Placement Diagram and Plug Configuration**

Cobo Conference / Exhibition Center

By conforming to the following instructions, exhibitors who are requesting electrical wiring in the booth can have it wired to the specifications provided prior to you arrival. Every effort will be made to provide this service, however, please come to the service desk upon your arrival at show site to confirm your order.

1. Use the grid below for locating the exact position you wish your electrical circuits to be.
2. Make each circuit location with correct corresponding order on the application form.  
Important: The foregoing service connection charges include the cost of bringing the power to one location on the floor as per our standard method of installation. Should it be necessary to run lines into the booth or hook up monitors, a labor order must be placed at the service desk when your equipment is ready for such work. This work will be performed on a time and material basis.
3. When power is placed inside the booth area, additional materials such as cords, cable and miscellaneous electrical supplies may be required and charged at the rental rate.
4. Please indicate neighboring booths all around your exhibits.

**Back of Exhibit**


**Front of Exhibit**

\*\* If this is not large enough for your needs, please send a detailed floor plan with your electrical order form.