

DOLPHIN EVENT SERVICE'S

915 W. 5th street, Azusa, CA 91702 Office: (626) 660-0227

email: art.s@dolphinevents.biz

A Message from the Decorator

Dolphin Event Service's has been selected as The Official Service/Drayage contractor for **Home Show** being held at the **Pasadena Convention Center**. We welcome the opportunity to assist you in every way possible to ensure a successful presentation.

This exhibitor kit contains important information regarding the show. Please review all the information that is included in this exhibitor kit. If there is another service you may need, please feel free to call us.

SPECIAL NOTES

To keep the appearance of the show; no Velcro, pins, hooks, tape, staples, or any like matter will be permitted to hang through, from or on the drape.

DISCOUNT PRICING

For **DISCOUNT PRICES** full payment **MUST** be included with your advance order. All deadlines are indicated at the top of each order form. Please note in order to receive **DISCOUNT PRICING**. The deadline for discount pricing is **March 9th before 3pm**

SHIPPING INFORMATION

All shipping information including shipping dates and times for advance warehouse and direct shipping can be found with the Material Handling Order Form. Please review these dates and times accordingly. Dolphin Event Service's realizes that exhibiting in a convention can be complicated and confusing. Therefore, please read all materials carefully. If you should need further assistance or additional information not covered in the exhibitor kit, please contact us at **(626) 795-5131**.

We look forward to serving you.

**The Staff at
Dolphin Event Service's**

Frequently Asked Question

MOVE-IN & MOVE-OUT PROCEDURES

DOLPHIN EVENT SERVICE'S

Company Name _____ Booth # _____

Exhibit Move-in Procedures:

- ***Please refer to the Material Handling Sheets for:***
 1. Advance & Direct Shipments
 2. Proper labeling for Advance and Direct Shipments
 3. Dates & Times
 4. Advance shipments will be delivered directly to your booth; ready for you to begin set up.
 5. Direct shipments will be delivered to your booth when they are received.

- ***Please refer to the front page for move in dates & times***
 1. DOLPHIN EVENT SERVICES employees will unload commercial freight haulers from 8:00am – 4:30 pm on dates specified.
 2. To avoid overtime charges; remind drivers that they should be in line before 2:00 pm in order to be unloaded by 4:30 pm.

Exhibit Move-out Procedures:

Upon show closing, if applicable the aisle carpet will be rolled and removed allowing forklifts to return all empty crates and storage materials to the booths.

- ***Bill of Ladings for outbound shipments via your choice of carrier:***
 1. Please have your carrier arrive in plenty of time to have your freight loaded before the deadline
 2. Have your driver check in at the check- in area
 3. When you are completely packed and ready to go; please turn in a Bill of Lading at the Service Desk

- ***For Exhibitors with privately owned vehicles who cannot hand carry all booth materials:***
 1. When all materials are packed up and ready to go drive your vehicle to the loading dock area
 2. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed.

- ***For Exhibitors with Company or Rented Trucks:***
 1. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed

If your booth materials are not completely packed up and ready to be loaded when the staff arrives at your booth, you will be politely asked to go to the end of the line.

ALL EXHIBIT MATERIALS MUST BE REMOVED BY: 8pm – Sunday March 15th 2026

At this time, DOLPHIN EVENT SERVICES' will re-route your freight via the house carrier at the exhibitors' expense.

No vehicles of any type will be allowed to park on the loading dock without permission.

No vehicles will be allowed to drive into buildings without prior permission from Show Management

PAYMENT POLICY FORM
Must be Included with all orders

DOLPHIN EVENT SERVICE'S

915 W. 5th street, Azusa, CA 91702

(626) 795-5131

email: art.s@dolphinevents.biz

Company Name: _____ Booth # _____

Contact Name: _____

Address: _____

City/ State/ Zip: _____

Phone # _____ Fax # _____

Email: _____

- **This form must be completed and enclosed with all order forms and on file with DOLPHIN EVENT SERVICES prior to any service(s) being performed regardless if another form of payment is being used.**
- Cancellation Policies: Please note cancellation policies on the various forms.
- In order to receive DISCOUNT PRICING full payment *must* be included with order form! If paying by check; make payment in U.S. funds drawn on a U.S. bank. If paying by credit card; please fill out the enclosed authorization form.
- Customer is responsible for loss or damage to equipment.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.
- ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE OPENING OF SHOW.
- THERE WILL BE NO CREDITS ISSUED UPON COMPLETION OF SHOW.

Amount Enclosed \$ _____ Amount to be charged to Credit Card \$ _____

If paying by Check; please fill out the following information:

Check Number: _____ Driver's License Number: _____

Address _____

City _____ State _____ Zip Code _____

If paying by Credit Card; please provide the following information:

Credit Card Number: _____

Please Check: AMERICAN EXPRESS MASTERCARD VISA CVC Code _____

Expiration Date: _____ Name as it Appears on Card _____

Authorized By: _____ Cardholder's Signature: _____

Cardholders **Billing** Address _____ City _____ State _____ Zip Code _____

Email Address: _____

FURNITURE RENTAL ORDER FORM
Deadline for discount: March 9th before 3pm

DOLPHIN EVENT SERVICE'S
 915 W. 5th street, Azusa, CA 91702
 (626) 795-5131
 email: art.s@dolphinevents.biz

Company Name _____ Booth # _____

Tables & Counter Tables Discount Floor Quantity Total

Tables: 30" W x 30" H

4 ft. undraped table	\$45.00	\$65.00	_____	_____
6 ft. undraped table	\$55.00	\$75.00	_____	_____
8 ft. undraped table	\$65.00	\$85.00	_____	_____

Prices includes top covered in white plastic and 3 sides draped.

4 ft. draped table	\$85.00	\$105.00	_____	_____	_____ Blue _____ White
6 ft. draped table	\$95.00	\$115.00	_____	_____	
8 ft. draped table	\$115.00	\$125.00	_____	_____	_____ Black _____ Silver

4th sided table skirt	\$35.00	\$45.00	_____	_____	
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Counter Tables: 30" W x 42" H

4 ft. undraped counter table	\$55.00	\$75.00	_____	_____
6 ft. undraped counter table	\$65.00	\$85.00	_____	_____
8 ft. undraped counter table	\$75.00	\$95.00	_____	_____

4 ft. draped counter table	\$95.00	\$115.00	_____	_____
6 ft. draped counter table	\$105.00	\$125.00	_____	_____
8 ft. draped counter table	\$115.00	\$135.00	_____	_____
4th side counter skirt	\$45.00	\$55.00	_____	_____

Cocktail Table 36"rd 42" High

Cocktail undraped round table	\$95.00	\$125.00	_____	_____		_____ Black
Cocktail draped round table	\$135.00	\$165.00	_____	_____	Color of linen	_____ White

Chairs

Wood bar stool	\$50.00	\$70.00	_____	_____
Padded Chair	\$40.00	\$50.00	_____	_____
Folding Chair	\$10.00	\$15.00	_____	_____
Padded Counter Stool	\$75.00	\$105.00	_____	_____

Accessories Discount Floor Quantity Total

Backwall Drape (8 ft.high)	\$9.50 per foot	\$10.50 per foot.	_____	_____
Crossbar / Spreader	\$15.00	\$25.00	_____	_____
Easel	\$50.00	\$60.00	_____	_____
Garment Rack (5' H x 5' H)	\$75.00	\$95.00	_____	_____
Stanchions with belt (black)	\$60.00	\$80.00	_____	_____
Side Rail Drape (3 ft. high)	\$5.50 per foot	\$6.50 per foot	_____	_____
Upright with Base	\$10.00	\$15.00	_____	_____
Wastebasket	\$12.00	\$19.00	_____	_____
10x10 canopy with bases	\$343.50	\$443.50	_____	_____
10x20 canopy with bases	\$608.00	\$708.00	_____	_____
15x15 canopy with bases	\$687.00.	\$787.00	_____	_____
20x20 canopy with bases	\$793.50	\$893.50	_____	_____

Other size canopies are available. Please call for pricing

Canopies deadline for ordering is 10/1/2025

All items canceled will be charged at 50% of original price after move-in begins and 100% of original price after Dolphin Events installs,

Prices include installation, rental, and removal.

SUBTOTAL FURNITURE RENTAL ORDER FORM \$ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form.

CARPET RENTAL ORDER FORM

Deadline for discount: **March 9th before 3pm**

DOLPHIN EVENT SERVICE'S

915 W. 5th street, Azusa, CA 91702

(626) 795-5131

email: art.s@dolphinevents.biz

Company Name _____ Booth # _____

STANDARD BOOTH CARPET

Size	Quantity	Discount	Floor	Total	Please select color:
9 x 10 Ft.	_____	\$180.00	\$280.00	\$ _____	___ Black
9 x 20 Ft.	_____	\$360.00	\$460.00	\$ _____	___ Blue
9 x 30 Ft.	_____	\$540.00	\$640.00	\$ _____	___ Red
9 x 40 Ft.	_____	\$720.00	\$820.00	\$ _____	

Rental includes installation, front edge taping and pickup at the close of the show. IF CARPET IS ORDERED IN MULTIPLIES OF TWO OR MORE, THE CARPETS ARE NOT GUARANTEED TO BE A COLOR MATCH. Standard Carpet canceled will be charged at 50% of original price after move-in begins and 100% of original price after installation. STANDARD CARPET IS NOT DESIGNED TO COVER COMPLETE BOOTH AREAS.

CUSTOM BOOTH CARPET

Complete Area Size _____ x _____ = _____ Sq. Ft. @ \$2.85 / _____
Discount _____ Floor \$3.85 = Total \$ _____

THIS CARPET IS CUT SPECIFICALLY TO YOUR BOOTH MEASUREMENTS. Rental includes installation, all necessary taping, and pickup at the close of the show. Include a layout for carpet installation if your carpet size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures; include a floor plan and a quote will be forwarded to you before we proceed. Custom Size Booth Carpet canceled after being cut will be charged at 100% .

CARPET PADDING - TAPE - PLASTIC COVERING

	Discount	Floor	Total
Carpet Padding _____ ft. x _____ ft. = _____ Sq. ft. @	\$1.25	\$1.65	\$ _____
Additional Taping _____ Linear ft. @	\$1.45	\$1.85	\$ _____
Plastic Covering _____ ft. x _____ ft. = _____ Sq. ft. @	\$1.15	\$1.55	\$ _____

All rental prices include installation & removal. Items canceled will be charged at 100% of original price after being cut.

SUBTOTAL CARPET RENTAL ORDER \$ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form.

FIRE DEPARTMENT REGULATIONS

DOLPHIN EVENT SERVICE'S

915 W. 5th street, Azusa, CA 91702

(626) 795-5131

email: art.s@dolphinevents.biz

For Exhibits, Exhibitions, Display, and Trade shows – Public or Private

BOOTH CONSTRUCTION

- Booths, platforms, and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to Fire Department representatives.
- Covering for counters or tables used within or as part of the booth shall be flame-retardant.
- All electrical wiring and apparatus will be of a wire UL type approved.

FIRE DEPARTMENT

A permit shall be required for the following:

- Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the Fire Department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display any internal combustion engine (special requirements available on request).

OBSTRUCTIONS

Aisles and exits, as designated on approved show plans, shall be kept clean, clear, and free of obstacles. Booth construction shall be substantial and fixed in position in specified area for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations, and may be required to be posted with designating signs.

FIRE-RETARDANT TREATMENT

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12' horizontally and 24" vertically. Oil cloth, tar paper, nylon, and certain other plastic materials cannot be made flame-retardant and their use is prohibited.

COMBUSTIBLES

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned Security program, motor vehicles are allowed to retain ¼ tank or less in fuel and gas caps must be taped. Batteries are to be disconnected and taped.

PROPANE CONTAINERS

Containers having a maximum capacity of 12 pounds (nominal 5 pounds LP Gas capacity) are permitted to be used temporarily inside of buildings for public exhibition or demonstration purposes.

Pasadena Spring Home Show 2026

March 14-15, 2026



PASADENA
CONVENTION CENTER

ORDER ELECTRICAL ONLINE!

Take advantage of discounted rates!

Order your electrical services online by

02 / 21 / 2026

ORDERING.EDLEN.COM

Quick, secure, and easy to use!

You may receive an email to finalize your order from

ExhibitorServices-Pasadena@edlen.com

EDLEN
The Power People

Edlen Electrical Exhibition Services

300 East Green Street, Pasadena, CA 91101

626.844.0785 • pasadena@edlen.com • www.edlen.com

ORDER INSTRUCTIONS

Advance Payment Deadline Date: 02/21/26



The Power People

ELECTRICAL EXHIBITION SERVICES
300 East Green Street, Pasadena, CA 91101
Phone: (626) 844-0785 Fax: (626) 628-0303
Pasadena@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Pasadena Spring Home Show 2026		
FACILITY:	Pasadena Convention Center		
DATES:	March 14-15, 2026	EVENT #036019LA	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order

Step 3 Review Electrical Labor Instructions

This form will help 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 (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 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 should 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. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should 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 5 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.

METHOD OF PAYMENT

Advance Payment Deadline Date: 02/21/26



The Power People

ELECTRICAL EXHIBITION SERVICES

300 East Green Street, Pasadena, CA 91101
 Phone: (626) 844-0785 Fax: (626) 628-0303
 Pasadena@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Pasadena Spring Home Show 2026		
FACILITY:	Pasadena Convention Center		
DATES:	March 14-15, 2026	EVENT #036019LA	

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:	CELL #:		
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

ACH ELECTRONIC PAYMENT TRANSFER

JPMorgan Chase
 Routing #: 322271627 Acct #: 789835573
 Account Name: Edlen Electrical Exhibition Services, Inc

The financial institution **MUST** be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

BANK WIRE TRANSFER INFORMATION *

Domestic & International JPMorgan Chase
 Routing #: 021000021 Acct #: 789835573
 Reference Address: 383 Madison Ave
 New York, NY 10017

Swift Code: CHASUS33
 Account Name: Edlen Electrical Exhibition Services, Inc

* **\$50 processing fee MUST be included with transfer.**

* Reference the Event # listed above and your Booth # on all electronic payments.

MANUAL PROCESSING FEE *

Orders submitted for manual processing **MUST include a \$25 processing fee.** Submit orders online instead @ www.edlen.com

CREDIT CARD

We will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

COMPANY CHECK

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Reference the Event # listed above on your remittance.

VISA MASTERCARD AMEX DISCOVER

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:	
CHECK #:	
CREDIT CARD NUMBER:	EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:
EMAIL:	THIRD PARTY PAYMENT? YES or NO

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
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SERVICE TOTALS

* MANUAL PROCESSING FEE	\$25.00
* BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. PLUMBING ORDER	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.

ELECTRICAL ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

300 East Green Street, Pasadena, CA 91101
 Phone: (626) 844-0785 Fax: (626) 628-0303
 Pasadena@edlen.com

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Advance Payment Deadline Date: 02/21/26

EXHIBITOR:		BTH #	
EVENT:	Pasadena Spring Home Show 2026		
FACILITY:	Pasadena Convention Center		
DATES:	March 14-15, 2026	EVENT #036019LA	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS
<p>INLINE AND PENINSULA DELIVERY The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).</p>
<p>ISLAND BOOTH DELIVERY ONE LOCATION Island booths that need power delivered to one location incur (1) hour labor charge for installation & (1/2) hour labor charge for removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.</p>
<p>ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS Island 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 will 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.</p>
<p>208/480V POWER DELIVERY AND CONNECTIONS Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.</p>
<p>MOTOR POWER Order electrical services for motor power required on this form. If unsure of the electrical services required call for a quote.</p>
<p>24 HOUR SERVICES Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.</p>
<p>ADVANCE RATES 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 changes or additional services received after the deadline date will be charged the regular payment price.</p>
<p>TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.</p>

ELECTRICAL OUTLETS	Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event				
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	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)	_____	_____	130.00	195.00	_____
1000 WATTS (10 AMPS)	_____	_____	229.50	344.25	_____
1500 WATTS (15 AMPS)	_____	_____	260.25	390.50	_____
2000 WATTS (20 AMPS)	_____	_____	313.75	470.75	_____
208 VOLT SINGLE PHASE					
20 AMPS	_____	_____	587.50	881.25	_____
30 AMPS	_____	_____	700.00	1050.00	_____
60 AMPS	_____	_____	920.50	1380.75	_____
208 VOLT THREE PHASE					
20 AMPS	_____	_____	783.25	1175.00	_____
30 AMPS	_____	_____	937.00	1405.50	_____
60 AMPS	_____	_____	1225.50	1838.25	_____
100 AMPS	_____	_____	1611.50	2417.25	_____
200 AMPS	_____	_____	1929.50	2894.25	_____
400 AMPS	_____	_____	3214.50	4821.75	_____

TRANSFORMER(S) Boost 208 Volt to 230 Volt
 Transformer (20 amp minimum charge) Total Amps: _____ x 6.35 = _____

Please call for information on any services you require that are not listed here.

480V CONNECTIONS	Approximately 480V A.C. 60 Cycle - Prices are for Entire Event				
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480 VOLT THREE PHASE					
20 AMPS	_____	_____	1508.75	2263.25	_____
30 AMPS	_____	_____	1803.25	2705.00	_____
60 AMPS	_____	_____	2357.75	3536.75	_____
100 AMPS	_____	_____	3105.00	4657.50	_____

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)
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15' EXTENSION CORD	_____		34.00	
POWER STRIP	_____		34.00	

TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM			TOTAL	
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PRINT NAME: _____

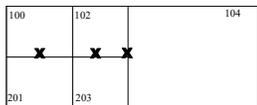
EMAIL: _____ PHONE: _____

ANAHEIM ELECTRICAL TERMS & CONDITIONS

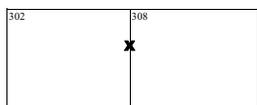
1. A complete order with payment & floor plan inclusive of a scaled layout (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at 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 changes or additional services received after the deadline date will be charged 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 center of inline and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. 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. Island Booths - 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 will 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. There is a (1) hour installation and a (1/2) hour removal charge for Island Booths that require delivery to one location.
9. 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. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
10. Edlen Supervision—A supervisory charge of at least a half (1/2) hour of the prevailing labor rate will apply.
11. For a dedicated outlet, order a 20 amp outlet.
12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
14. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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.
23. 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.
24. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
25. 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.
26. 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.
27. A 3% credit card processing fee may be applied to all credit card payments.
28. 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.
29. 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?

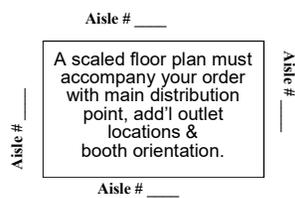
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



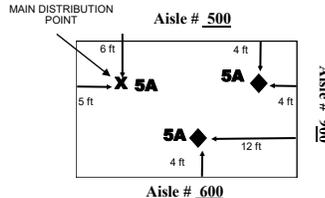
(IN-LINE BTHS) (PENINSULA)



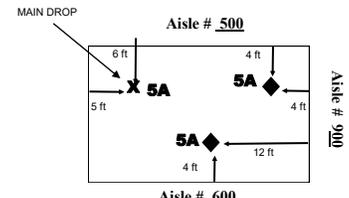
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM**

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 02/21/26



The Power People

ELECTRICAL EXHIBITION SERVICES
300 East Green Street, Pasadena, CA 91101
Phone: (626) 844-0785 Fax: (626) 628-0303
Pasadena@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Pasadena Spring Home Show 2026		
FACILITY:	Pasadena Convention Center		
DATES:	March 14-15, 2026	EVENT #036019LA	

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Form

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss
7. Installation of Video Walls

POWER DELIVERY

Power is delivered from the ceiling in this facility and 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. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION

Advance Payment Deadline Date: 02/21/26



The Power People

ELECTRICAL EXHIBITION SERVICES

300 East Green Street, Pasadena, CA 91101
 Phone: (626) 844-0785 Fax: (626) 628-0303
 Pasadena@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Pasadena Spring Home Show 2026		
FACILITY:	Pasadena Convention Center		
DATES:	March 14-15, 2026	EVENT #036019LA	

ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. 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. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:
 - A. The electrical layout must indicate each power outlet and its location with exact measurements.
 - B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
 - C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
 - D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
2. What date will you begin building your booth?
 - A. Date: _____ Time: _____
3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
 - A. Describe flooring: _____
 - B. Estimated date and time flooring installation will begin. Date: _____ Time: _____
4. Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____
5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
		ST	\$140.00	
		OT	\$280.00	
LIFT RENTAL				
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	HOURS	RATE	TOTAL
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.		\$179.00	
TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM		ESTIMATED TOTAL		

AUTHORIZATION

PRINT NAME: _____ DATE: _____

ELECTRICAL BOOTH WORK

Advance Payment Deadline Date: 02/21/26



The Power People

ELECTRICAL EXHIBITION SERVICES

300 East Green Street, Pasadena, CA 91101
 Phone: (626) 844-0785 Fax: (626) 628-0303
 Pasadena@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Pasadena Spring Home Show 2026		
FACILITY:	Pasadena Convention Center		
DATES:	March 14-15, 2026	EVENT #036019LA	

BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Connection of High Voltage Services (208V - 480V)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Installation of Booth Lighting

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

General Booth Work (Any other work not described above where an electrician is required)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

OVERHEAD LIGHTING / OVERHEAD SIGNS / LIGHTING REQUIREMENTS

Assembly & Installation of Lighting Hung from Ceiling or in Booth (Complete Lighting Order Form)
 Overhead Lighting—Call the office for lighting crew rules, labor minimums and estimated cost.

LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		BOOTH LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
		_____ ST	\$140.00	_____
		_____ OT	\$280.00	_____
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	LIFT RENTAL		
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	HOURS	RATE	TOTAL
		_____	\$179.00	_____

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM	ESTIMATED TOTAL	_____
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AUTHORIZATION

PRINT NAME: _____ DATE: _____

LIGHTING ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

300 East Green Street, Pasadena, CA 91101
 Phone: (626) 844-0785 Fax: (626) 628-0303
 Pasadena@edlen.com

E M

Advance Payment Deadline Date: 02/21/26

EXHIBITOR:		BTH #	
EVENT:	Pasadena Spring Home Show 2026		
FACILITY:	Pasadena Convention Center		
DATES:	March 14-15, 2026	EVENT #036019LA	

OVERHEAD LIGHTING FIXTURES (Price includes power for the fixture)



Call for a Quote. Pricing is based on the Straight Time Labor rate. Prevailing rates will be applied.

* Par can lights are attached to ceiling structure of the venue. If a lift is required to hang the light, 2 electrician's are needed.

**Rates below are a Per Fixture cost.
 Pricing = Light rental + Lift rental + Labor to install, remove & focus once.**

FIXTURE	ADV	REG	+	LIFT	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
1000 WATT PAR CAN	50.00	75.00		N/A		420.00						

BOOTH LIGHTING (Price includes power for the fixture)



**Rates below are a Per Fixture cost.
 Pricing = Light rental + 1 hour labor to install and remove.**

* Pole lights are placed along the side rail or back wall of inline booths.
 * Pole lights cannot be placed remotely. They must be secured to side rail or booth structure.

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
8 FT POLE WITH 1 LIGHT	20.00	30.00		140.00						
8 FT POLE WITH 2 LIGHTS	60.00	90.00		140.00						



* Arm Lights must be mounted to a hard wall structure. They cannot be mounted to pipe and drape or pop-up displays.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
ARM LIGHT	25.00	37.50		140.00						

FLOOR PLAN

Send floor plan indicating light locations for overhead lights and pole lights.

TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM

TOTAL

PRINT NAME:

EMAIL:

PHONE:

PLUMBING ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

300 East Green Street, Pasadena, CA 91101
 Phone: (626) 844-0785 Fax: (626) 628-0303
 Pasadena@edlen.com

E M

Advance Payment Deadline Date: 02/21/26

EXHIBITOR:		BTH #	
EVENT:	Pasadena Spring Home Show 2026		
FACILITY:	Pasadena Convention Center		
DATES:	March 14-15, 2026	EVENT #036019LA	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

IMPORTANT NOTES	UTILITY SERVICES	ADVANCE	REGULAR	TOTAL
ADDITIONAL CONNECTIONS If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.	COMPRESSED AIR: 90-100 LBS. PSI			
	Air Outlet (call for a quote for 24-hour Air)	462.00	693.00	
	Additional Connections within 20' of Outlet	223.75	336.00	
AIR LINE RESPONSIBILITIES Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.	CFM REQUIREMENTS Must order CFM with air services. Refer to #8 on Plumbing Terms, Conditions & Regulations.			
	CFM (There is a 5 CFM minimum charge per outlet/connection)	Total CFM = _____		
	Total CFM _____ x ADVANCE Rate	10.00	=	_____
	Total CFM _____ x REGULAR Rate		15.00 =	_____
WATER PRESSURE Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.	WATER LINES (Edlen is not responsible for sediment or the color or taste of water.)			
	Water Outlet	462.00	693.00	
	Additional Connections within 20' of Outlet	223.75	336.00	
	# of connections required: _____ Size of connection: _____			
	PSI required: _____ GPM Required: _____			
OUTLET DELIVERY A minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet applies. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal applies.	DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)			
	Drain Outlet	462.00	693.00	
	Additional Connections within 20' of Outlet	223.75	336.00	
	Number of connections required: _____ Size of connection required: _____			
OUTLET DISTRIBUTION Once outlets have been delivered, the raming and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal applies.	FILL & DRAIN LABOR* (Edlen is not responsible for sediment or the color of water. Rates below based on Straight Time)			
	1 – 150 Gallons	134.50	201.60	
	151 – 300 Gallons	357.00	535.50	
	301 – 450 Gallons	446.25	669.90	
	Each additional 100 Gallons up to 1,000 Gallons	43.00	134.40	
OUTLET CONNECTIONS 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. When Edlen plumbers are requested minimum labor charges apply.	LABOR			
	Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.			
FILL & DRAIN LABOR* Rates are based on Straight Time. Services delivered on Over Time will incur a minimum Over Time labor charge of 1 hour to deliver and 1/2 hour to remove.	GAS & MISCELLANEOUS REQUIREMENTS (Call for a Quote)			
TRANSFER TOTAL TO BOX #5 ON METHOD OF PAYMENT FORM		TOTAL		
PRINT NAME: _____				
EMAIL: _____		PHONE: _____		
TERMS & CONDITIONS: I agree in placing this order that I accept Edlen's payment policy and terms and conditions of contract.				

PLUMBING DISTRIBUTION

Advance Payment Deadline Date: 02/21/26



The Power People

ELECTRICAL EXHIBITION SERVICES

300 East Green Street, Pasadena, CA 91101
 Phone: (626) 844-0785 Fax: (626) 628-0303
 Pasadena@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Pasadena Spring Home Show 2026		
FACILITY:	Pasadena Convention Center		
DATES:	March 14-15, 2026	EVENT #036019LA	

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Installation of lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: _____ Estimated time: _____

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: _____

E. What time do you estimate needing the physical connection to your equipment? Date: _____ Time: _____

F. Show site supervisor: _____ Company: _____

Cell #: _____ Email: _____

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

LABOR ESTIMATE		
MAN HOURS	RATE	TOTAL
_____ ST	\$140.00	_____
_____ OT	\$280.00	_____

ESTIMATED TOTAL	_____
------------------------	-------

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

WORK RATE SCHEDULE	
ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
OT	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays.

AUTHORIZATION

PRINT NAME: _____

DATE: _____

ANAHEIM PLUMBING TERMS, CONDITIONS & REGULATIONS

1. A complete order with payment and 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 for advance payment rates to apply. Orders received without payment and required floor plan are not guaranteed advance rates. Orders received after the deadline date will be charged at 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 changes or additional services received after the deadline date will be charged 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. A minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water and drain outlet applies. Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Edlen will make every attempt to deliver services to a location convenient to the exhibitor. If a lift is required, a minimum 1 hour installation and 1 hour removal charge applies.
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. A minimum 1 hour delivery and 1/2 hour removal charge at prevailing rates apply. Lift charges may also apply for overhead distribution at a minimum of 1 hour for installation and 1 hour for removal.
6. If you have more than 1 machine or multiple connections on a machine you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise, you must order another outlet.
7. 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.
8. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
9. The ramping and/or distribution of services on the floor is done on a time and material basis. A minimum 1 hour and 1/2 hour labor charge at prevailing rates apply.
10. 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.
11. 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.
12. 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. When Edlen makes connection(s), a minimum 1 hour and 1/2 hour labor charge at prevailing rates apply.
13. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
14. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
15. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
16. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
17. Fill & Drain labor is based on Straight Time labor rates. Services delivered or removed on Over Time incur minimum labor charges of 1 hour and 1/2 hour respectively.
18. 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.
19. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
20. Dumping items in sinks or drains is not allowed. If items are disposed of without consent damages will be charged to the responsible party.
21. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
22. All equipment using water must have inlet and outlet properly tagged.
23. All equipment must comply with state and local codes.
24. 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.
25. 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.
26. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
27. 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.
28. 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.
29. A 3% credit card processing fee may be applied to all credit card payments.
30. Claims will not be considered or adjustments made unless filed in writing prior to close of the event; no exceptions.
31. Credit will not be given for outlets installed or connections made and not used.
32. Payment in full for all plumbing services provided must be made in full prior to close of the event.
33. 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.
34. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
35. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
36. 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 ON THE ELECTRICAL FORM.**

For further information please visit our web site @ WWW.EDLEN.COM
or call the number on the Plumbing Order form



SAMPLE & RETAIL FOOD & BEVERAGE DISTRIBUTION AUTHORIZATION REQUEST

OVG Hospitality has exclusive food and beverage distribution rights within the Pasadena Convention Center and Civic Auditorium. Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products **ONLY** upon written authorization. Sampling requests must be submitted no less than fourteen (14) days prior to the event date for consideration. All open to the public events that would like to sample product must apply and obtain approval through the City of Pasadena Health Department at 626-744-6004 or envhealth-specialevents@cityofpasadena.net.

The Selling of Food and/or Beverage products other than OVG Hospitality is strictly prohibited.

REGULATIONS:

1. All products sampled must be commercially manufactured and FDA approved.
2. Exhibitors must adhere to the California Retail Food Codes and proper food handling procedures.
3. Sampling may not include items that directly compete with OVG Hospitality Catering and/or its retail concession outlets.
4. Only approved items may be distributed.
5. All sample food items are limited to 2oz portions.
6. Non-alcoholic beverages are limited to a maximum of a two (2) ounce container and no more than one (1) ounce of product. No cans or bottles will be permitted. All samples must be served in plastic cups.
7. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages sampling sizes:
 - a. Wine - (2) ounce
 - b. Beer – (4) ounce
 - c. Liquor – (.25) ounce

Additional fees for a floor supervisor or bartender will apply.

*Commercial cannabis activities including displaying, sampling, and selling of cannabis or cannabis related products (including CBD edible products) are not permitted, unless authorized by the City of Pasadena. Approval must be obtained prior to confirming an exhibitor's participation at your event. The City of Pasadena will require the vendor to provide proof the product was manufactured under an IHEO Authorization from the California Department of Public Health prior to issuing their Health Permit. The PCOC is not a licensed dispensary establishment, therefore retail sale, trade, sampling, and displaying of any cannabis or cannabis related products is not allowed. Please contact the City of Pasadena at 626.744.6004 for any questions and approval.

**BOOTH REQUIREMENTS:**

1. All food items, utensils and other related items must be stored at least six (6) inches off the ground and adequately protected from contamination while being transported, stored, prepared, displayed and served.
2. All equipment and utensils must be smooth, non-absorbent, easily cleanable, and made of non-toxic materials.
3. Hand-washing facilities must be provided in each booth handling unpackaged food and beverage items. Hand washing facilities include warm water (100F) (provided in an insulated container), a bucket to catch the wastewater, liquid pump soap, and single service paper towel dispensers. Hand washing kits are available for rental through OVG Hospitality for \$30.00++ /per day.

BUY-OUT/WAIVER FEES

Any Food and Beverage brought on the premises without the written authorization from OVG Hospitality is prohibited.

Hosted catering/booth or events that do not fall within the Sampling parameters listed above may incur a Buy-Out/Waiver Fee by OVG Hospitality. An appropriate buy-out/waiver fee will be determined by OVG Hospitality on a case-by-case basis; however, the buy-out fee is subject to applicable taxes.

Unauthorized products brought onsite will be subject to an additional 25% buyout cost.

SAMPLING AGREEMENT:

In consideration of granting a waiver of the food and beverage service restrictions, the undersigned Exhibitor hereby waives, and agrees to indemnify, defend, and hold OVG Hospitality at the Pasadena Convention Center and Civic Auditorium, and their respective officers, directors, and agents (collectively the "Indemnities"), harmless from, any and all liabilities, claims, damages, costs and fees (including attorneys' fees) that may be suffered or incurred by the Indemnities and arising from the preparation, presentation, delivery or consumption of the food and/or beverage products provided by Exhibitor.

Sampling requests must be submitted no less than fourteen (14) days prior to the event date for consideration.

A copy of current business license and a Certificate of Insurance with \$1,000,000 of Commercial and General Liability. Also, naming OVG Hospitality and PCOC as additional insured is required along with the completed sampling request form.

Failure to adhere to the above guidelines may result in removal from the show floor and the Licensor will not be responsible for any liability associated as a result.



EXHIBITOR/COMPANY NAME: _____

CONTACT: _____ ON-SITE CONTACT: _____

EMAIL: _____ BOOTH#: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ PHONE: _____

1. Product(s) you wish to dispense: _____
2. Proposed method of dispensing (including all food heating and holding equipment and procedures as well as cleaning and sanitation practices):

SERVICES REQUIRED:

STORAGE: _____ NO _____ YES; indicate approximate amount needed _____ cu. ft.
_____ Freezer (rental dependent on amount of space needed) _____ Refrigerator - \$75/\$150
**Both freezer/refrigerator requires power from Edlen Electrical.*

_____ Ice / \$15/per 10lb bag	_____ Catering Attendant / \$175/4 hr
_____ Floor Supervisor / \$175/4 hr	_____ Bartender/ \$200/4 hr
_____ Booth Handwashing Station / \$30	_____ Delivery Fee / \$35 per delivery

**All other services, i.e., use of kitchen, warming product, product storage, subject to additional fees. Check with the catering representative.*

***All services are subject to 24% service charge and current tax.**

CLIENT: _____ **APPROVED:** _____
Client Name Director of Catering

Note: We will contact you ONLY if we foresee a problem or have questions regarding your sampling application.

OVG HOSPITALITY CATERING DEPARTMENT

Return to: OVG Hospitality at the Pasadena Convention Center
Tricia Galloway, Director of Catering

Phone 626-817-5635 **Fax** 626-795-9656 **Email** Tricia.Galloway@oakviewgroup.com



BOOTH INFORMATION

Cooking Demo Guidelines

To ensure the safety of our venue and protect our facilities, please adhere to the following guidelines for any cooking demonstrations taking place in the ballroom and/or on our stages:

1. **Floor Protection:**
A tarp or Visqueen must be laid down prior to setup to protect the carpet. Any damage to the flooring will result in additional charges.
2. **Heating Equipment:**
 - Only electric heating systems are permitted.
 - All electrical needs must be coordinated through **Edlen Electrical**.
3. **Open Flame Use:**
 - Event Managers must be informed in advance of any vendors using **sternos** or **butane**.
 - The **Fire Marshal** will determine whether a standby officer is required. If so, additional fees will apply.
 - **Gel sternos are not allowed.**
4. **Prohibited Equipment:**
 - **Propane burners and grills are strictly prohibited.**

Please ensure all vendors and participants are made aware of these requirements in advance.

Thank you for your cooperation.

TEMPORARY FOOD FACILITY (TFF) APPLICATION

(Applications submitted less than 10 calendar days prior to the start of event will be subjected to an expedited processing fee)

TYPE or PRINT IN INK. Enter N/A where requested information does not apply. Leave NO BLANK SPACES.

TFF OPERATOR INFORMATION	EVENT INFORMATION
Name of Temporary Facility:	Event Name:
Name of Owner and DBA:	Date(s) of Event:
Mailing Address:	Event Address:
Contact Phone Number:	Event Location: <input type="checkbox"/> Indoor Event <input type="checkbox"/> Outdoor Event
Email:	Hours of TFF Operation Set Up Hours: _____ Event Hours: _____
TFF Person-in-Charge and Phone Number:	Facility Type: <input type="checkbox"/> Food Booth <input type="checkbox"/> Food Truck <input type="checkbox"/> Permanent Structure <input type="checkbox"/> Food Cart
Event Organizer's Name:	# of Food Employees: (Annual TFFs must include food handler's certificates)

FOOD OPERATION

Pre-packaged food only Pre-packaged with sampling
 Food preparation (All food preparation is to be completed within the food booth or at a permitted food facility)

Type of permit requesting:
 Single Event
 Site-Specific Annual Event
 Seasonal (<180 consecutive days)

FOOD BOOTH CONSTRUCTION

All food booths require overhead protection and a cleanable floor. Food preparation booths must be enclosed.

Overhead Covering: Canvas Wood Other: _____

Floor: Asphalt Concrete Wood Other: _____

Walls: Screens Canvas Wood Other: _____

Booth supplied by: TFF Operator Event Organizer Rent from: _____

Booth Size: _____

DO NOT COMPLETE INFORMATION BELOW – FOR OFFICE USE ONLY

Date Application Received:	Application Approved <input type="checkbox"/> Yes <input type="checkbox"/> No (See reason below)	Reviewer Signature
		Date:
Health Fee:	Late Fee:	Total Fees:
Permit Restrictions:		
<input type="checkbox"/> Approved Source Provided	<input type="checkbox"/> Health Fee Paid	<input type="checkbox"/> Application Reviewed

LIST ALL FOOD & BEVERAGE PRODUCTS THAT WILL BE PREPARED, SOLD OR GIVEN AWAY

Attach additional pages as necessary

Food Item	Prepackaged (Y or N)	Identify type of preparation at other location**	Identify type of preparation at booth (assembly, portioning, cooking, etc.)

****Approved Source:** Indicate the location that food will be manufactured, stored or prepared before the event.
I have attached a copy of the food facility's permit. _____ Initial

Food Facility Name:	Name of Permit Holder:
---------------------	------------------------

Address and City:	Facility Contact Number:
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Method of food temperature control during transportation:

HOT/COLD HOLDING EQUIPMENT

Identify methods of maintaining food hot (135°F) or cold (41°F)

Cold Holding	<input type="checkbox"/> Mechanical Refrigerator	<input type="checkbox"/> Ice Chest	<input type="checkbox"/> Cold Table
	<input type="checkbox"/> Other (Specify): _____		
Hot Holding	<input type="checkbox"/> Steam Table	<input type="checkbox"/> Chaffing Dishes	<input type="checkbox"/> Electric Warmer
	<input type="checkbox"/> Other (Specify): _____		

I agree to voluntarily destroy any and all potentially hazardous food(s) held at 45°F and/or held at or above 135°F at the end of the operating day in a manner approved by the enforcement agency. _____ Initial

EQUIPMENT/UTENSILS

Will multi-use kitchen utensils be used inside the booth for preparation?

Yes (complete Utensil Washing section and Liquid Waste Removal section) No

Utensil Washing

Three-compartment sink within food booth Shared three-compartment sink provided by Organizer

Sanitizer to be used (test strips must be available to test sanitizer concentration)

Chlorine Quaternary Ammonia Iodine

Identify all equipment that will be used for food preparation at the food booth:

Barbecue Grill Range Burner Deep Fryer Griddle Mixer/Blender

Other (Specify): _____

Please contact the Fire Department if using propane, open-flame equipment, charcoal or wood at (626) 744-7049.

FOOD PROTECTION

Identify methods of protecting foods from customer contamination:

- Sneeze Guards Hinged Chafing Dishes Individual Portion Samples
 Other (Specify): _____

Identify overnight food and utensil storage location for events longer than 1 day: _____

Food and utensils must be stored overnight in a secure, vermin proof and weather proof location. Potentially hazardous foods must be stored overnight under mechanical refrigeration.

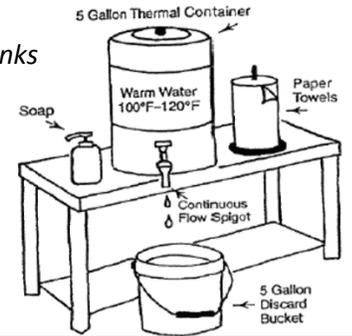
HANDWASH FACILITIES

Handwashing facilities are required in a TFF that handles open food

Hand soap, single-use towels, and a trash receptacle must be provided at all handwashing sinks

Type of handwashing facility that will be used:

- Gravity-fed warm water (100°F) with spigot and catch basin
Waste water must be properly disposed; may be approved for events that operate for three days or less
 Self-contained portable unit (with potable water and waste water holding tanks)
 Permanently plumbed with hot and cold water under pressure



FACILITY REQUIREMENTS

Electrical Supply

Provided by :

- Event Organizer
 Booth Operator

 Refrigerator or Freezer storage available
 Lighting available

Toilet Facilities for Food Employees

Provided by :

- Event Organizer
 Booth Operator

Refuse Removal

Provided by :

- Event Organizer
 Booth Operator
 Identify responsible party for waste removal:

Liquid Waste Removal

Provided by :

- Event Organizer
 Booth Operator
 Identify responsible party for liquid waste removal:

 Frequency of liquid waste removal: _____ per day

Temporary Food Facility Operator Acknowledgment

I have completed the application to the best of my ability. I understand that I may be asked to provide additional information in order for the application to be approved and that the information provided is considered part of the application. I understand that failure to provide required information will delay or prevent approval of the event.

I understand that I am responsible for obtaining approval from all applicable agencies, including the local Fire Department and the Business License.

I acknowledge I have read and understood the Community Event Requirements provided. I understand that failure to meet the conditions approved in this application may result in the suspension of approval to operate at the event.

APPLICATION COMPLETED BY:

Print Name: _____ Cell Phone: _____

Signature: _____ Date: _____

Applications may be submitted in person or by email to envhealth-specialevents@cityofpasadena.net. Payment is due at time of submission. To pay by credit card complete the Credit Card Authorization Form. Checks are not accepted.



CREDIT CARD AUTHORIZATION FORM

The Temporary Food Facility Application is due with payment 10 days prior to the event to avoid late fees.

Cardholder Name: _____			
Card Type:	<input type="radio"/> Visa	<input type="radio"/> MasterCard	<input type="radio"/> American Express <input type="radio"/> Discover
Card Number: _____			
Expiration Date: _____	Security Code: _____	ZIP: _____	
Amount: \$ _____	Signature: _____		

NO REFUNDS

Community Event Fee Descriptions	FY 2017 Fee
Prepackaged TFF with Samples	\$99.00
Prepackaged Annual Site Specific TFF with Samples	\$220.00
Prepackaged TFF	\$72.00
Prepackaged Annual Site Specific TFF	\$126.00
Food Preparation TFF	\$164.00
Food Preparation Annual Site Specific TFF	\$438.00
Seasonal Food Facility (<180 Consecutive Days)	\$255.00
Late Fee (minimum \$50 or 25% of fee)	Varies
Community Event Organizer	\$230.00