

# Facility Forms



**\* INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



# INTERNET SERVICE CONTRACT

## HENRY B. GONZALEZ CONVENTION CENTER



© 2025 Smart City Networks. All Rights Reserved.

Effective February 3, 2025 - December 31, 2025 - V012125

Exhibitor Company Name:		Booth/Room#:	Show Name: <b>Glass TEXpo 25</b>	
Billing Company Name:		Show Start Date: <b>May 7, 2025</b>	Show End Date: <b>May 8, 2025</b>	
Billing Company Address:		<b>INCENTIVE ORDER DEADLINE: April 21, 2025</b>		
City, State, Zip:		Country:	On-site Authorized Contact:	Onsite Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

SHARED - LIGHT WIRED INTERNET, <b>NOT FOR STREAMING</b>	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
---	-----	------------	------	---------	-------

<b>Includes: 1 Private IP Address, Routers PROHIBITED and will not work</b>					
Average Usage Up to 3 Mbps Burstable To 5 Mbps (DHCP), per device		<b>\$895</b>	\$1,140	\$1,368	
Additional Device(s), Per Device Up to 4 [6 or more available online]		<b>\$185</b>	\$220	\$255	

DEDICATED INTERNET, <b>FOR STREAMING, GAMING &amp; WEBCAST</b>	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
--	-----	------------	------	---------	-------

<b>Includes: 5 Public IP Addresses, Routers SUPPORTED</b>					
Dedicated 3 Mbps		<b>\$3,495</b>	\$4,370	\$5,244	
Dedicated 6 Mbps		<b>\$5,900</b>	\$7,375	\$8,850	
Dedicated 10 Mbps		<b>\$7,850</b>	\$9,810	\$11,772	
Dedicated 15 Mbps		<b>\$11,700</b>	\$14,630	\$17,556	
Dedicated 20 Mbps		<b>\$15,500</b>	\$19,380	\$23,256	
Upgrade to 29 Public Static IP Addresses		<b>\$995</b>	\$1,194	\$1,433	
<i>Higher Bandwidth Services Available for UHD Streaming</i>					

INTERNET EQUIPMENT & LABOR	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
----------------------------	-----	------------	------	---------	-------

Switch Rental – up to 24 ports		<b>\$185</b>	\$225	\$270	
Patch Cable (up to 100') – Cat5e		<b>\$50</b>	\$62	\$74	
Labor / floor work – four lines per hour		<b>\$125</b>	\$125	\$125	
Distance Fee for each Internet line delivered outside the facility		<b>\$500</b>	\$500	\$500	

**WIRELESS INTERNET, Full products catalog available online**  
**SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)**

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

<b>SUBTOTAL</b>	
<b>ESTIMATED 10% TAX/FEES</b>	
<b>GRAND TOTAL</b>	

**ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER**

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

**PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT**

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

**Make checks payable to** SMART CITY NETWORKS  
 Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110  
 Las Vegas, NV 89118



You may reach us with questions at:  
 Call (888) 446-6911 • Email: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com)  
 Order online at: [orders.smartcitynetworks.com](http://orders.smartcitynetworks.com)  
 Or fax order to (702) 943-6001



Customer Number:  
2025-017-259

**\* INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



# TELEPHONE SERVICE CONTRACT

## HENRY B. GONZALEZ CONVENTION CENTER



© 2025 Smart City Networks. All Rights Reserved.

Exhibitor Company Name:		Booth/Room#:	Show Name: <b>Glass TEXpo 25</b>	
Billing Company Name:		Show Start Date: <b>May 7, 2025</b>	Show End Date: <b>May 8, 2025</b>	
Billing Company Address:		<b>INCENTIVE ORDER DEADLINE: April 21, 2025</b>		
City, State, Zip:		Country:	On-site Authorized Contact:	Onsite Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

Effective February 3, 2025 - December 31, 2025 - V012125

VOICE SERVICES, PBX Service – Domestic Long Distance Included	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Single Line <input type="checkbox"/> Instrument <input type="checkbox"/> Non Dial 9 <input type="checkbox"/> International Long Distance		<b>\$275</b>	\$345	\$414	
Multi Line Phone with (1) main number and (1) rollover line		<b>\$415</b>	\$520	\$624	
Speaker Phone Line with Polycom Instrument		<b>\$465</b>	\$575	\$690	
Distance Fee for each Telephone line delivered outside the facility		<b>\$100</b>	\$100	\$100	

**SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)**

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

<b>SUBTOTAL</b>	
<b>ESTIMATED 30% TAX/FEES</b>	
<b>GRAND TOTAL</b>	

**ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER**

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

**PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT**

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

**Make checks payable to** SMART CITY NETWORKS  
Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110  
Las Vegas, NV 89118



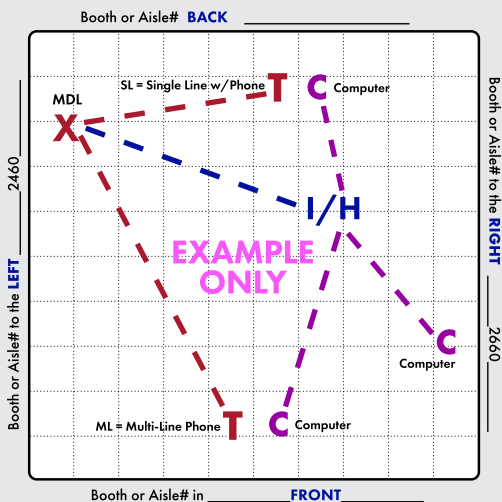
You may reach us with questions at:  
Call (888) 446-6911 • Email: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com)  
Order online at: [orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
Or fax order to (702) 943-6001



Customer Number:  
**2025-017-259**

# "COMMUNICATIONS" FLOOR PLAN WORKSHEET

Company Name:	Show: <b>Glass TEXpo 25</b>	Booth/Room #:
Center: <b>Henry B. Gonzalez Convention Center</b>	Customer / Ref #:	<b>2025-017-259</b>



## SPECIFY YOUR DESIRED LOCATION OF SERVICES

**X = MAIN DISTRIBUTION LOCATION (MDL)**

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City's deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

**T = TELEPHONE/FAX...**

**I = INTERNET SERVICE**

**H = HUBS**

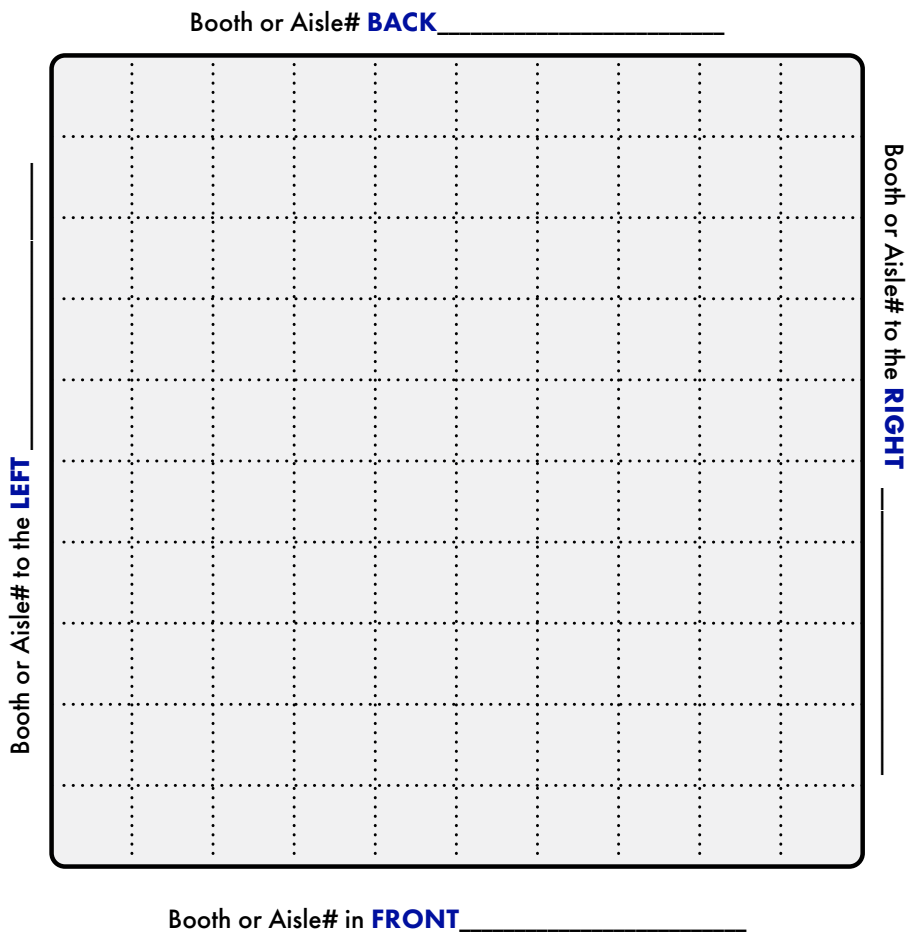
**PC = PATCH CABLES**

**C = COMPUTERS**

Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Voice and Data communications cabling.** Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!! Prior to installation of service, a complete floor plan is required.** Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



**Booth Orientation:** For Smart City to accurately install services "A minimum" of one surrounding Booth or Aisle # is required, two or more would be more helpful.

**BOOTH SIZE** \_\_\_\_\_ ft x \_\_\_\_\_ ft      **SCALE:** 1 BOX IS = TO \_\_\_\_\_ ft

**BOOTH TYPE**    Island    Inline



You may reach us with questions at:  
 Call (888) 446-6911 • Email: [customerservice@smarcitynetworks.com](mailto:customerservice@smarcitynetworks.com)  
 Order online at: [orders.smarcitynetworks.com](http://orders.smarcitynetworks.com)  
 Or fax order to (702) 943-6001

# WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show: <b>Glass TEXpo 25</b>	Booth/Room #:
Center: <b>Henry B. Gonzalez Convention Center</b>	Customer / Ref #:	<b>2025-017-259</b>

## OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

## CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

## INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

## CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

### **ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.**

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_



You may reach us with questions at:  
Call (888) 446-6911 • Email: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com)  
Order online at: [orders.smartcitynetworks.com](http://orders.smartcitynetworks.com)  
Or fax order to (702) 943-6001

**SAN ANTONIO FIRE PREVENTION DIVISION  
1901 SOUTH ALAMO STREET  
SAN ANTONIO, TEXAS 78204  
Phone: (210) 207.3695**

**Revised May 1, 2020**

**Fire Regulations for Assembly Occupancies**

**Seating and Booth Arrangements:**

1. A floor plan of the layout for events such as banquets, display exhibits, conventions, concerts or conferences should be submitted to the Fire Marshal for approval at least 15 days prior to the event.
2. All seating arrangements for events will be in accordance with current edition of the International Fire Code and approved by the Special Events Coordinator. Any special or unusual arrangements must be approved prior to tickets sales.
3. Exhibit approvals will require a final walk-through by the Fire Marshal prior to event opening. Walk-through conducted after normal work hours, weekends or holidays will be at the expense of clients unless instructed otherwise. The after-hours rate is set by the City of San Antonio, check with the Special Events Coordinator for current rate.

**Booth Construction, Decorations, and Stage Scenery:**

4. The decorative and construction materials must be of non-combustibles or flame-resistant material or treated with a solution to make the material flame-resistant.
5. All curtains, drapes, carpet and decorative materials must be non-combustible or flame-resistant material.
6. Any merchandise or material attached to drapes or table skirts must be on non-combustible or flame-resistant material or approved by the Fire Marshal.

**Enclosed and Multiple Story Booths:**

7. All booths that are completely enclosed must have a smoke detector within the enclosed area that can be heard outside the enclosed area. Multiple story booths must have a smoke detector on the ceiling of the first level.
8. If any enclosed or multiple story booth is over 50 feet in length and holds more than 50 people, it must have at least two marked exits.
9. The travel distance within any booth or exhibit enclosure to an exit access aisle may not be greater than 50 feet.
10. Multiple Story Booth plans must be submitted to the Fire Marshal's office for approval. The plans must specify maximum number of occupants and have a State of Texas- Professional Engineer's stamp, certifying that the platform can bear the maximum occupant load.
11. Multiple story booths must contain at least two 5-pound fire extinguishers, ABC type (2A10BC), with at least one fire extinguisher per floor.

**Exits and Exit access and discharge:**

12. All exit doors and aisles serving any occupied area of the building must remain unobstructed and unlocked during the hours of operation.
13. No curtain drapes, or banners shall be hung in such a manner as to cover any exit signs.
14. No decorations, furnishings or other objects may be so placed as to obstruct exits or visibility to the exits. Mirrors may not be placed next to or over exit doors in such a manner as to confuse the direction of the exit.
15. Exit illumination shall be provided and maintained when the building or structure is occupied. Equipment providing emergency power for exits should provide power for not less than ninety (90) minutes and assembly illumination shall be maintained and operable at all times.

### **Open Flames, Compressed Gases, Explosives and Lasers:**

16. The following items may not be used without prior approval of the Fire Marshal.
  - A. Use display or storage of LPG (Propane or Butane)
  - B. Flammable Liquids of Gas
  - C. Barbeque Grills
  - D. Straw, sawdust, or wood shavings
  - E. Welding or cutting equipment for demonstration purposes
  - F. Gas fired appliances for demonstrations or cooking purposes
  - G. Salamander stoves for demonstrations or cooking purposes
  - H. Lit candles and lanterns for demonstration purposes
  - I. No Class B or C Fireworks of any type are allowed without a permit issued by the Fire Marshal's office
  - J. Hazers/Fog Machines
17. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited, unless approved by the Fire Marshal.

### **Cooking and Cooking Appliances:**

18. Cooking is permitted on a limited basis.
  - **A minimum of one (1) 2A10BC fire extinguisher is required in each area where cooking or heating is taking place.**
  - Small electric cook-tops, ovens and skillets will be allowed for warming.
  - When deep fat fryers are permitted, a Class K fire extinguisher shall be provided.
19. Cooking appliances must be placed on non-combustibles surface materials and may not be located within two feet of any combustible materials.
20. All cooking using grease or cooking oils may require splatter shields or lids to protect other employees or the public attending the function from being burned.

### **Electrical Equipment:**

21. Electrical equipment must be installed, operated and maintained in a manner that does not create a hazard to life or property and approved by the City Electrical Inspector.
22. All extension cords extending across an aisle or in the path of travel must be secured/covered to avoid tripping anyone walking across the area.

### **Vehicles: This includes all vehicles (e.g.: Cars, Trucks, Semis, Busses, RVs, Boats, Motorcycles, ATVs, Quad Runners, Jet Skis, etc.).**

23. Vehicles. Liquid-fueled or gaseous-fueled vehicles, boats or other motorcraft shall not be located indoors except as follows:
  - Batteries are disconnected except where the Fire Code Official requires that the batteries remain connected to maintain safety features.
  - Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (whichever is least).
  - Fuel tanks and fill openings are closed and sealed to prevent tampering.
  - Vehicles, boats or other motorcraft equipment are not fueled or defueled within the building.  
(2018 IFC, Section 314.4)
    - A. Vehicle operation is limited to brief parade type display specifically approved by the Fire Marshal.
    - B. A floor plan of the display area must be submitted at least 15 days prior to move-in for the Fire Marshal's approval
    - C. Keys to the vehicle shall remain at the exhibit area, so the vehicle can be removed in case of emergency.
    - D. Show vehicles with LPG tanks shall not be permitted inside the exhibit area without prior approval from the Fire Marshal.
24. No vehicle shall be parked in designated fire lanes.
25. All vehicles not on display are required to be removed from the building prior to the opening of the event.

## **Tents**

26. **Approval Required.** Tents and membrane structures used for assembly purposes having an occupant load over 50, and all other occupancies having an area in excess of 1200 square feet shall not be erected, operate or maintained for any purpose without first obtaining a permit and approval from the fire code official. (2018 IFC Amendments, Section 3103.2)
27. Plans drawn to scale showing size, height, location, anchoring details and certification of material flame resistance must be submitted to the Fire Marshal's office at least 15 days prior to event for approval.

## **Hazardous Materials:**

28. OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous material contained therein and appropriate hazard warning.
29. All hazardous materials require Fire Marshal approval.
30. Exhibitors displaying or using hazardous chemicals must have available a Material Safety Data Sheet (MSDS) in case of spill or leakage.

## **General Regulations:**

31. The use of all gas fire heating units; either portable or stationary shall meet the approval of the City Plumbing Inspector and/or the Fire Marshal.
32. Smoking is prohibited in all City of San Antonio buildings. Smoking policy is regulated by City Ordinances #62785, #75573, #85370 and facility regulations.
33. Storage for crates or freight not in use or being displayed must be arranged with the event coordinator and approved by the Fire Marshal.
34. Compressed gases are not allowed in the exhibit area in other than approved containers. Only one-day supply will be allowed in the display area and they must be secured.
35. Whenever compressed gases are used in booth or display area, a "NO SMOKING" sign must be posted.
36. If present, fire alarm systems and sprinkler systems must have a current inspection tag. (2018 IFC, Sections 901.6.1)
37. Every room or space that is assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. (2018 IFC, Section 1004.9)
38. In accordance with the International Fire Code "When, in the opinion of the *fire code official*, it is essential for public safety in a place of assembly or any place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest, or activity, the owner, agent, or lessee shall provide one or more fire watch personnel, as required and *approved*. Fire watch personnel shall comply with Sections 403.12.1.1 and 403.12.1.2 (2018 IFC, Section 403.1)

## **NOTICE:**

If lasers will be used during an event, the technician must be registered with Texas Department of Health (Bureau of Radiation Control). To notify the Texas Department of Health, call (512) 834-6688 ext. 2251 or Fax (512) 834-6690. All pyro displays require the technicians to be licensed and certified by the Texas State Fire Marshal's office (512) 305-7932 or 305-7930. At the expense of the client, one or more Fire Marshals will be employed for these events, unless directed otherwise.

**FEE SCHEDULE:**

**Overtime rate for Fire Marshal/Inspector as of October 1, 2012**

**\$82.40/hr**

Overtime is charged after 5:00 pm weekdays, weekends and holidays.

Overtime carries a minimum of 2 hours per occurrence.

**PYROTECHNIC DISPLAYS:**

All pyrotechnic (fireworks) displays require a permit. Size and type of pyrotechnic display will determine whether one or two inspectors will be required to be on site.

1.3 Pyrotechnic Display	2 Inspectors	\$82.40/hr (2 hr minimum)
1.4 Pyrotechnic Display	1 Inspector	\$82.40/hr (2 hr minimum)
Hazing	1 Inspector	\$82.40/hr (2 hr minimum)

**OTHER INSPECTIONS:**

Vehicle checks: Vehicles will be inspected ***PRIOR*** to entering building at every event.

Vehicles arriving after hours, on weekends or on holidays will be inspected at Overtime rate as outlined above.

**FLOOR PLAN REVIEW:**

Effective October 1, 2008, Ordinance No. 2008-09-11-0777G established a fee schedule for Special Events:

- For plan review and inspections involving floor plans greater than five thousand (5,000) square feet but less than or equal to fifteen thousand (15,000) square feet...\$275.00 + 3% tech fee for a total of \$283.25
- For plan review and inspections involving floor plans exceeding fifteen thousand (15,000) square feet ... \$425.00 + 3% tech fee for a total of \$ 437.75.
- No plan submittal or Assembly Fee required for floor plans less than 5,000 square feet.



Henry B. Gonzalez Convention Center

## Exhibitor Marketing Kit



## Easy Ordering from Encore

As the preferred Technology Provider of Henry B. Gonzalez Convention Center, Encore is committed to making your experience as easy and stress-free as possible.



Self-service option available through our online store – EventNow

### Step 1

Visit [EventNow](#) and select 'I am planning an exhibit booth'

### Step 2

Browse our technology catalog

### Step 3

Select from a list of available products/product packages and service packages, then check out.\*

- EventNow is only available more than two days prior to event load in. If ordering within two days, contact your onsite team

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.



### offers a range of solutions for any exhibitor:

As the preferred Technology Provider of the Henry B. Gonzalez Convention Center, Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Stations
- Flipchart Packages
- LED Lighting

## NEED RIGGING

If so, please fill out a rigging request at the following link:  
<https://www.encoreglobal.com/rigging-request/>

**An Encore representative will be in touch with you.**

## We make it easy



Easy ordering options



Confirmation email is sent with your order details



We regularly maintain and service all equipment



Encore delivers, installs, and tests equipment.



After the show, Encore picks up your rental equipment.



### Need assistance or products/solutions not offered in Event Now?

**Call your on-site contact directly:**

Sales Team

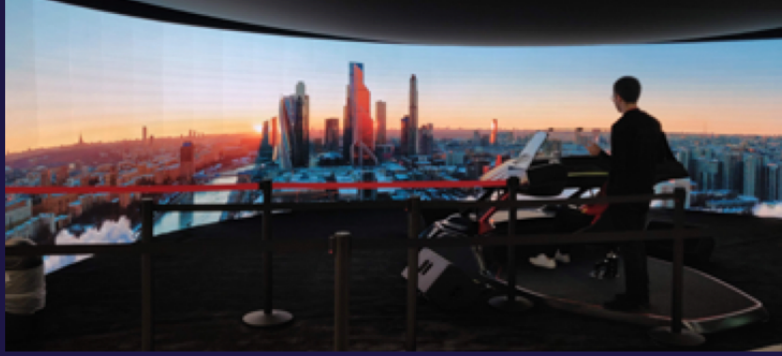
[clarissa.gaona@encoreglobal.com](mailto:clarissa.gaona@encoreglobal.com)

[greg.martinez@encoreglobal.com](mailto:greg.martinez@encoreglobal.com)

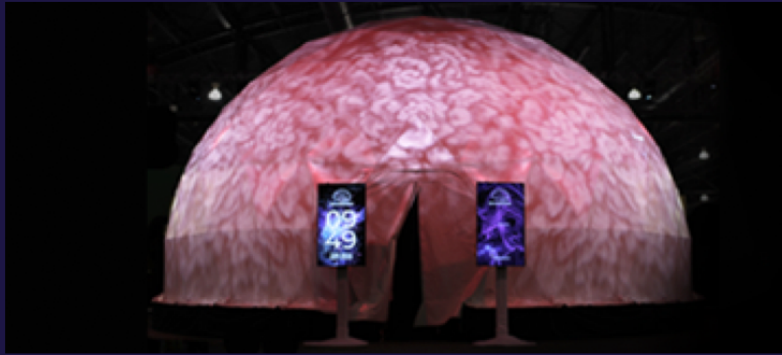
☎ 1 210-308-0182

# What else can we do?

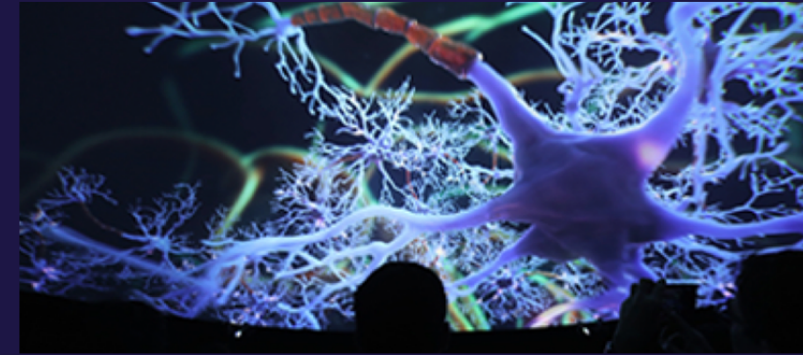
Experiential Exhibits



Led Walls



Lighting Solutions



Projection

Video Solutions

And More!



# Special Notes

- Encore is the exclusive motor up rigging service provider for the Henry B Gonzalez Convention Center. Any items under 250lbs that do not need to connect to truss and/or motors can be hung by the client's general contracting company.
- Internet is provided by Smart City - 210-258-8900, Guillermo Huerta, ghuerta@smartcity.com
- There are two power vendors available to choose from, please check with your exhibit company to find out who they have chosen.
- Please reach out directly to Encore for information regarding monitors needing to be mounted in a booth.
- Please reach out directly to Encore for any booth lighting needs.  
All lights must be within the footprint of the exhibit booth.  
No more than 4 lights will be dead hung from overhead beams, more than 4 lights will require truss and motors.  
This request will need to be submitted through the Encore Rigging Advance Portal.
- All lighting rigging requests must be submitted through the Rigging Advance Portal link as well:  
**<https://www.encoreglobal.com/rigging-request/>**
- Requests must be submitted, approved and confirmed (21) Days in advance of the load in.  
All lighting request submissions must contain a drawing of the booth design, layout of how the booth will be oriented within the overall exhibit hall space, and must display which areas are being requested to be lit and desired lighting angles.
- All lighting service calls require (2) lighting technicians for a minimum of (5) hours for the installation and load-out.
- All rigging service calls require (2) riggers for a minimum of (5) hours for the installation and load-out.
- Advances submitted after the 21-day deadline will be assessed additional fees.

# Glass TEXpo

May 7-8, 2025

HENRY B. GONZÁLEZ CONVENTION CENTER



## ORDER ELECTRICAL ONLINE!

Take advantage of discounted rates!

Order your electrical services online by

04 / 16 / 2025

[ORDERING.EDLEN.COM](https://ORDERING.EDLEN.COM)

Quick, secure, and easy to use!

You may receive an email to finalize your order from

[ExhibitorServices-SanAntonio@edlen.com](mailto:ExhibitorServices-SanAntonio@edlen.com)

**EDLEN**  
The Power People

Edlen Electrical Exhibition Services

5811 La Colonia, San Antonio, TX 78218

210.662.9450 • [sanantonio@edlen.com](mailto:sanantonio@edlen.com) • [www.edlen.com](http://www.edlen.com)

# ORDER INSTRUCTIONS

Advance Payment Deadline Date: 04/16/25



The Power People

**ELECTRICAL EXHIBITION SERVICES**

5811 La Colonia, San Antonio, Texas 78218

Phone: (210)662-9450 Fax: (210)662-9640

sanantonio@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Glass TEXpo</b>		
<b>FACILITY:</b>	<b>Henry B. Gonzalez Convention Center</b>		
<b>DATES:</b>	<b>May 7-8, 2025</b>	<b>EVENT #055001SA</b>	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://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: 04/16/25



The Power People

## ELECTRICAL EXHIBITION SERVICES

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

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Glass TEXpo</b>		
<b>FACILITY:</b>	<b>Henry B. Gonzalez Convention Center</b>		
<b>DATES:</b>	<b>May 7-8, 2025</b>	<b>EVENT #055001SA</b>	

### FINANCIALLY RESPONSIBLE COMPANY

<b>COMPANY NAME:</b>		<b>PHONE:</b>	
<b>ADDRESS:</b>		<b>FAX:</b>	
<b>CITY:</b>	<b>ST:</b>	<b>ZIP:</b>	
<b>COUNTRY:</b>		<b>CELL #:</b>	
<b>EMAIL:</b>			

### 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 \* Reference the Event #  
 Routing #: 021000021 Acct #: 789835573 listed above and your  
 Reference Address: 383 Madison Ave Booth # on all electronic  
 New York, NY 10017 payments.  
 Swift Code: CHASUS33  
 Account Name: Edlen Electrical Exhibition Services, Inc  
**\* \$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](http://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.

**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.

VISA  MASTERCARD  AMEX  DISCOVER

### CHECK AND CREDIT CARD INFORMATION

<b>COMPANY NAME:</b>	
<b>CHECK #:</b>	
<b>CREDIT CARD NUMBER:</b>	<b>EXP DATE:</b>
<b>CARD HOLDER SIGN:</b>	<b>PRINT NAME:</b>
<b>EMAIL:</b>	<b>THIRD PARTY PAYMENT? YES or NO</b>

### CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

<b>ADDRESS:</b>	<b>CITY:</b>	<b>ST:</b>	<b>ZIP:</b>
-----------------	--------------	------------	-------------

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	
<b>TOTAL DUE</b>	

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



The Power People

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

E  M

Advance Payment Deadline Date: 04/16/25

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Glass TEXpo</b>		
<b>FACILITY:</b>	<b>Henry B. Gonzalez Convention Center</b>		
<b>DATES:</b>	<b>May 7-8, 2025</b>	<b>EVENT #055001SA</b>	

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)**

ORDER INSTRUCTIONS
<p><b>INLINE AND PENINSULA DELIVERY</b>                  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).</p>
<p><b>ISLAND BOOTH DELIVERY ONE LOCATION</b>                  Island booths that need power delivered to one location incur (1) hour labor charge for installation &amp; (1/2) hour labor charge for removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.</p>
<p><b>ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS</b>                  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.</p>
<p><b>208/480V POWER DELIVERY AND CONNECTIONS</b>                  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.</p>
<p><b>24 HOUR SERVICES</b>                  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.</p>
<p><b>CANCELLATIONS</b>                  Credits will not be issued for services delivered and not used. See #16, 22 &amp; 23 on our Terms &amp; Conditions for additional details.</p>
<p><b>TERMS &amp; CONDITIONS</b>                  I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.</p>

**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
<b>120 VOLT</b>					
500 WATTS (5 AMPS)	_____	_____	98.00	147.00	_____
1000 WATTS (10 AMPS)	_____	_____	175.00	263.00	_____
1500 WATTS (15 AMPS)	_____	_____	204.00	306.00	_____
2000 WATTS (20 AMPS)	_____	_____	236.00	387.00	_____
<b>208 VOLT SINGLE PHASE</b>					
20 AMPS	_____	_____	443.00	665.00	_____
30 AMPS	_____	_____	527.00	791.00	_____
60 AMPS	_____	_____	695.00	1043.00	_____
<b>208 VOLT THREE PHASE</b>					
20 AMPS	_____	_____	592.00	888.00	_____
30 AMPS	_____	_____	704.00	1054.00	_____
60 AMPS	_____	_____	929.00	1394.00	_____
100 AMPS	_____	_____	1220.00	1830.00	_____
200 AMPS	_____	_____	1282.00	1923.00	_____
400 AMPS	_____	_____	2238.00	3357.00	_____

**TRANSFORMER(S)** Boost 208 Volt to 230 Volt  
 Transformer (20 amp minimum charge) Total Amps: \_\_\_\_\_ x 6.35 = \_\_\_\_\_

**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

<b>480 VOLT THREE PHASE</b>					
20 AMPS	_____	_____	782.00	1173.00	_____
30 AMPS	_____	_____	868.00	1302.00	_____
60 AMPS	_____	_____	920.00	1380.00	_____
100 AMPS	_____	_____	1130.00	1695.00	_____

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

15' EXTENSION CORD	_____	32.00	_____
POWER STRIP	_____	32.00	_____

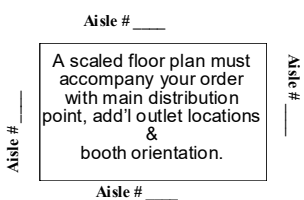
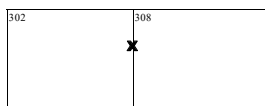
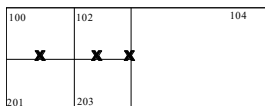
<b>TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM</b>	<b>TOTAL</b>	_____
PRINT NAME: _____		
EMAIL: _____	PHONE: _____	

# SAN ANTONIO ELECTRICAL TERMS & CONDITIONS

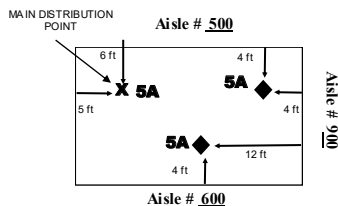
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance 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 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 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
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 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 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.
28. 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?

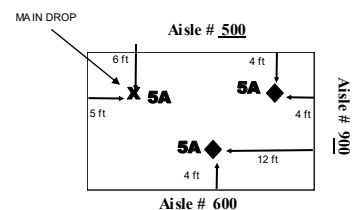
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**ISLAND BOOTHS**



**EXAMPLE-FLOOR POWER**



**EXAMPLE-CEILING POWER**

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM**



The Power People

**ELECTRICAL EXHIBITION SERVICES**

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

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Glass TEXpo</b>		
<b>FACILITY:</b>	<b>Henry B. Gonzalez Convention Center</b>		
<b>DATES:</b>	<b>May 7-8, 2025</b>	<b>EVENT #055001SA</b>	

**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.



The Power People

**ELECTRICAL EXHIBITION SERVICES**

5811 La Colonia, San Antonio, Texas 78218

Phone: (210)662-9450 Fax: (210)662-9640

sanantonio@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Glass TEXpo</b>		
<b>FACILITY:</b>	<b>Henry B. Gonzalez Convention Center</b>		
<b>DATES:</b>	<b>May 7-8, 2025</b>	<b>EVENT #</b>	<b>055001SA</b>

**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.

- Provide an Electrical Layout Form:
  - The electrical layout must indicate each power outlet and its location with exact measurements.
  - The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
  - 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.
  - If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
- What date will you begin building your booth?
  - Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
  - Describe flooring: \_\_\_\_\_
  - Estimated date and time flooring installation will begin. Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Show site supervisor:
 

Name \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_ Company \_\_\_\_\_
- 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.
- 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		DISTRIBUTION LABOR ESTIMATE		
<b>Labor Minimums</b>	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.	<b>MAN HRS</b>	<b>RATE</b>	<b>TOTAL</b>
<b>Straight Time</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	_____ ST	\$110.00	_____
<b>Overtime</b>	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	_____ OT	\$220.00	_____
		<b>LIFT RENTAL</b>		
		<b>HOURS</b>	<b>RATE</b>	<b>TOTAL</b>
		_____	\$299.00	_____

<b>TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM</b>	<b>ESTIMATED TOTAL</b>	
---	------------------------	--

AUTHORIZATION	
PRINT NAME:	DATE:

**ELECTRICAL BOOTH WORK**

Advance Payment Deadline Date: 04/16/25



The Power People

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

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Glass TEXpo</b>		
<b>FACILITY:</b>	<b>Henry B. Gonzalez Convention Center</b>		
<b>DATES:</b>	<b>May 7-8, 2025</b>	<b>EVENT #055001SA</b>	

**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		BOOTH LABOR ESTIMATE		
<b>Labor Minimums</b>	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.	<b>MAN HRS</b>	<b>RATE</b>	<b>TOTAL</b>
<b>Straight Time</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$110.00	_____
<b>Overtime</b>	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	OT	\$220.00	_____
		<b>LIFT RENTAL</b>		
		<b>HOURS</b>	<b>RATE</b>	<b>TOTAL</b>
			\$299.00	_____

<b>TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM</b>	<b>ESTIMATED TOTAL</b>	_____
---	------------------------	-------

**AUTHORIZATION**

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_



# LIGHTING ORDER



The Power People

## ELECTRICAL EXHIBITION SERVICES

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

E  M

Advance Payment Deadline Date: 04/16/25

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Glass TEXpo</b>		
<b>FACILITY:</b>	<b>Henry B. Gonzalez Convention Center</b>		
<b>DATES:</b>	<b>May 7-8, 2025</b>	<b>EVENT #055001SA</b>	

**BOOTH LIGHTING (Price includes power for the fixture)**



**Rates below are a Per Fixture cost.  
 Pricing = Light rental + 1 hour labor to install and remove.**

**Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.**

- \* Pole lights are placed along the side rail or back wall of inline booths.
- \* Pole lights cannot be placed remotely. They must be secured to side rail or booth structure.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
8 FT POLE WITH 1 LIGHT	116.00	174.00		38.00						
8 FT POLE WITH 2 LIGHTS	135.00	203.00		48.00						

**FLOOR PLAN**

Send floor plan indicating light locations for overhead lights and pole lights

<b>TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM</b>	<b>TOTAL</b>	
PRINT NAME:		
EMAIL:	PHONE:	

# PLUMBING ORDER

E  M

Advance Payment Deadline Date: 04/16/25



The Power People

## ELECTRICAL EXHIBITION SERVICES

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

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Glass TEXpo</b>		
<b>FACILITY:</b>	<b>Henry B. Gonzalez Convention Center</b>		
<b>DATES:</b>	<b>May 7-8, 2025</b>	<b>EVENT #055001SA</b>	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://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)

<b>TRANSFER TOTAL TO BOX #5 ON METHOD OF PAYMENT FORM</b>	<b>TOTAL</b>	
---	--------------	--

PRINT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_



The Power People

**ELECTRICAL EXHIBITION SERVICES**

5811 La Colonia, San Antonio, Texas 78218

Phone: (210)662-9450 Fax: (210)662-9640

sanantonio@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Glass TEXpo</b>		
<b>FACILITY:</b>	<b>Henry B. Gonzalez Convention Center</b>		
<b>DATES:</b>	<b>May 7-8, 2025</b>	<b>EVENT #055001SA</b>	

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

**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.**

<b>LABOR ESTIMATE</b>		
<b>MAN HOURS</b>	<b>RATE</b>	<b>TOTAL</b>
_____ ST	\$115.00	_____
_____ OT	\$230.00	_____
_____		_____

<b>WORK RATE SCHEDULE</b>	
<b>ST</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
<b>OT</b>	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays.

<b>ESTIMATED TOTAL</b>	_____
------------------------	-------

<b>AUTHORIZATION</b>	
<b>PRINT NAME:</b>	
<b>DATE:</b>	

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



## 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. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
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. Lift charges may also apply for overhead distribution.
6. 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.
7. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
8. 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.
9. 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.
10. 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.
11. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
12. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
13. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
14. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
15. 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.
16. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
17. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
18. All equipment using water must have inlet and outlet properly tagged.
19. All equipment must comply with state and local codes.
20. 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.
21. 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.
22. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
23. Claims will not be considered or adjustments made unless filed in writing prior to close of the event; no exceptions.
24. 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.
25. 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.
26. Credit will not be given for outlets installed or connections made and not used.
27. Payment in full for all plumbing services provided must be made in full prior to close of the event.
28. 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.
29. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
30. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
31. 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](http://WWW.EDLEN.COM)  
or call the number on the Plumbing Order form