ORDER INSTRUCTIONS

EDLEN
The Power People
ELECTRICAL EXHIBITION SERVICES
5811 La Colonia, San Antonio, Texas 78218
Phone: (210)662-9450 Fax: (210)662-9640
sanantonio@edlen.com

Advance Payment Deadline Date: 09/15/26

EXHIBITOR:		**BTH #**	
EVENT:	**North American Spine Society Annual Meeting**		
FACILITY:	**Henry B. Gonzalez Convention Center**		
DATES:	**October 14-16, 2026**	EVENT #106003SA	

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: 09/15/26

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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

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

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

☐ **MANUAL ORDER 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.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

☐ **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.

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:

SERVICE TOTALS

* MANUAL ORDER 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

EDLEN
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E ☐ M ☐ **Advance Payment Deadline Date: 09/15/26**

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ORDER INSTRUCTIONS

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).

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.

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.

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.

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.

CANCELLATIONS
Credits will not be issued for services delivered and not used. See #16, 22 & 23 on our Terms & Conditions for additional details.

TERMS & CONDITIONS
I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			110.00	164.00	
1000 WATTS (10 AMPS)			193.00	289.00	
1500 WATTS (15 AMPS)			222.00	333.00	
2000 WATTS (20 AMPS)			252.00	378.00	
208 VOLT SINGLE PHASE					
20 AMPS			448.00	699.00	
30 AMPS			527.00	791.00	
60 AMPS			695.00	1043.00	
208 VOLT THREE PHASE					
20 AMPS			592.00	888.00	
30 AMPS			704.00	1054.00	
60 AMPS			966.00	1449.00	
100 AMPS			1268.00	1903.00	
200 AMPS			1315.00	1923.00	
400 AMPS			2238.00	3357.00	

TRANSFORMER(S) Boost 208 Volt to 230 Volt

Transformer (20 amp minimum charge) Total Amps: _____ x 5.00 = ☐

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

480 VOLT THREE PHASE					
20 AMPS			918.00	1377.00	
30 AMPS			1100.00	1650.00	
60 AMPS			1440.00	2160.00	
100 AMPS			1902.00	2853.00	

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD		35.00	
POWER STRIP		35.00	

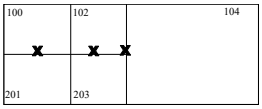
TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	**TOTAL**	
PRINT NAME:		
EMAIL:	PHONE:	

SAN ANTONIO ELECTRICAL TERMS & CONDITIONS

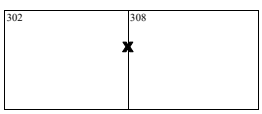
1. A complete order with payment & floor plan inclusive of a scaled layout (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required 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 not 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?

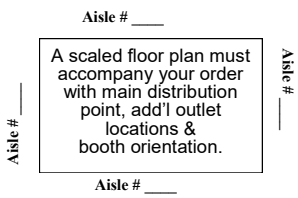
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



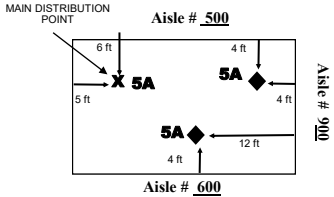
(IN-LINE BTHS) (PENINSULA)



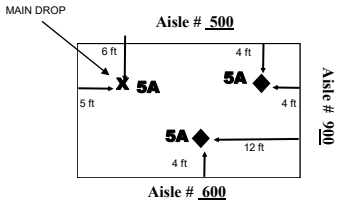
(BACK TO BACK PENINSULAS)



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

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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. Motor, truss, rigging installation and cabling

POWER DELIVERY

Power is typically delivered from the floor 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

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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

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.
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.

DISTRIBUTION LABOR ESTIMATE

MAN HRS		RATE	TOTAL
	ST	$120.00	
	OT	$240.00	

LIFT RENTAL

HOURS	RATE	TOTAL
	$250.00	

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

ESTIMATED TOTAL

AUTHORIZATION

PRINT NAME:	DATE:

ELECTRICAL BOOTH WORK

Advance Payment Deadline Date: 09/15/26

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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 _____

OVERHEAD LIGHTING / LIGHTING REQUIREMENTS

Assembly & Installation of Lighting Hung from Ceiling or in Booth (Complete Lighting Order Form)

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

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.
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.

BOOTH LABOR ESTIMATE

MAN HRS		RATE	TOTAL
	ST	$120.00	
	OT	$240.00	

LIFT RENTAL

HOURS	RATE	TOTAL
	$250.00	

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

ESTIMATED TOTAL _____

AUTHORIZATION

PRINT NAME:	DATE:

ELECTRICAL LAYOUT

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Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

POWER ORIGINATES FROM THE FLOOR IN THIS VENUE

Power is delivered from a floor port to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE	
Island	_____
Inline	_____
Peninsula	_____

INDICATE SCALE & TOTAL SQ FT

Example: 1 Square = 1 Foot

_____ Square = _____ Ft

Total Square Footage = _____

OUTLET LEGEND

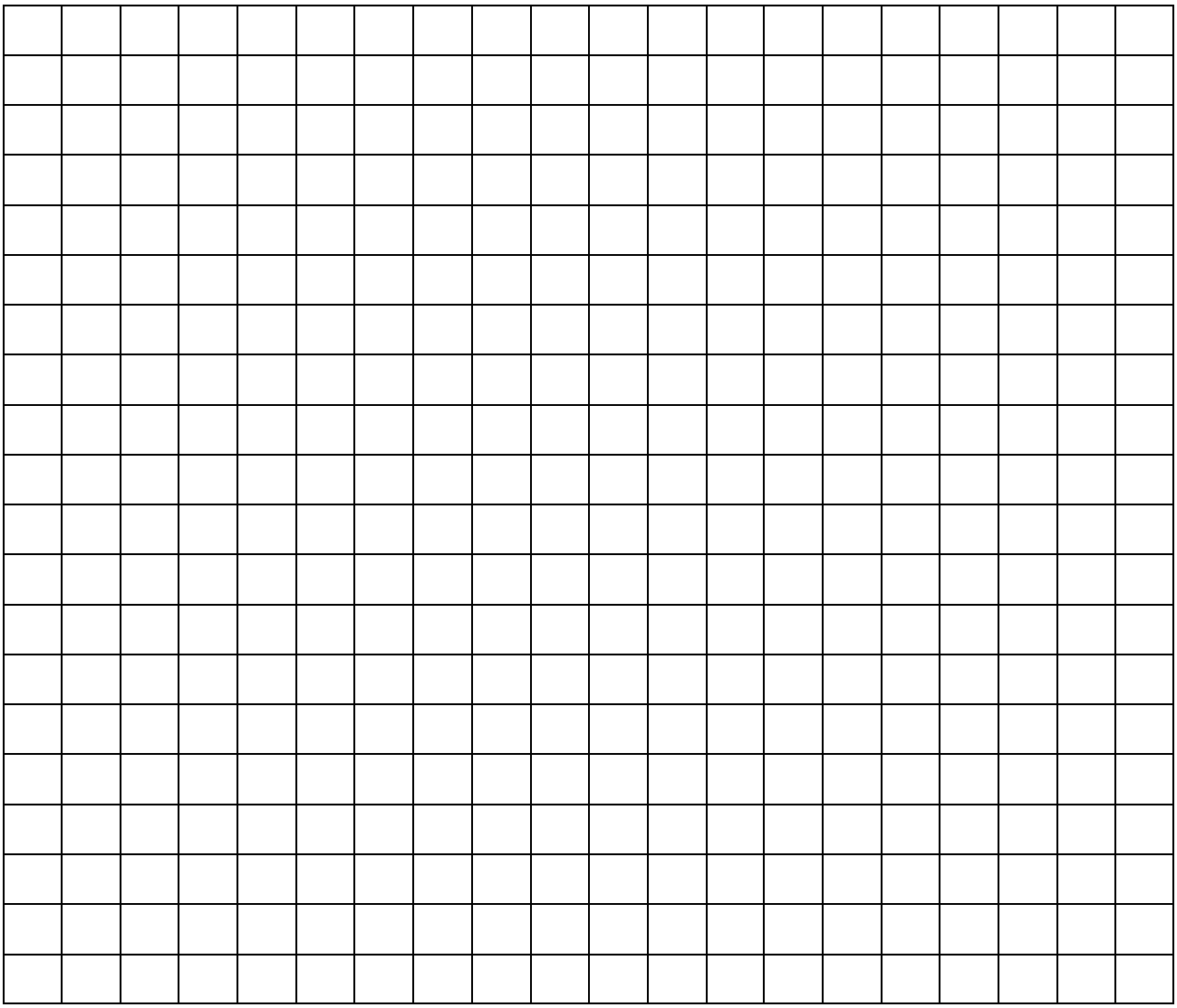
X = Main Distribution Point ▲ = 5amp/500 watt

◆ = 10amp/1000 watt ★ = 15amp/1500 watt

● = 20amp/2000 watt

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

PLUMBING ORDER

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

IMPORTANT NOTES

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.

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.

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.

LABOR NOTES

OUTLET DELIVERY

There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. 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 will apply.

OUTLET DISTRIBUTION

Once outlets have been delivered, the ramping 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 will apply.

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.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

UTILITY SERVICES

		ADVANCE	REGULAR	TOTAL
COMPRESSED AIR: 90-100 LBS. PSI				
____	Air Outlet (call for a quote for 24-hour Air)	$479.00	718.00	
____	Additional Connections within 20' of Outlet	361.00	541.00	
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 LINES (Edlen is not responsible for sediment or the color or taste of water.)				
____	Water Outlet	479.00	718.00	
____	Additional Connections within 20' of Outlet	361.00	541.00	
	# of connections required: _____ Size of connection: _____			
	PSI required: _____ GPM Required: _____			
DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)				
____	Drain Outlet	479.00	718.00	
____	Additional Connections within 20' of Outlet	361.00	541.00	
	Number of connections required: _____ Size of connection required: _____			
FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)				
____	1 – 50 Gallons	188.00	281.00	
____	51 – 200 Gallons	337.00	556.00	
____	201 – 500 Gallons	618.00	927.00	
____	**Each additional** 100 Gallons up to 1,000 Gallons	62.00	93.00	

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.

GAS & MISCELLANEOUS REQUIREMENTS (Call for a Quote)

TRANSFER TOTAL TO BOX #5 ON METHOD OF PAYMENT FORM	**TOTAL**	
PRINT NAME:		
EMAIL:	PHONE:	

PLUMBING DISTRIBUTION

Advance Payment Deadline Date: 09/15/26

EDLEN
The Power People
ELECTRICAL EXHIBITION SERVICES
5811 La Colonia, San Antonio, Texas 78218
Phone: (210)662-9450 Fax: (210)662-9640
sanantonio@edlen.com

EXHIBITOR:		**BTH #**	
EVENT:	**North American Spine Society Annual Meeting**		
FACILITY:	**Henry B. Gonzalez Convention Center**		
DATES:	**October 14-16, 2026**	EVENT #106003SA	

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

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	$115.00	
	OT	$230.00	

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:

PLUMBING LAYOUT

EDLEN
The Power People

ELECTRICAL EXHIBITION SERVICES
5811 La Colonia, San Antonio, Texas 78218
Phone: (210)662-9450 Fax: (210)662-9640
sanantonio@edlen.com

Advance Payment Deadline Date: 09/15/26

EXHIBITOR:		**BTH #**	
EVENT:	**North American Spine Society Annual Meeting**		
FACILITY:	**Henry B. Gonzalez Convention Center**		
DATES:	**October 14-16, 2026**	EVENT #106003SA	

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

PLUMBING SERVICES ORIGINATE FROM THE FLOOR IN THIS VENUE

Air, water & drain services are delivered from a floor port to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if these services are needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE	
Island	_____
Inline	_____
Peninsula	_____

INDICATE SCALE & TOTAL SQ FT

Example: 1 Square = 1 Foot

_____ Square = _____ Ft

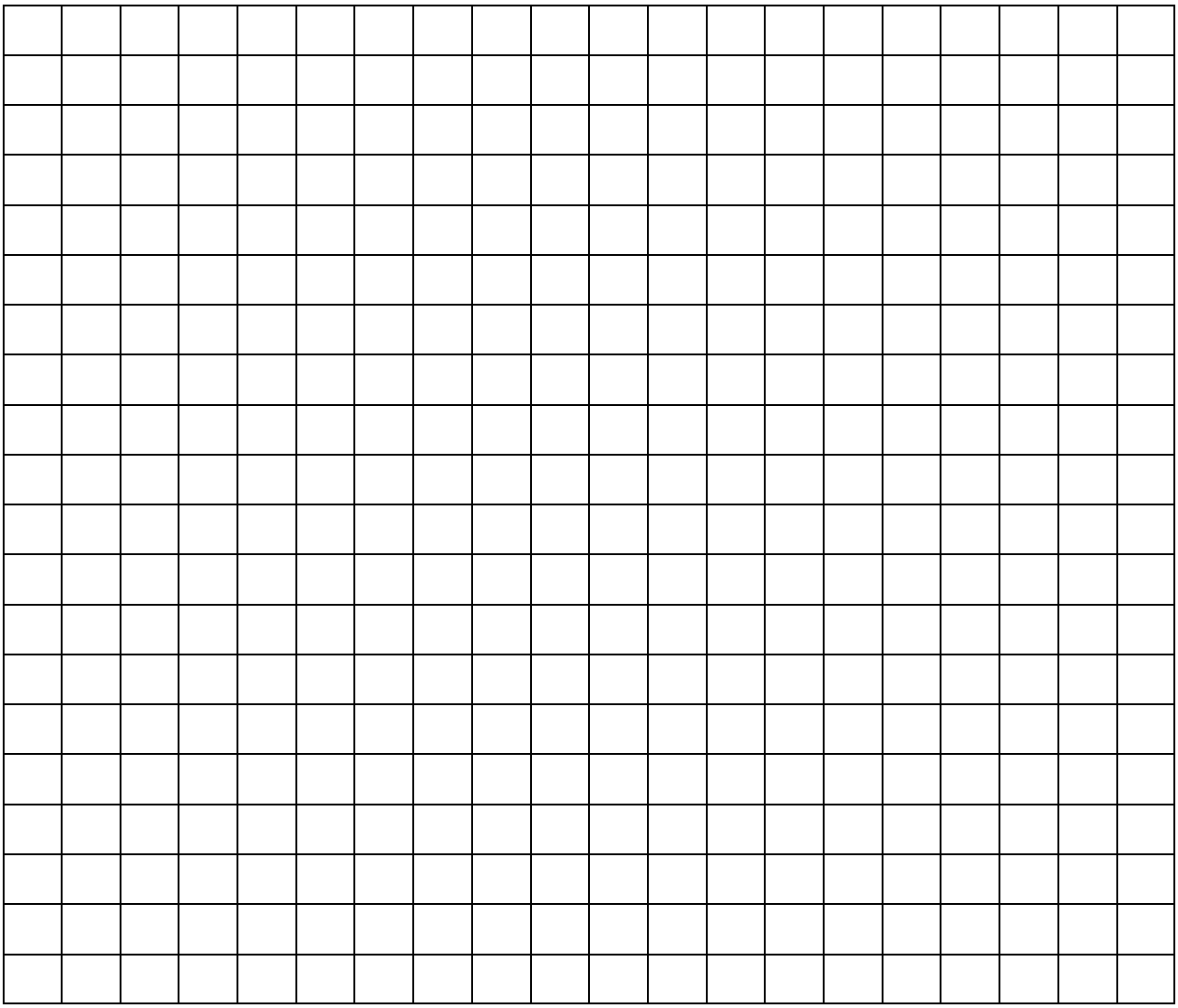
Total Square Footage = _____

OUTLET LEGEND

X	= Main Distribution Point		
W	= Water	**A**	= Air
D	= Drain	**AC**	= Addt'l connection

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

SAN ANTONIO 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. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
21. All equipment using water must have inlet and outlet properly tagged.
22. All equipment must comply with state and local codes.
23. Dumping items in sinks or drains is not allowed. If items are disposed of without consent damages will be charged to the responsible party.
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 visit our website @ **WWW.EDLEN.COM**
or call the number on the Plumbing Order form