



**33rd Annual Conference, February 11-16, 2010
Westin Diplomat Resort & Spa, Hollywood, Florida**

Exhibitor/Sponsor Information

Exhibit Booth Set-up/Breakdown

Registration opens 3 p.m. – 6 p.m. on Thursday, February 11. This is also the designated time for exhibitors to set up their booths. **Exhibit booth breakdown is strictly limited to Tuesday, February 16, between 10:30 am and 1 pm.** The first conference session begins with breakfast on Friday, February 12. The last session ends on Tuesday, February 16.

Raffle Items

If you are interested in contributing items for our daily raffle.....please contact Carol Shields (888-459-3111 or cshields@laborandmanagement.org).

Shipping Instructions

If you wish to have anything distributed in the conference bag, please be sure to send it to Carol Shields' attention as indicated below.

Please use the format below or go to the following website to print a label: http://www.corpbusscen.com/Shipping_label.htm. Ensure the name and date of the meeting/convention are printed prominently on each package.

All incoming Guests' packages should be addressed as follows:

Guest Name:
National Labor & Management Conference
February 12-17, 2009
C/O Westin Diplomat Resort & Spa
3555 South Ocean Drive
Hollywood, Florida, 33019

PLEASE NOTE: ALL MATERIALS THAT ARE TO BE PLACED IN THE CONFERENCE BAGS MUST BE SENT TO: CAROL SHIELDS AND MARKED 'FOR CONFERENCE BAG'! Indicate on shipment the total number of boxes (i.e. 1 of 2). Please indicate to me via email (cshields@laborandmanagement.org) or phone (888-459-3111) what you are sending and how many boxes you are sending.

Outgoing Shipments

The Hotel's shipping authorization form must be completed and accompany all outgoing shipments. Packages will not be accepted without a completed shipping form. All packages must also have a mailing label affixed on each box including the Hotel's return

address. Forms and labels can be obtained through the Business Center or the group's Catering or Convention Service Manager.

Any outgoing shipments received after 3:30 p.m. (Monday through Friday) will be shipped out the next business day. If assistance is required in packaging outgoing shipments, please notify your Catering or Convention Services Manager. Packages cannot be shipped unless they are properly sealed.

Please note that all of your materials shipped into the Resort and handled by Resort Personnel are subject to the following drayage charges effective October 2006.

Shipping Rates are as follows:

Weight Receipt & Processing

(in pounds) (per pounds)

0-5lbs. \$5.00 each

6 -20lbs. \$10.00 each

21-50lbs. \$15.00 each

Over 50 lbs. \$25.00 each

Pallets/Crates Std.* \$75.00 each

Oversize Pallets/Crates* \$150.00 each

*Standard Pallets and Crates are 4x4x4 feet; anything larger is considered Oversize.

Price includes delivery "as is" to one location. If pallets/crates are to be broken down and/or delivered to two or more locations, a per package/per weight charge will be applied based on price structure above.

Please note if storage exceeds 3 days, a \$25 per item/day storage fee will be added.

Prices are subject to change without notice.

Electrical Connections

Please see following pages.



Edd Helms Electric

Special Event Power & Lighting

NATIONAL LABOR MANAGEMENT CONFERENCE
 FEBRUARY 11-16, 2010
 WESTIN DIPLOMAT RESORT & SPA
 HOLLYWOOD, FLORIDA

17850 NE 5th Avenue - Miami, Florida 33162 - www.eddhelms.com
 Tel.: (954) 527-2515 - Fax: (954) 458-9067 - e-mail: klawans@eddhelms.com

ELECTRICAL SERVICE ORDER FORM

ORDER MUST BE RECEIVED IN EDD HELMS OFFICE BY JANUARY 25, 2010 TO RECEIVE THE ADVANCED RATE

ORDER ONLINE AT www.eddhelms.com Event ID Number 483SQKV

PLEASE COMPLETE THE FOLLOWING INFORMATION LEGIBLY. ALL INFORMATION IS MANDATORY..THANK YOU.

EXHIBITING FIRM NAME:	DATE:	BOOTH #:
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ADDRESS:	NEW	ADDITIONAL	CHANGE
CITY:	STATE:	ZIP:	PHONE:
CONTACT AT SHOW:	EXHIBITORS E-MAIL:		

By signing this order form, exhibitors accept conditions and regulations from front & reverse side!

THE STANDARD LOCATION FOR OUTLETS IS THE REAR OF THE BOOTH. RATES QUOTED DO NOT INCLUDE LABOR OR MATERIAL CHARGES FOR CONNECTING EQUIPMENT.

POWER OUTLETS					STANDARD BOOTH LIGHTING				
All outlets are priced at 120V single phase.					Power outlet and labor not included with lighting.				
QUANTITY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	SUBTOTAL	QUANTITY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	SUBTOTAL
	0 TO 1000 WATTS - 10 AMPS	\$123.00	\$185.00			150 Quartz Light (On Stantion)	\$135.00	\$167.00	
	1001 TO 1500 WATTS - 15 AMPS	\$146.00	\$214.00			Track Light with 3 - 75 Watt Fixtures	\$228.00	\$286.00	
	1501 TO 2000 WATTS - 20 AMPS	\$167.00	\$251.00						

Yes, 24 Hour Service - An additional 50% of the subtotal

208V SINGLE PHASE OUTLETS							ACCESSORIES				
All outlets are priced for 208V single phase. Outlets requiring 208V three phase, double the price.											
QUANTITY	DESCRIPTION	VOLTAGE	PHASE	ADVANCED RATE	STANDARD RATE	SUBTOTAL	QUANTITY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	SUBTOTAL
	5 AMPS			\$186.00	\$278.00			Multi-Outlet Strip	\$15.00	\$20.00	
	10 AMPS			\$212.00	\$374.00			Tri-Tap	\$8.00	\$10.00	
	20 AMPS			\$359.00	\$538.00			Extension Cord 25	\$19.00	\$25.00	
	30 AMPS			\$448.00	\$683.00						
	60 AMPS			\$635.00	\$956.00						
	100 AMPS			\$986.00	\$1,372.00						

Please contact us for price quotation for motor loads or 480 Volts

LABOR CHARGE Special power requirements are not shown on this form. Please contact us for price quotation.

ISLAND BOOTHS, 208V & HIGHER AND ANY SPECIAL REQUESTS FOR THE LOCATION OF OUTLETS, OTHER THAN THE REAR OF THE BOOTH, WILL REQUIRE A LABOR CHARGE. A LAYOUT OF THE SPECIAL LOCATIONS MUST BE ATTACHED WITH YOUR ORDER.

	QUANTITY	RATE PER HOUR	AMOUNT
MONDAY-FRIDAY (EXCEPT HOLIDAYS) 8:00 AM-4:30 PM		\$ 75 Reg.	
MONDAY-FRIDAY 4:30 PM-8:00 AM, SATURDAYS, SUNDAYS & HOLIDAYS		\$ 150 O.T.	

Minimum Labor Charge is 1 hour

TOTAL OF CHARGES

SUBTOTAL	\$
Add Florida State Sales Tax 6%	\$
If Tax Exempt a valid Florida Tax Exemption certificate must accompany this order	\$
TOTAL AMOUNT DUE	\$

PLEASE COMPLETE THE PAYMENT INFORMATION LEGIBLY. ALL INFORMATION IS MANDATORY..THANK YOU.

METHOD OF PAYMENT:

Payment in U.S. Dollars or Credit Card authorization must accompany order to process service request. Labor charges & additional usage may be assessed on the exhibit floor and payment in full must be rendered upon presentation of final invoice.

- PAYING BY: AMEX
 MASTER CARD
 VISA
 CHECK # _____

Payable to Edd Helms Electric

Edd Helms Electric reserves the right to correct orders figured incorrectly

CREDIT CARD NUMBER: _____

Exp. Date: _____ **3 or 4 Digit Security Code on Card: _____

**AMEX Code-(4) digits on front / All other credit cards Code-(3) digits on back

CARD HOLDER'S NAME: _____

CARD HOLDER'S SIGNATURE: _____

ALL LABOR AND MATERIALS MUST BE SUPPLIED BY EDD HELMS ELECTRICAL SERVICE OR POWER WILL NOT BE TURNED ON. ORDERS MUST BE RECEIVED 14 DAYS PRIOR TO THE EVENT TO RECEIVE THE ADVANCE RATE.

Complete Credit Card Billing Address: _____

If method of payment is by check, please make payable to Edd Helms Electric.

All orders require an authorized signed credit card on file before any work can be performed. By signing this form you agree to Edd Helms Electric's terms and conditions.

IMPORTANT TERMS, CONDITIONS AND REGULATIONS

1. Orders must be received, with valid payment, a minimum of 14 days prior to show date to be eligible for advance rate. The advanced rate cutoff date is clearly indicated on the top of the electrical order form.
2. Conditions for processing service order forms are:
 - a. Payment for service MUST accompany service request. Date valid payment is received shall determine the applicable rate.
 - b. Personal checks will be subject to credit verification.
 - c. Incomplete hook-up or power requirement information will delay processing.
 - d. Booth Number(s) must be identified on face of form.
 - e. Location of power in booth(s) must be clearly marked on grid or provide prints or layouts if available.
3. Electrical work, other than that listed in unit price schedule on reverse side, will be charged on an hourly rate as shown. Minimum labor charge is ONE hour.
4. Credit will not be given for electrical service installed and not used. Electrical service is normally installed approximately 24-48 hours prior to Exhibitor move in date.
5. Under NO CIRCUMSTANCES shall anyone other than an Edd Helms Electric electrician install fixtures or make electrical connections.
6. All material and equipment furnished by Edd Helms Electric for this service order shall remain the property of Edd Helms Electric and shall be removed ONLY by Edd Helms Electric at the close of the show.
7. All equipment regardless of source of power, must comply with Federal, State, and local codes. Edd Helms Electric reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Edd Helms Electric is required to refuse connections where the exhibitor wiring is not in accordance with local electrical codes. You will be charged for inspections.
8. Permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
9. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachments plugs, or non-U. L. approved equipment is prohibited.
10. If your U.L. fixtures are not a permanent part of your booth, they MUST be installed by Edd Helms Electric.
11. All exhibitors' cords must be of the 3-wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
12. All claims or disputes regarding service orders must be settled at the show and submitted in writing to the show service desk. No adjustments will be made after the show closes.
13. Labor rates are based upon current wage rates and are subject to change without notice.
14. All service connections and overload protection to equipment must be made by Edd Helms Electric.
15. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
16. Electrical power for lights and displays will be turned on one half-hour prior to show opening and turned off one half hour after show closing.
17. Unless otherwise directed, Edd Helms Electric electricians are authorized to cut floor coverings to permit installation of service.
18. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment and special wiring. Island displays, special wiring connections, or service locations requested at other than the rear of booth, shall incur additional charges for labor and material.
19. Standard electrical service available:
120 Volt, A.C. Single Phase, 60 Cycle
208 Volt, A.C. Single Phase, 60 Cycle
208 Volt, A.C. Three Phase, 60 Cycle
Special voltage available on request, 14 days prior to event.
20. Past due balances are subject to past due penalties (plus cost of collections).
21. Exhibitor holds Edd Helms Electric harmless for any and all losses of power beyond Edd Helms Electric 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.