

ELECTRIC DEPARTMENT POLICY - PAGE 1 of 2

ORDERING SERVICE

All orders and changes to orders must be made in writing via e-mail (Yemmy.Gongora@informa.com), mail, fax or in person at the electrical office. No orders may be accepted over the phone. Advance orders shall receive priority service.

PAYMENT FOR SERVICE

Electric by Show Management an Informa Markets business, requires payment in full at the time an order is placed. Failure to provide payment will result in interruption of power at show site. Payments may be made through the payment portal at: <https://payments.informaexhibitions.com> We accept American Express, Discover, MasterCard, Visa, wire transfers and company checks made payable to **Yachting Promotions Inc.** All payments are to be in U.S. funds drawn on a U.S. bank.

ADVANCE RATE

To **qualify** for the advance rate, completed orders must be received **with payment** on or before the advance deadline. Standard rates apply to orders and changes to orders after the deadline. If an order is placed without payment, standard rates apply unless payment is also received before the deadline.

THIRD PARTY BILLING

In the case of third party billing, any unpaid invoices revert to the party contracting for the exhibiting space. Any service charges or collection fees are the responsibility of the contract exhibitor.

WIRE TRANSFER

Wire transfer fees generally cost between \$12.00 and \$35.00. These are third party fees collected by the transferring bank. We cannot provide any receipt for said fees; please contact your bank for documentation. If the correct fees are not included in the transfer, your payment may be short and your account rendered past due.

OTHER FEES

A \$35.00 service charge will be assessed for all returned checks and declined credit cards. A service charge of 1.5% per month, at a minimum of \$5.00, will be applied to all sums which are not paid within 10 days from the date of the invoice. If we initiate collection proceedings, the exhibitor shall pay all expenses and costs of collection, including expenses of litigation and reasonable attorney's fees and agrees that it/he may be sued in court of competent jurisdiction. ***** Plus Sales Tax As Applicable*****

AUDIT

An audit is completed at each show. Any exhibitor or party affiliated with exhibitor's display (that is, set-up personnel, ship's captain or crew) found to be using power not ordered will be charged the standard rate plus an additional 20% audit fee.

ADJUSTMENTS, CANCELLATIONS, CLAIMS

No adjustments will be made after the close of the event. Cancellations made less than 14 days prior to arrival will forfeit opportunity for a refund. A credit may be issued with a 25% fee if deemed appropriate. Claims must be filed in writing prior to close of the event.

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SERVICE PROVIDED

Exhibitor holds us harmless for any and all losses of power including but not limited to losses due to utility company failure, generated power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor.

All materials and equipment are furnished on a service basis and remain under the control and possession of Electric by Show Management an Informa Markets business. All equipment, regardless of source of power, must comply with the National Electric Code, as well as Federal, State and Local Safety Codes.

All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc. All electrical equipment shall have provisions for grounding. No two conductor cords may be used; they must include a ground wire. Exhibitors are prohibited from tampering with or hard wiring into any Electric by Show Management an Informa Markets business controlled equipment. **Electricity provided consists of 120/208v 3 phase 60 Hertz or 480 3 phase 60 Hertz. ** Plus (+) or minus (-) 10 %.**

Outlets consist of one (1) plug-in. Additional outlets must be ordered for each location electricity is needed. All outlets are placed in the back portion of the booth. Island displays or displays requiring outlet to be placed in a location other than the back of the booth will incur an additional charge for labor and materials. A labor charge will be assessed for any exhibitor requiring an electrician to assist in connecting to power.

All In-Water Exhibitors are responsible for providing enough power cord to reach the power box provided on the dock. A minimum of 50' of cord is required from vessels less than 80' long. A minimum of 100' of cord is required from vessels 81' long and up. We can provide extensions at an additional cost.

LIABILITY

The show contains a temporary power grid approved and inspected by the City of Miami. It is the responsibility and in the best interest of the exhibitor to have and maintain proper voltage loss, phase loss and voltage spike protection for their equipment. By signing this form the CUSTOMER/EXHIBITOR agrees to indemnify, forever hold harmless and defend Electric by Show Management an Informa Markets business and their employees, officers, and agents from any and all claims resulting in voltage irregularities.

A signed copy of this policy must be sent along with your Electric Order Form or services will not be provided.

ELECTRIC ORDER FORM

DOCK POWER For multiple boat outlets, please complete *Boat Power Distribution Form*.

LIGHTING

A/C ELECTRIC

OTHER

** LIMITED AVAILABILITY - Must be ordered prior to advanced deadline.*

***Dock Unit layout must be submitted prior to the advance rate deadline. Any location change of equipment after installation will be quoted accordingly & accrue in 1 hour increments.*

****Estimated Charges PLUS Sales Tax As Applicable****

Method of Payment

CC Portal: www.payments.informaexhibitions.com

Company

Space

Phone

Cell

Show Site

Email

Rep:

Checks should be made payable to Yachting Promotions Inc.

By completing this form you acknowledge, understand and agree to the Electric Department Policy Form, including but not limited to section "Liability".

BOAT POWER DISTRIBUTION FORM

This form is in addition to the electric order form. Please submit them together.

Company

Location

Slips

Boat Name or Description	20 Amp	20 Amp	30 Amp	50 Amp	100 Amp	100 Amp	100 Amp	200 Amp
Please use only <u>numbers</u> in boxes	208 V	3Ph 208V	115 V	208 V	1Ph 208V	3Ph 208V	3Ph 480V	3Ph 480V

Totals for Each Type of Outlet

Please provide a copy of your approved layout showing placement of boats, floating docks, & tents. You may specify preferred locations for transformers and ordered equipment such as lights on the layout, but final placement is determined by the Electrical Manager and your indicated placement is not guaranteed. Please show boats' power as well.

DOCK UNIT ELECTRIC LAYOUT FORM

Provide preferred location (1) of electric service. For land exhibits, outlets will be placed in back of the booth. Please note that exhibitor/booth builder will be responsible for laying extension cords underneath carpet or flooring.

Symbols : O = 20 amp Outlet P = Panel @ = Ceiling Lights

Indicate on layout scale and total square footage: Example = 1 square = 1 foot

_____ Square = _____ *Ft* Total Square Footage = _____

Exhibitor Name _____ Space/Booth # _____ Date _____

Adjacent Booth, Aisle or Dock

Adjacent Booth, Aisle or Dock

Adjacent Booth, Aisle or Dock