



Los Angeles Convention Center

2009 ELECTRICAL LABOR REQUEST

Events Held: January 1 - December 31, 2009

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

NAME OF EVENT		EVENT DATES		BOOTH NUMBER(S)	
EXHIBITING FIRM/COMPANY			ON SITE SHOW CONTACT (PLEASE PRINT)		
ADDRESS		CITY		STATE	
TELEPHONE		FAX		E-MAIL	
ORDER ON LINE AT www.lacclink.com		PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM NO. CCA MUST ACCOMPANY THIS ORDER. PAYMENT IN U.S. DOLLARS.			
		<input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> COMPANY CHECK <input type="checkbox"/> CERTIFIED CHECK <input type="checkbox"/> DINERS CLUB <input type="checkbox"/> MASTER CARD <input type="checkbox"/> VISA			
<small>click: Services Provided</small> <small>then</small> <small>click: Exhibitor Services</small>		MAKE CHECK PAYABLE TO: LOS ANGELES CONVENTION CENTER			

1. Please submit labor request form with credit card authorization no less than twenty (20) days prior to the first scheduled show day. Labor ordered after this time will be scheduled based on availability and on a first come, first serve basis.
2. Electrical labor must be ordered when the type of service requested exceeds standard installation criteria, when a request is made to alter or repair exhibit equipment or when lighting is installed. Examples in which additional labor is required include: installing more than three (3) outlets to specific locations on the floor other than "standard rear of booth" placement; installing electrical 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.), and installing services that exceed standard cable lengths/runs.
3. Once floor power has been installed, Exhibitors may mount and plug-in their own standard (non-theatrical) lights providing the installation can be completed by one (1) person in fifteen (15) minutes. Installations exceeding fifteen (15) minutes must be done by LACC Electrical staff. For theatrical style lighting, see LACC Lighting Policy.
4. 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. Modifications and/or cancellations made without prior notification will be subject to corresponding labor charges and staff availability.
5. Please fill-in the required information below. Be sure to include schedule for move-in and move-out (if required). Labor is ordered in half-hour increments. Total charges will be calculated according to actual hours worked.

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

Labor and Material are not subject to discount. **TOTAL AMOUNT DUE = \$ _____**

Straight Time (ST) hours are Monday through 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 through 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.

Electrical Labor and Equipment Rates:	<u>ST</u>	<u>OT</u>	<u>NR</u>
Electrician:	\$70.00/hr	\$140.00/hr	\$210.00/hr
Scissor lift with Operator:	\$200.00/hr	\$270.00/hr	\$395.00/hr
Boom Lift/JLG lift with Operator:	\$250.00/hr	\$320.00/hr	\$445.00/hr

NO. ELR9