



Los Angeles Convention Center

2010 ELECTRICAL LABOR REQUEST

Events Held: January 1 - December 31, 2010

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@lacclink.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.lacclink.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.				

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 based on availability on a first come, first serve basis.
2. Electrical labor must be ordered when the type of service(s) 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 lighting fixtures and related equipment; installing power from overhead (catwalks, etc.); and installing services that exceed any standard cable length/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 within fifteen (15) minutes. Installations exceeding fifteen (15) minutes must be performed by LACC Electrical staff. For theatrical-style lighting, refer to the LACC Electrical Lighting Policy.
4. Requests for modification(s) to the schedule (including cancellations) must be received no less than 48 hours prior to the beginning of the respective work shift. Modification(s) and/or cancellation(s) made without prior notification will be subject to corresponding labor charges and staff availability.
5. Please complete 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.	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:	\$75/HR	\$150/HR	\$225/HR
Scissor lift with Operator:	\$205/HR	\$280/HR	\$410/HR
Boom/JLG lift with Operator:	\$255/HR	\$330/HR	\$460/HR