



Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

### **Hi-Tech Electric is going green!**

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website [www.hi-techelectric.com](http://www.hi-techelectric.com) to begin the order process.

If you still prefer to print out the service contract, please send it to [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com) or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Place, NW  
Washington, DC 20001  
202-249-3600  
202-249-3601 FAX



**RIGGING SERVICE CONTRACT**  
Exhibitor Order

801 Mount Vernon Place NW  
Washington, DC 20001  
202-249-3600  
202-249-3601 FAX  
dcexhibitorservices@hi-techelectric.com  
[www.hi-techelectric.com](http://www.hi-techelectric.com)

**Signature on page 2 is required. Full payment for services ordered and retainer credit card must be remitted to process this contract.**  
Fed ID # 88-0437088 **2019-2020\*\*10/1/19**

**Deadline Date for Incentive Rates:**  
**12/23/19**

Event Name: <b>2020 TRB Annual Meeting</b>		Event Dates: <b>1/12-1/14 2020</b>	
Company Name		Booth No.	
<b>Credit Card Billing Address (exact address for credit card)</b>			
City / State / Zip		Phone	Country
Credit Card No		Exp Date/ CVV Security Code	Check Number
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name as it appears on card (Please Print)
Authorized Contact Name (Please Print)		Authorized Contact Email	

\*\*\*\*\* PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES \*\*\*\*\*

**TRUSS / MOTORIZED HOIST / RIGGING LABOR**

Description Of Service	Qty	Incentive	Base	Total Price
<b>Overhead Quartz Lights:</b> <i>Booth Package for All Booths in Halls ABC Only</i> <i>Includes Power, Rigging, Labor &amp; One Time Focus (One Time Focus labor must be scheduled on straight time)</i> <i>25% of total price added if installed between 4:30 pm – 8:00 am Monday – Friday, Holidays &amp; Weekends</i>				
<b>Package Price Per Each Overhead Quartz Light:</b> <i>For Hall ABC</i>		820.00	1,052.00	
<b>Overhead Quartz Lights:</b> <i>For Hall DE</i>		400.00	489.00	
<b>Overhead Quartz Lights:</b> <i>For booths that are supplying their own truss: Power, Rigging, Labor, Focus not included. Call for Quote</i>				

TRUSS	Qty	Incentive	Base	Total Price
10X12X12 Truss		214.00	246.00	
Corner Blocks		139.00	159.00	
<b>CHAIN MOTOR up to 1 Ton</b>		595.00	630.00	
<i>GLP provides all motors for all overhead rigging</i> <i>Price includes power and points</i>				
<b>ROTATING MOTOR</b>		595.00	630.00	
<b>RIGGING POINTS</b> Per Point		128.00	143.00	

<b>Dimmer Boards / Custom Truss / Satellite Cable Run (Please call for Quote)</b>	\$
<b>Subtotal of Charges</b>	

**Authorized Signature:**

I agree that I am the Authorized Card Holder on behalf of the Exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

Print Name:

Signature

Labor Request Section: 4 Hour Minimum per Man

**See Terms and Conditions Section for Labor/Lift Rates**

Installation Day/Date	No. Stagehands	No. Riggers		Dismantle Day/Date	No. Stagehands	No. Riggers
M				M		
T				T		
W				W		
Th				Th		
F				F		
Sa				Sa		
Su				Su		

**TERMS AND CONDITIONS**

**RIGGING LABOR**

- \$105.00 per hour during Straight Time: 8am-4:30pm M-F
- \$200.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- A four (4) hour minimum per man labor call applies.
- Lift Rates: \$192.00 per hour (one hour minimum) plus operator's time.

**RIGGING JURISDICTION**

- Rigging includes all motorized rigging-to-building structures.
- All exhibit hall rigging must provide a floor plan for approval by HTE/GLP
- **All chain motors** for rigging must be ordered through HTE/GLP. HTE/GLP only hangs structures over 200lbs unless the hanging item is a speaker, light or a piece of special equipment. Please email to [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com) for a quote.
- **Rotating motors** are available by request; however, exhibitor may also bring own rotation motor. Rotating motors not supplied by HTE/GLP will require a separate order for overhead power.
- All labor for rigging-to-building structures will be provided by HTE/GLP.
- No other Contractor or Persons may attach motorized equipment for rigging to building. HTE/GLP is not responsible for any loss or damage resulting from any other Contractor or Person attaching motorized equipment to the building.
- Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
- A four (4) hour minimum applies per rigging labor call.

**SPECIAL EQUIPMENT / ONSITE ORDERS**

- Special Equipment orders require 30 days notice prior to move-in.
- Onsite orders increase by 50%.

## **HI-TECH ELECTRIC/GLP MATERIALS**

All materials and equipment furnished by HTE/GLP shall remain the property of HTE/GLP and shall be removed only by HTE/GLP at the close of the show.

## **ESTIMATES / REVISIONS**

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of one hour labor per revision.
- Reductions made to an existing order are subject to a 10% surcharge.

## **SUPERVISION FEES**

All booths and displays with labor incur a 20% supervision fee of the total labor charge.

## **CANCELLATIONS**

- *Cancellation up to 21 days prior to event start date is subject to 20% of services ordered.*
- *Cancellation within 21 days of event start date up until decorator move-in date is subject to 50% of services ordered.*
- *Once services are installed, there is no refund for cancellation.*

## **THIRD PARTY PAYMENT**

Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled prior to the event closing.

## **DISCONNECTION / INTERRUPTION OF SERVICES**

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by GLP/HTE.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

## **DELAYS**

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, Hi-Tech Electric,LLC/GLP is due payment for all executed work, labor, and materials.

## **TIPPING**

Tipping is not permitted to HTE/GLP employees. All payments must be made to a Customer Service Representative or HTE/GLP Management.

## **INDEMNITY**

The Exhibitor, Display House, and Show General Contractor will indemnify GLP/ Hi-Tech Electric, LLC for any and all work related claims, accidents, losses, and damage.