



915 W. 5th Street, Azusa, CA 91702 | Phone: 626-795-5131
Fax: 626-577-8044 | Toll Free: 800-468-3279
www.dolphinevents.biz



California Bridal & Wedding Expo
September 20, 2026
Sunday 12 pm – 5 pm

Los Angeles Convention Center - South Hall G
1201 South Figueroa St., Los Angeles, CA, 90015

Exhibitors Information Packet

SHOW TIMES:	September 20th	12pm to 5pm
GENERAL MOVE IN:	September 19th.	12pm to 4:00pm
Decorator service desk:	September 19th	12pm to 5pm
MOVE OUT:	September 20th	5:00 pm - 8:00 pm

YOUR FREIGHT IS FORCED OFF SHOW FLOOR ON: September 20th before 8pm

PLEASE NOTE DEADLINE DATE TO ORDER SERVICES AT DISCOUNT RATES: September 14th before 3pm

DOLPHIN EVENT SERVICE'S
915 W. 5th street, Azusa, CA 91702 Office: (626) 660-0227
email: art.s@dolphinevents.biz

A Message from the Decorator

Dolphin Event Service's has been selected as The Official Service/Drayage contractor for **Bridal and wedding Expo** being held at the **Los Angeles Convention Center**. We welcome the opportunity to assist you in every way possible to ensure a successful presentation.

This exhibitor kit contains important information regarding the show. Please review all the information that is included in this exhibitor kit. If there is another service you may need, please feel free to call us.

SPECIAL NOTES

To keep the appearance of the show; no Velcro, pins, hooks, tape, staples, or any like matter will be permitted to hang through, from or on the drape.

DISCOUNT PRICING

For **DISCOUNT PRICES** full payment **MUST** be included with your advance order. All deadlines are indicated at the top of each order form. Please note in order to receive **DISCOUNT PRICING**. The deadline for discount pricing is **September 14th before 3pm**

SHIPPING INFORMATION

All shipping information including shipping dates and times for advance warehouse and direct shipping can be found with the Material Handling Order Form. Please review these dates and times accordingly. Dolphin Event Service's realizes that exhibiting in a convention can be complicated and confusing. Therefore, please read all materials carefully. If you should need further assistance or additional information not covered in the exhibitor kit, please contact us at **(626) 795-5131**.

We look forward to serving you.

**The Staff at
Dolphin Event Service's**

Frequently Asked Question

MOVE-IN & MOVE-OUT PROCEDURES

DOLPHIN EVENT SERVICE'S

Company Name _____ Booth # _____

Exhibit Move-in Procedures:

- ***Please refer to the Material Handling Sheets for:***
 1. Advance & Direct Shipments
 2. Proper labeling for Advance and Direct Shipments
 3. Dates & Times
 4. Advance shipments will be delivered directly to your booth; ready for you to begin set up.
 5. Direct shipments will be delivered to your booth when they are received.
- ***Please refer to the front page for move in dates & times***
 1. DOLPHIN EVENT SERVICES employees will unload commercial freight haulers from 8:00am – 4:30 pm on dates specified.
 2. To avoid overtime charges; remind drivers that they should be in line before 2:00 pm in order to be unloaded by 4:30 pm.

Exhibit Move-out Procedures:

Upon show closing, if applicable the aisle carpet will be rolled and removed allowing forklifts to return all empty crates and storage materials to the booths.

- ***Bill of Ladings for outbound shipments via your choice of carrier:***
 1. Please have your carrier arrive in plenty of time to have your freight loaded before the deadline
 2. Have your driver check in at the check-in area
 3. When you are completely packed and ready to go; please turn in a Bill of Lading at the Service Desk
- ***For Exhibitors with privately owned vehicles who cannot hand carry all booth materials:***
 1. When all materials are packed up and ready to go drive your vehicle to the loading dock area
 2. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed.
- ***For Exhibitors with Company or Rented Trucks:***

1. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed
If your booth materials are not completely packed up and ready to be loaded when the staff arrives at your booth, you will be politely asked to go to the end of the line.

ALL EXHIBIT MATERIALS MUST BE REMOVED BY: 8pm – Sunday September 20th

At this time, DOLPHIN EVENT SERVICES' will re-route your freight via the house carrier at the exhibitors' expense.

No vehicles of any type will be allowed to park on the loading dock without permission.

No vehicles will be allowed to drive into buildings without prior permission from Show Management

PAYMENT POLICY FORM
Must be Included with all orders

DOLPHIN EVENT SERVICE'S

915 W. 5th street, Azusa, CA 91702

(626) 795-5131

email: art.s@dolphinevents.biz

Company Name: _____ Booth # _____

Contact Name: _____

Address: _____

City/ State/ Zip: _____

Phone # _____ Fax # _____

Email: _____

- **This form must be completed and enclosed with all order forms and on file with DOLPHIN EVENT SERVICES prior to any service(s) being performed regardless if another form of payment is being used.**
- Cancellation Policies: Please note cancellation policies on the various forms.
- In order to receive DISCOUNT PRICING full payment **must** be included with order form! If paying by check; make payment in U.S. funds drawn on a U.S. bank. If paying by credit card; please fill out the enclosed authorization form.
- Customer is responsible for loss or damage to equipment.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.
- ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE OPENING OF SHOW.
- THERE WILL BE NO CREDITS ISSUED UPON COMPLETION OF SHOW.

Amount Enclosed \$ _____ Amount to be charged to Credit Card \$ _____

If paying by Check; please fill out the following information:

Check Number: _____ Driver's License Number: _____

Address _____

City _____ State _____ Zip Code _____

If paying by Credit Card; please provide the following information:

Credit Card Number: _____

Please Check: __AMERICAN EXPRESS __MASTERCARD __VISA __ CVC Code _____

Expiration Date: _____ Name as it Appears on Card _____

Authorized By: _____ Cardholder's Signature: _____

Cardholders **Billing** Address _____ City _____ State _____ Zip Code _____

Email Address: _____

FURNITURE RENTAL ORDER FORM
Deadline for discount: September 14th before 3pm

DOLPHIN EVENT SERVICE'S

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email: art.s@dolphinevents.biz

Company Name _____ Booth # _____

Tables & Counter Tables	Discount	Floor	Quantity	Total
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Tables: 30" W x 30" H

4 ft. undraped table	\$45.00	\$65.00	_____	_____
6 ft. undraped table	\$55.00	\$75.00	_____	_____
8 ft. undraped table	\$65.00	\$85.00	_____	_____

Prices includes top covered in white plastic and 3 sides draped.

4 ft. draped table	\$85.00	\$105.00	_____	_____	_____ Blue _____ White
6 ft. draped table	\$95.00	\$115.00	_____	_____	
8 ft. draped table	\$115.00	\$125.00	_____	_____	_____ Black _____ Silver

4th sided table skirt	\$35.00	\$45.00	_____	_____	
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Counter Tables: 30" W x 42" H

4 ft. undraped counter table	\$55.00	\$75.00	_____	_____
6 ft. undraped counter table	\$65.00	\$85.00	_____	_____
8 ft. undraped counter table	\$75.00	\$95.00	_____	_____

4 ft. draped counter table	\$95.00	\$115.00	_____	_____
6 ft. draped counter table	\$105.00	\$125.00	_____	_____
8 ft. draped counter table	\$115.00	\$135.00	_____	_____
4th side counter skirt	\$45.00	\$55.00	_____	_____

Cocktail Table 36"rd 42" High

Cocktail undraped round table	\$95.00	\$125.00	_____	_____		_____ Black
Cocktail draped round table	\$135.00	\$165.00	_____	_____	Color of linen	_____ White

Chairs

Wood bar stool	\$50.00	\$70.00	_____	_____
Padded Chair	\$40.00	\$50.00	_____	_____
Folding Chair	\$10.00	\$15.00	_____	_____
Padded Counter Stool	\$75.00	\$105.00	_____	_____

Accessories	Discount	Floor	Quantity	Total
Backwall Drape (8 ft.high)	\$9.50 per foot	\$10.50 per foot.	_____	_____
Crossbar / Spreader	\$15.00	\$25.00	_____	_____
Easel	\$50.00	\$60.00	_____	_____
Garment Rack (5' H x 5' H)	\$75.00	\$95.00	_____	_____
Stanchions with belt (black)	\$60.00	\$80.00	_____	_____
Side Rail Drape (3 ft. high)	\$5.50 per foot	\$6.50 per foot	_____	_____
Upright with Base	\$10.00	\$15.00	_____	_____
Wastebasket	\$12.00	\$19.00	_____	_____
10x10 canopy with bases	\$343.50	\$443.50	_____	_____
10x20 canopy with bases	\$608.00	\$708.00	_____	_____
15x15 canopy with bases	\$687.00.	\$787.00	_____	_____
20x20 canopy with bases	\$793.50	\$893.50	_____	_____

Other size canopies are available. Please call for pricing

Canopies deadline for ordering is 10/1/2025

All items canceled will be charged at 50% of original price after move-in begins and 100% of original price after Dolphin Events installs,

Prices include installation, rental, and removal.

SUBTOTAL FURNITURE RENTAL ORDER FORM \$ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form.

CARPET RENTAL ORDER FORM

Deadline for discount: September 14th before 3pm

DOLPHIN EVENT SERVICE'S

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(626) 795-5131

email: art.s@dolphinevents.biz

Company Name _____ Booth # _____

STANDARD BOOTH CARPET

Size	Quantity	Discount	Floor	Total	Please select color:
9 x 10 Ft.	_____	\$180.00	\$280.00	\$ _____	_____ Black
9 x 20 Ft.	_____	\$360.00	\$460.00	\$ _____	_____ Blue
9 x 30 Ft.	_____	\$540.00	\$640.00	\$ _____	_____ Red
9 x 40 Ft.	_____	\$720.00	\$820.00	\$ _____	

Rental includes installation, front edge taping and pickup at the close of the show. IF CARPET IS ORDERED IN MULTIPLIES OF TWO OR MORE, THE CARPETS ARE NOT GUARANTEED TO BE A COLOR MATCH. Standard Carpet canceled will be charged at 50% of original price after move-in begins and 100% of original price after installation. STANDARD CARPET *IS NOT* DESIGNED TO COVER COMPLETE BOOTH AREAS.

CUSTOM BOOTH CARPET

Complete Area Size _____ x _____ = _____ Sq. Ft. @ \$2.85 / **Discount** **Floor** **Total**
\$3.85 = \$ _____

THIS CARPET IS CUT SPECIFICALLY TO YOUR BOOTH MEASUREMENTS. Rental includes installation, all necessary taping, and pickup at the close of the show. Include a layout for carpet installation if your carpet size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures; include a floor plan and a quote will be forwarded to you before we proceed. Custom Size Booth Carpet canceled after being cut will be charged at 100% .

CARPET PADDING - TAPE - PLASTIC COVERING

	Discount	Floor	Total
Carpet Padding _____ ft. x _____ ft. = _____ Sq. ft. @	\$1.25	\$1.65	\$ _____
Additional Taping _____ Linear ft. @	\$1.45	\$1.85	\$ _____
Plastic Covering _____ ft. x _____ ft. = _____ Sq. ft. @	\$1.15	\$1.55	\$ _____

All rental prices include installation & removal. Items canceled will be charged at 100% of original price after being cut.

SUBTOTAL CARPET RENTAL ORDER \$ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form.

FIRE DEPARTMENT REGULATIONS

DOLPHIN EVENT SERVICE'S

915 W. 5th street, Azusa, CA 91702

(626) 795-5131

email: art.s@dolphinevents.biz

For Exhibits, Exhibitions, Display, and Trade shows – Public or Private

BOOTH CONSTRUCTION

- Booths, platforms, and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to Fire Department representatives.
- Covering for counters or tables used within or as part of the booth shall be flame-retardant.
- All electrical wiring and apparatus will be of a wire UL type approved.

FIRE DEPARTMENT

A permit shall be required for the following:

- Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the Fire Department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display any internal combustion engine (special requirements available on request).

OBSTRUCTIONS

Aisles and exits, as designated on approved show plans, shall be kept clean, clear, and free of obstacles. Booth construction shall be substantial and fixed in position in specified area for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations, and may be required to be posted with designating signs.

FIRE-RETARDANT TREATMENT

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12' horizontally and 24" vertically. Oil cloth, tar paper, nylon, and certain other plastic materials cannot be made flame-retardant and their use is prohibited.

COMBUSTIBLES

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned Security program, motor vehicles are allowed to retain ¼ tank or less in fuel and gas caps must be taped. Batteries are to be disconnected and taped.

PROPANE CONTAINERS

Containers having a maximum capacity of 12 pounds (nominal 5 pounds LP Gas capacity) are permitted to be used temporarily inside of buildings for public exhibition or demonstration purposes.

BRIDAL & WEDDING EXPO

As you prepare for the California Bridal & Wedding Expo, please review the following important electrical service requirements before submitting your electrical order for your booth.

Electrical Placement:

All electrical outlets will be placed at the back of your booth unless otherwise specified. If you require an electrical outlet to be installed in another location within your booth space, an additional labor fee will apply for the relocation.

Prohibited Power Sources:

Please be advised that battery packs and separately derived power systems are prohibited inside the Los Angeles Convention Center. Exhibitors may not use these systems as an alternative power source for their booth.

To avoid unexpected charges or issues onsite, please carefully consider your electrical needs and indicate any special requirements when submitting your order.

Thank you for your attention to these requirements. We appreciate your cooperation and look forward to seeing you at the California Bridal & Wedding Expo!

Please contact EDLEN directly with any questions regarding your electrical order at 714.985.1480

California Wedding and Bridal Expo Sep 2026

9/20/2026 - 9/20/2026



Order Utility Services at ordering.edlen.com

Receive **Discounted Rates** for the following services when ordered by:

8/30/2026

- Electrical
- LED Walls
- Plumbing

Ordering is quick, secure and easy to use!

EDLEN
The Power People

Edlen Electrical Exhibition Services
(714) 985-1480 • exhibitorservices-lacc@edlen.com
1201 S. Figueroa Street
Los Angeles, CA 90015

Electrical Terms and Conditions

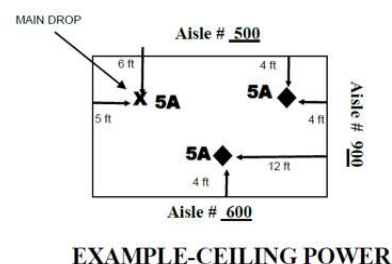
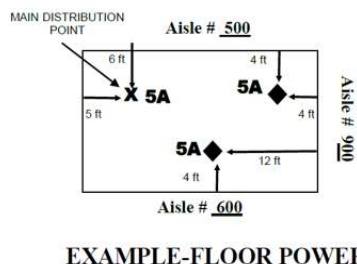
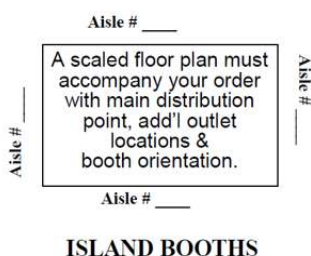
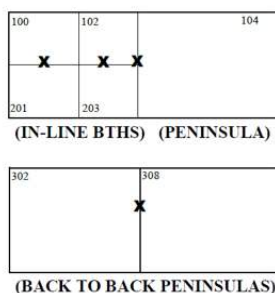
- 1 A complete order with payment and floor plan inclusive of a scaled layout for island booths or any booth requiring distribution of electrical services must be received no later than the deadline date for advance payment rates to apply. Orders received without payment and required floor plan will not receive advance rates. A purchase order or photocopy of a check are not considered valid forms of payment for securing advance rates. Complete orders received after the deadline date will be charged the regular 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 (1) one location along the rear of inline and peninsula booths. If more than (1) one outlet is required, labor and material charges may apply.
- 5 Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets to other 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 delivered to multiple locations within the booth space incur a minimum (1) hour installation labor charge. 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. If you require more than (1) one dedicated outlet, labor and material charges may apply.
- 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 exhibitors 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 MUST 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 3% credit card processing fee will be applied to all credit card payments. We do not accept virtual credit card payment links as a valid form of payment.
- 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.



For Other Commonly Asked Questions Visit Our Website At www.edlen.com

For more information email exhibitorservices-lacc@edlen.com or call (714) 985-1480

Plumbing Terms and Conditions

- 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 will not receive advance rates. A purchase order or photocopy of a check are not considered valid forms of payment for securing advance rates. Complete orders received after the deadline date will be charged the regular 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 installation and 1/2 hour dismantle 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 exhibitors booth.
- 26 Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- 27 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 will be applied to all credit card payments. We do not accept virtual credit card payment links as a valid form of payment.
- 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 FROM THE ELECTRICAL ORDER FORM.

For more information email exhibitorservices-lacc@edlen.com or call (714) 985-1480