



## Electrical Services Packet

**Event:** Home & Garden Idea Fair 2020  
**Venue:** Clark County Event Center  
**Pre-Order Deadline:** March 25, 2020

### To All Exhibitors:

Hollywood Lights, Inc. is pleased to be the electrical provider for your upcoming event. Please look over the contents of this letter and packet prior to placing your power order to ensure you understand our guidelines and ordering processes.

**Your indoor booth comes equipped with one 600 Watt 120 Volt outlet. If you require additional electrical services, Audio, Video, Displays or Lighting, please fill out the order form enclosed in this packet and return it to us as soon as possible. Hollywood Lights, Inc. accepts completed order forms by mail, email, fax or by going online at [www.hollywoodlights.biz](http://www.hollywoodlights.biz)**

### Pre-Order Pricing

Hollywood Lights, Inc. offers special discount pricing that is applied to your order if submitted on or before the date specified at the top of this letter. All orders submitted after this date will be charged at **Standard Order pricing**.

### Additional Information

Your service will be energized daily from one hour prior to show opening until 15 minutes after show closing. You may purchase 24-hour service at an additional cost if you have items that need to remain powered, such as refrigerators or freezers.

### Order Online

To place your order using our secure, online order form, go to [www.hollywoodlights.biz](http://www.hollywoodlights.biz) and click on "Order Power". You can search for your event, or select it from the list of upcoming events. Once you find and click on your event, there is a big green button that says, "Order Power". Click on that and you will be taken to the Power Order Form.

If you have any questions about your lighting or electrical needs, please contact us. We want to provide you with the services you require early so your installation is free of delays.

Sincerely,  
Hollywood Lights, Inc.  
Event Services



## Guidelines for Determining Electrical Needs

**The most commonly ordered outlet is the 120 Volt, 0-600 Watts, 5 Amps outlet.** This will cover small items, such as laptops, monitors and simple lighting.

You can determine if you will need more than this by adding up EITHER the wattage OR the amperage of the items that you need to plug in. Then, order the outlet(s) that will provide the capacity that you need.

Our order form has three basic sections to determine what level of power you need:

- 120-Volt Outlets**
- 208-Volt Single Phase Outlets**
- 208-Volt Three Phase Outlets**

To determine your electrical needs, first look at the "nameplate" on your equipment.

### Here's what to look for:

- Single Phase OR Three Phase (**ALL 120-Volt is Single Phase**)
- Voltage, such as: 120V, 208V, 120/240V, 125/250V, 120/208V Y, etc.
- Wattage, such as: 1000W, 1350W, 3000W, 3.6 KW
- Amperage, such as: 8A, 13A, 16A

Example: This microwave says that it needs a 120-Volt outlet and uses 1350 watts.

**You would order a 120-Volt 1201-1800 Watt / 15-Amp Outlet**

You can also look at the plug on the appliance:



It will have a rating for voltage and amperage, such as 120V 15A, or 125/250 V 20A

It will often have a "NEMA" number, which we would like to know in order to have a proper outlet ready for you. These are usually a pair of two-digit numbers, separated by a comma.

**Examples: 14-50, 6-20, L6-30, L14-30, CS6364**

***If it has an "L" at the beginning, it is a twist-lock connection***

*Feel free to send us a picture of your plug so we can assist you in ordering the proper amount of power.*



# Electrical Services Rental Order Form

## Home & Garden Idea Fair 2020

Save time - order online! Visit [www.hollywoodlights.biz](http://www.hollywoodlights.biz) and click "Order Power"

**Hollywood Lights, Inc.**  
5251 SE McLoughlin Blvd, Portland, OR 97202  
P: (503) 232-9001 F: (503) 517-8686  
[orders@hollywoodlights.biz](mailto:orders@hollywoodlights.biz)

Venue:	Clark County Event Center
Show Start Date:	April 24, 2020
Show End Date:	April 26, 2020
Pre-Order Ends:	March 25, 2020
Tax:	8.4%

Company Name: \_\_\_\_\_ Booth: \_\_\_\_\_ \*If you need power to more than one booth, power must be purchased for each.

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Ordered By: \_\_\_\_\_ Signature: \_\_\_\_\_

I authorize Hollywood Lights, Inc. to debit my credit card for the charges listed below, and for any additional charges incurred.

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV#: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Cardholder billing address (if different from above)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

EVENT PLANNING FEE:	\$	8.95
LABOR:		
TAX:		
TOTAL DUE:		

### Labor

You will need to purchase additional labor hours if any of the following apply to you:

- \*Outlet location is somewhere other than the back wall of the booth.
- \*Cords need to be taped down or run under carpet.
- \*Overhead work needs to be done (lift rental charge may also apply).

Quantity	Mon-Fri 8 AM to 5 PM	Evenings/Weekends	Journeyman Lift Operator	Total
	\$85.00	\$225.00	\$150.00	

### Electrical Services & Equipment

#### 120 Volt Duplex Receptacle

- 0-600 Watts / 5 Amps *Most Popular!*
- 601-1200 Watts / 10 Amps
- 1201-1800 Watts / 15 Amps
- 1801-2400 Watts / 20 Amps
- 2401-3600 Watts / 30 Amps

Quantity	24 Hour?	Pre-Order Price	Floor Order Price	Total
		\$83.00	\$104.00	
		\$105.00	\$131.00	
		\$127.00	\$159.00	
		\$149.00	\$186.00	
		\$265.00	\$290.00	

#### 208 Volt Single Phase (Additional labor charges may apply)

- 0-15 Amp 208 Volt (Includes labor)
- 16-30 Amp 208 Volt (Includes labor)
- 31-50 Amp 208 Volt (Includes labor)
- 51-100 Amp 208 Volt (Includes Labor)

		\$265.00	\$290.00	
		\$265.00	\$290.00	
		\$360.00	\$450.00	
		\$475.00	\$590.00	

#### 208 Volt Three Phase (Additional labor charges may apply)

- 0-15 Amp 208 Volt (Includes labor)
- 16-30 Amp 208 Volt (Includes labor)
- 31-50 Amp 208 Volt (Includes labor)
- 51-60 Amp 208 Volt (Includes labor)
- 61-100 Amp 120/208 Volt (Includes labor)

		\$290.00	\$360.00	
		\$290.00	\$360.00	
		\$480.00	\$550.00	
		\$480.00	\$550.00	
		\$600.00	\$750.00	

**Electrical Accessory Rental**

15 Amp 120 Volt Power Strip  
 25' 120 Volt Extension Cord  
 15 Amp 120 Volt GFCI Whip  
 50 Amp 208 Volt GFCI (Hot Tub)  
 Transformer 15 KVA 208 Volt>230 Volt BOOST

		\$20.00	\$25.00	
		\$20.00	\$25.00	
		\$20.00	\$25.00	
		\$50.00	\$65.00	
		\$60.00	\$75.00	

**Spot or Floodlights**

300 Watt Flood or Spot  
 500 Watt Flood or Spot  
 1000 Watt Arm Flood or Spot

		\$75.00	\$94.00	
		\$83.00	\$98.00	
		\$195.00	\$240.00	

Please note: Audio Visual equipment does not include a power source. Order outlets on the first page if show is not providing outlets.  
 Audio Visual equipment subject to availability and should be ordered in advanced.

**Video**

17" LCD Display on Table Stand  
 22" LCD Display on Table Stand  
 32" LCD Display on Table Stand  
 46" LCD Display on Table Stand  
 55" LCD Display on Table Stand  
 80" LCD Display on Floor/Table Stand  
 65" Plasma Display on Table Stand  
 AV Cart w/ Black Skirt - No Display  
 Floor Stand - No Display  
 Universal Mount - No Display  
 DVD Player  
 PC Show Computer  
 Macbook 15"  
 Brightsign Player  
 DA 1x2 (Link 2 displays to 1 source)  
 DA 1x4 (Link 4 displays to 1 source)  
 HD DVD Player  
 Other (CALL FOR PRICING)

		\$106.00	\$125.00	
		\$129.00	\$150.00	
		\$191.00	\$225.00	
		\$319.00	\$375.00	
		\$382.00	\$450.00	
		\$765.00	\$900.00	
		\$574.00	\$675.00	
		\$34.00	\$40.00	
		\$64.00	\$75.00	
		\$27.00	\$32.00	
		\$47.00	\$55.00	
		\$127.00	\$150.00	
		\$191.00	\$225.00	
		\$53.00	\$63.00	
		\$53.00	\$63.00	
		\$106.00	\$125.00	
		\$98.00	\$115.00	

**Audio**

10" Powered Speaker on Tripod  
 12" Powered Speaker on Tripod  
 18" Sub Powered Speaker  
 4 Channel Mixer  
 16 Channel Mixer  
 CD Player  
 Wired Hand Held Microphone  
 Wireless Hand Held Microphone  
 Wireless Lapel or Earset Microphone  
 Tabletop Microphone Stand  
 Floor Microphone Straight Stand  
 Floor Microphone Boom Stand  
 Other (CALL FOR PRICING)

		\$54.00	\$63.00	
		\$98.00	\$115.00	
		\$98.00	\$115.00	
		\$98.00	\$115.00	
		\$98.00	\$115.00	
		\$51.00	\$60.00	
		\$27.00	\$32.00	
		\$129.00	\$150.00	
		\$170.00	\$200.00	
		\$17.00	\$20.00	
		\$17.00	\$20.00	
		\$27.00	\$32.00	



## General Information

### Rental Information:

1. Material and equipment provided by this order shall be and shall remain the property of Hollywood Lights, Inc. and shall be removed ONLY by Hollywood Lights personnel at the close of show.
2. Credit will not be given for service installed as requested in this order even though not used.
3. Exhibitors are not allowed to share power.
4. Outlets are located at the back center of each 10' x 10' booth space. Booths measuring 10' x 20' or larger must order an outlet for each 10' x 10' section if electrical service is required for each.
5. Bulk space and large oversized booth electrical information should be mapped out on drawings to indicate location of outlets. Labor charges apply to these booths.
6. Electrical power is on continually during move in. On show days, power is turned on 30 minutes before show opening and turned off at show closing. If you need power on 24 hours, YOU MUST ORDER 24 HOUR SERVICE. Any exhibitor wishing early turn on or late turn off of electrical to booths must make special arrangements with the show management and Hollywood Lights, Inc.
7. Wall, column and permanent building utility outlets are not part of your booth space and are not to be used. If services are found to be used which have not been purchased, they will be charged at TWICE the LATE ORDER rate.
8. Exhibitor holds Hollywood Lights, Inc. harmless for any and all losses of power beyond Hollywood Lights, Inc. control, including but not limited to: losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment, exhibitor equipment not compatible with GFCI outlets or overloads caused by exhibitor.
9. All electrical equipment must comply with Federal, State and local Codes. Hollywood Lights, Inc. is required to refuse connection where the exhibitor wiring is not in accordance with electrical codes.

### 10. CLARK COUNTY WA ONLY

Dept of Labor and Industries Rules: GFCI Protection: Exhibitors must provide GFCI protection at all times when utilizing power tools and/or electrical features with water: Hot Tubs, sinks, fountains, etc. including during move in/move out. Hollywood Lights, Inc. has a limited supply of GFCI protection for rent.

11. Electrical Permits are required on all 208 Volt and higher services and will be added to your electrical order. Call for pricing.

### Labor Information:

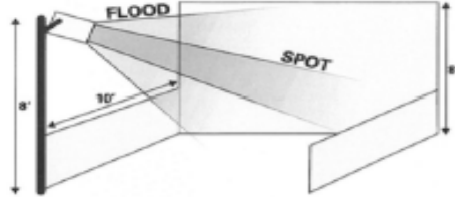
12. Labor charges apply to the following:
  - a. All 120 volt outlets above 20 amps
  - b. Power needed other than back wall
  - c. Electrician to tape down cords
  - d. Overhead services requests.
13. There is a 1 hour minimum labor charge included on all 208-volt orders. Material charges may apply. This includes wiring of our pigtail into your machine or removing your plug and putting ours in. If you require services not posted, please call for a quote.
14. The electricians will not connect any exhibit that does not meet the electrical code. Hollywood Lights, Inc. is not responsible for problems arising from unlabeled, mislabeled, and the use of non-standard wiring practices on equipment.

### Payment Information:

15. Orders must be received with payment by the pre-order deadline date to receive the discounted rate. All other orders will be charged the Standard Rate. Orders received without payment will not be processed. Orders received after the preorder deadline date will be charged as a late order. Phone orders cannot be accepted.
16. Charges for electrical services must be paid prior to the opening of the show (in US funds). Exhibitors are not billed for services provided. (Power will be disconnected for non payment).

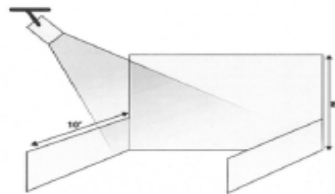
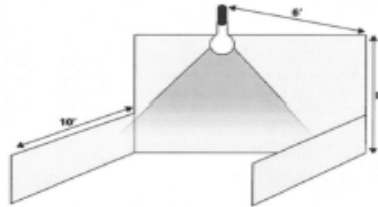
**Order forms submitted after the pre-order cutoff date will not be honored for pre-order pricing.**

**ALL DISCREPANCIES MUST BE SETTLED BEFORE CLOSE OF SHOW**



300-WATT FLOOD LIGHT OR SPOT LIGHT MOUNTS ON 8-FOOT UPRIGHT AT FRONT CORNER OF BOOTH.

500-WATT FLOOD LIGHT ATTACHES TO BACK WALL AND EXTENDS OUT OVER BOOTH #. THIS IS OUR MOST POPULAR LIGHT.



500-WATT AND 1000-WATT QUARTZ SPOTLIGHT INSTALLED OVERHEAD IN CEILING. THESE UNITS WORK WELL FOR LIGHTING SPECIFIC MACHINERY.