



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



# ELECTRICAL SERVICE CONTRACT



Washington, DC 20001  
 202-249-3600  
 202-249-3601 FAX  
[dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com)  
[www.hi-techelectric.com](http://www.hi-techelectric.com) – online  
 ordering available

**Signature on page 2 is required.** Full payment for services ordered and retainer credit card must be remitted to process this contract. All orders are subject to a 3.5% service fee.

Fed ID # 88-0437088 **2023-2024\*\*\*\* 10/1/2023**

**Deadline Date for Incentive Rates:  
 December 17<sup>th</sup>, 2023**

Event Name: Transportation Research Board Annual Meeting 2024		Event Dates: January 7 <sup>th</sup> – 9 <sup>th</sup> , 2024	
Company Name		Booth No.	
<b>Credit Card Billing Address</b> (exact address for credit card)			
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	

**\*\*\*\*\*IN ORDER TO SECURE THE INCENTIVE RATE, PAYMENT MUST BE RECEIVED 21 DAYS AND ISLAND BOOTH FLOOR PLANS MUST BE SUBMITTED 14 DAYS BEFORE THE EVENT START DATE\*\*\*\*\***

## ELECTRICAL OUTLETS

Power strips and extension cords available to rent onsite

**Please read page 2 regarding additional labor and material charges “Description of Outlet Location & Distribution Charges”  
 24 Hr Power and dedicated 20amp / 120v outlets are double the listed price**

Description of Service	Total Outlets	Incentive	Base	24 Hr or Dedicated 20 amp	Overhead Service	Floor Service	Total Price
<b>120 V Outlet - Maximum of One (1) connection per outlet</b>							
5 Amp / 500 watts		\$116.00	\$143.00				
10 Amp /1000 watts		\$145.00	\$176.00				
20 Amp / 2000 watts		\$220.00	\$273.00				
<b>208 V 1Ø Motor &amp; Equipment Outlet - Maximum of One (1) connection per outlet</b>							
20 Amp- <i>Minimum for European Power</i>		\$390.00	\$475.00				
30 Amp		\$528.00	\$648.00				
40 Amp		\$665.00	\$821.00				
50 Amp		\$734.00	\$914.00				
60 Amp		\$959.00	\$1,175.00				
100 Amp		\$1,188.00	\$1,452.00				
<b>208 V 3Ø Motor &amp; Equipment Outlet - Maximum of One (1) connection per outlet</b>							
20 Amp		\$523.00	\$646.00				
30 Amp		\$782.00	\$917.00				
60 Amp		\$1,157.00	\$1,430.00				
100 Amp		\$2,098.00	\$2,527.00				
200 Amp		\$4118.00	\$5,149.00				

**Transformer(s):** Check off European Power column in this section. European Power is all 60HZ 208v transformers to 240 1ph European, 60HZ 480v-3ph transformer to 380v/3ph European. Hi-Tech Electric does not offer 50 HZ. Please check your equipment to see if it can operate at 60 HZ. Pricing for transformer includes the transformer and power. Labor, materials, and lift are additional to installation.

Description Of Service	Qty	Incentive	Base	European Power	Total Price
Boost 208V to 230V Euro Transformer 208V-240V 20amps		\$973.00	\$1,185.00		
European Transformer 480V -380V 480v-380v-30amps-100amps		\$2,382.00	\$3,087.00		
<b>480V 3Ø Motor &amp; Equipment Outlets</b>					
25KW/Kilowatts 30A-480v		\$780.00	\$974.00		
50KW/Kilowatts 60A-480v		\$1,390.00	\$1,667.00		
100KW/Kilowatts 100A-480v		\$3,010.00	\$3,889.00		
200KW/Kilowatts 200A-480v		\$6,019.00	\$7,822.00		
<b>Overhead Quartz Lights:</b> <i>Please Use Exhibitor Rigging Order Form</i>					
<b>See Terms and Conditions Section for Labor Rates</b>					
<b>Subtotal of Charges</b>					\$
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 onsite prior to the event closing.					

**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: \_\_\_\_\_ Booth No: \_\_\_\_\_ Date: \_\_\_\_\_

**Labor Request Section:**

<b>Send mandatory PDF or DWG for all Island booths to: <a href="mailto:dcexhibitorservices@hi-techelectric.com">dcexhibitorservices@hi-techelectric.com</a></b>	
<input type="checkbox"/> Floor Plan included with outlet locations/orientation <input type="checkbox"/> Floor Plan to follow  <b>Scaled floor plan showing all outlet locations and booth orientation required. Labor will not begin without floor plan, service locations, and booth orientation.</b>  <b>*****Indicate all 24 hr and dedicated outlets on floor plan</b>	Requested Installation Labor date:  Requested Installation Time:  Size of Booth:  Type of Booth: Inline <input type="checkbox"/> Island <input type="checkbox"/> Peninsula <input type="checkbox"/> Other <input type="checkbox"/>  <b><i>Please note this is a request. Labor may start earlier or later depending on move-in factors.</i></b>

# TERMS AND CONDITIONS

**Page (3) must be signed in order for electrical installation to be scheduled**  
**Additional Labor and Material Fees May Apply (See Terms and Conditions below for Details)**

## ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- \$110.00 per hour during Straight Time: 8am-4:30pm M-F
- \$210.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: \$204.00 per hour (one hour minimum) plus operator's time.
- The minimum charge per booth is one (1) hour installation and ½ the total time for dismantle.
- The minimum charge per booth for the relocation, energizing, or 208v (specialty) equipment connection is ½ hour.

## DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

- All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered by the exhibitor. Installation that differs from back of the booth setup will incur labor and material charges.
- All inline booths will incur a price upcharge if the entirety of expo aisles are not installed directly above floor ports with 10' foot spacing. HTE is authorized to charge the price difference should the floor layout change and or if the standard price is selected.
- All electrical outlets for Island booths will be dropped from one main panel location per the exhibitor's floor plan. Delays in installation can occur if no main panel location or floor plan is provided.
- All Island booths will be charged labor to install, energize, and dismantle, as well as materials. *For a pre-show estimate based on the submitted diagram, see estimates section below.*
- All booths or displays requiring multiple outlet distribution and connection are chargeable on a time and material basis.
- Re-distribution of such installation, additional power drops, and/or additional locations will be charged on a time and material basis.
- All 208v outlets will require labor to install, energize/connect, and dismantle, as well as materials.
- All overhead services will require lift, labor, and materials.
- **24-hour power** and dedicated circuits are **double** the listed price. Indicate total outlets on order form.
- Electricity will be turned on within 30 minutes of show daily.
- **Unauthorized Power Usage:** Exhibitors using outlets without an order will be charged the base rate. A memo will be delivered onsite to all booths accessing outlets without an order.
- **Labor Rates:** All Labor Rates are subject to the current labor contract effective at time of performed labor.

## HI-TECH ELECTRIC (HTE) JURISDICTION

- Only HTE equipment is allowed for electrical distribution.
- Exhibitors are not permitted to bring their own distribution system.
- HTE installs all motor and equipment hook-ups requiring hard wiring connections.
- HTE performs all installations and/or repair of electrical fixtures.
- HTE performs installations of all electrical motors and electrical apparatus to be energized.
- HTE electrical labor is required to inspect pre-wired equipment that connects to HTE distribution systems. Exhibitor must give HTE notice of intended use of pre-wired equipment and schedule an inspection by HTE. HTE is not responsible for any loss or damage resulting from the use or installation of pre-wired equipment. The exhibitor is responsible for any loss or damage caused by the use or installation of pre-wired equipment to Hi-Tech distribution systems.
- HTE provides labor for all overhead truss rigging and overhead booth lighting.
- HTE performs all installations of electrical cords under any booth space flooring.
- The exhibitor, Display House, and Show General Contractor will indemnify HTE for any and all work-related accidents.

## **SPECIAL EQUIPMENT**

- Special Equipment orders require 30 days' notice prior to move-in.
- If the exhibitor has special equipment (due to size, weight, access to booth, etc.) HTE needs to be notified to assess if installation for surrounding booths needs to be delayed in order to provide a safe path for special handling or additional delivery space. If the special equipment damages any HTE equipment, and/or requires dismantle and installation of materials at any booth, the exhibitor of the special equipment is fully responsible for repair and associated labor costs.

## **HI-TECH ELECTRIC MATERIALS**

- All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.
- All materials are inspected and tested upon energizing. Any materials that get damaged after installation and HTE testing occurs, the cost of repair (including labor time and materials) is billable to the credit card on file.

## **FLOOR COVERINGS**

Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installation of service. Hi-Tech Electric is not liable for any costs incurred by the exhibitor for such cuts.

## **RAMPING UTILITY LINES**

All ramping of utility lines in booth are done on straight time plus materials. Laying of lines under carpet or floor or spotting from ceiling will incur additional labor charges. Minimum per removal of lines is 1 hour each. Floor plan is required with order to show location of lines.

## **ESTIMATES / REVISIONS**

- Estimate requests are encouraged for budgeting purposes. Requests must be received 14 days in advance before move-in begins, in order to prevent delays in processing. A supporting floor plan(s) must accompany the estimate request. After the deadline, estimates may not be provided due to time restrictions, and are subject to a fee. Reductions made to an existing order are subject to a 10% surcharge.
- Check, wire or ACH payments for services require a mandatory estimate. Any balance will be charged to the credit card on file unless other arrangements are made.
- If an incentive rate quote is provided after the deadline, the customer will have 3 business days to pay on the quote before the base rate will automatically go into effect.

## **SUPERVISION FEES/INVOICES**

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com).

## **PAYMENT POLICY**

- Full prepayment of services and a credit card on file are required to process any order.
- Payments must be received in full 21 days before show start to secure the incentive rate.
- All service orders must be paid in full by the move-in date.
- Accepted forms of payment are credit card, check, ACH, wire, cash. **PO is not an accepted form of payment.**
- The credit card on file will be processed for the final balance including labor and material upon installation completion unless HTE agreed to check or electronic payment. Those must be received by show opening; otherwise, the credit card on file will be charged for the balance.
- There is a 3.5% service fee discount on check, cash and electronic payments.
- Check payments sent via mail, must be sent via FEDEX or UPS with tracking.
- Onsite payments must be submitted only to a Customer Service Representative or HTE Management.
- No credit or refund will be issued for connections installed and not used.
- Sending a payment without a quote and/or submitted contract does not secure the incentive rate pricing. This is also not advised.

- All balances must be settled prior to event closing. An outstanding balance may preclude the exhibitor from retaining HTE services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- Tipping or any gratuity or gift is not permitted to be accepted by any HTE personnel.

### **CANCELLATIONS**

- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund.
- Credit card refunds are subject to a 3.3% credit card processing fee.

### **CLAIMS AND INVOICE DISPUTES**

Any claims or disputes with regards to the services provided by HTE will not be placed under review by HTE management unless filed by the exhibitor prior to the close of the exposition. Such dispute must be in writing by the Exhibitor and provided to HTE management. HTE management will conduct a billing audit and handle such disputes on a case by case basis.

### **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 Hi-Tech Electric.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.
- For safety precautions, all Island Booth power will be turned off after the installation is completed and tested. Once carpet is installed, exhibitor will need to notify HTE for the energizing of electricity.

### **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, HTE is due payment for all executed work, labor, and materials.
- If your booth is located in front of a freight door/aisle, for safety reasons, it is at our discretion to delay installation until freight traffic decreases. This may result in overtime labor charges at no fault of HTE. If the responsible party still insist on installation earlier than scheduled, the exhibitor will be responsible for all repair costs of any damaged HTE materials (see page 4 "Hi-Tech Electric Materials" section).

### **INDEMNITY**

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