



Los Angeles Convention Center

2011 ELECTRICAL LABOR REQUEST

Events Held: January 1 - December 31, 2011

EXHIBITOR SERVICES DIVISION
1201 SOUTH FIGUEROA STREET
LOS ANGELES, CA 90015
(213) 741-1151, EXT. 5470
FAX: (213) 765-4444
TDD: (213) 763-5080
Email: exhibitorservices@laclink.com

NAME OF EVENT				BOOTH NUMBER(S)
EXHIBITING FIRM/COMPANY			ON-SITE CONTACT NAME & NUMBER (PLEASE PRINT)	
ADDRESS				
TELEPHONE AND EXTENSION		FAX		EMAIL
ORDER ONLINE AT: www.laclink.com	For order(s) to be processed, a completed and signed Los Angeles Convention Center Credit Card Authorization form must be returned with the service order. Orders can be faxed or mailed. Do not send emails containing sensitive or personal information like credit card numbers, check numbers, etc. Emails are not secure.			

Carefully read the instructions on page-2 of this form BEFORE you order labor, Do NOT use this form for "Non-Time Specific Labor". For further clarification, conditions, definitions, and instructions, proceed to page-2.

SCHEDULE				# OF HRS.	QUANTITY			RATE	TOTALS
DATE(S)	START	END			ELECT.	SCISSOR	BOOM/JLG		
	AM		AM						
	PM		PM				HR.		
	AM		AM				HR.		
	PM		PM				HR.		
	AM		AM				HR.		
	PM		PM				HR.		
	AM		AM				HR.		
	PM		PM				HR.		
	AM		AM				HR.		
	PM		PM				HR.		
	AM		AM				HR.		
	PM		PM				HR.		

LABOR AND MATERIALS ARE NOT SUBJECT TO DISCOUNT **TOTAL AMOUNT DUE \$** _____

Straight Time (ST) hours are Monday - Friday (excluding holidays) 8:00 A.M. to 4:30 P.M. Overtime (OT) hours are 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 10:30 P.M. (Monday - Friday), and 6:00 A.M. to 10:30 P.M. on weekends and holidays. Night Rate (NR) hours are 10:30 P.M. to 6:00 A.M. 7 days a week. **LABOR IS TO BE ORDERED AT LEAST 20 DAYS PRIOR TO THE FIRST MOVE-IN DAY.**

Electrical Labor and Equipment Rates:	<u>ST</u>	<u>OT</u>	<u>NR</u>
Electrician:	\$80/HR	\$160/HR	\$240/HR
Scissor lift with Operator:	\$220/HR	\$300/HR	\$450/HR
Boom/JLG lift with Operator:	\$275/HR	\$360/HR	\$500/HR

By submitting this order, the parties requesting service acknowledges they have read and understand the Information and Conditions on page-2 of this order form, and agree to the terms therein.

INFORMATION AND CONDITIONS

1. Please submit request form with credit card authorization no less than twenty (20) days prior to the first scheduled move-in day. Labor ordered after this time will be scheduled based on availability and on a first come, first served basis.
2. Electrical labor must be ordered when the type of service requested exceeds standard installation/dismantle criteria; when a request is made to alter or repair exhibit equipment, or when lighting is installed and removed. Examples in which additional labor is required include: Installing outlets to specific locations on the floor other than "standard rear of booth" placement, Installing electric cords and cables throughout the booth, relocating service(s) once installed; installing, wiring, adjusting, and removing exhibitor/contractor owned light fixtures and related equipment. Installing power from overhead (catwalks, etc.), installing services that exceed standard cable lengths/runs, and removal of respective cables, lights, and equipment.
3. Once floor power has been installed, exhibitors may mount and plug in their own standard (non-theatrical) lights providing the installation can be accomplished by one (1) person in fifteen (15) minutes. Installations exceeding 15 minutes must be done by LACC Electrical Staff. For theatrical style lighting, see LACC Lighting Policy.
4. Labor is separated into three categories; non-time specific labor, scheduled labor, and lift labor. "Non-time specific labor" is for smaller projects in which no set time is required. This category of labor is one (1) hour minimum per electrician. "Scheduled labor" is for larger projects in which electricians are requested on specific dates & time. This category of labor is a four (4) hour minimum per electrician, per day, and must be ordered 20 days in advance of the move-in. Orders placed less than 20 days prior to the first move-in day will be subject to staff availability with no guaranteed start time. "Lift Labor" is ordered when any type of personnel-lift/equipment is required (i.e., scissor lift, boom lift, etc.). Charges for the lift & operator are based on a two (2) hour minimum per day, and must be ordered 20 days in advance of the move-in. Orders placed less than 20 days prior to the first move-in day will be subject to lift/equipment and operator availability with no guaranteed start time. Scheduled labor and lift labor per-day minimums are defined as a "continuous" period of time (i.e., 8AM to 12 Noon, etc.)
5. Labor is charged in ½ hour increments after minimums are reached. For "Scheduled Labor" and "Lift Labor", charges begin at time of dispatch and include time for procuring tools & equipment, breaks, and time to return tools and equipment and complete documentation at end of shift. In addition, Lift Labor charges include time required to wrap the wheels of the lifts when needed, transporting the lift to and from the booth, refueling when needed, etc. Projects in which lift equipment must be operated in close proximity to display items or structure require an additional electrician on labor to function as a "Ground Observer", assisting the operator from the ground.
6. Requests for modifications to the schedule (including cancellations) must be received no less than 48 hours prior to the beginning of the respective work shift. Rescheduling or adding additional staff will be based on staff and equipment availability with no guarantees. Schedule modifications, crew reduction, and/or cancellations made without 48 hour prior notification will be subject to cancellation and/or rescheduling charges that may equal the amount of the original labor call. Projects in which electricians report to the booth/room and are asked to return later will be subject to corresponding labor charges and staff availability.
7. If you are requesting "Scheduled Labor" and/or "Lift Labor" (personnel lift with an operator) please complete the required information in the designated space on page-1. Be sure to include schedule for move-in and move-out (where required). Labor is ordered in ½ hour increments once minimums are met. Time & Material projects (T&M's) will be calculated and charged according to actual hours worked. Do NOT use this form for "non-time specific labor". Order labor for small projects in which no set time is required on the Electrical Service Order form.

THE LOS ANGELES CONVENTION CENTER IS A NON-SMOKING FACILITY