



To All Exhibitors:

Hollywood Lights, Inc. is pleased to be the official electrical contractor for the **Portland Home & Garden Show**, at the **Portland Expo Center**, on **February 24-28, 2010**. In order for us to serve you better, we would like you to know about the services we provide.

Your booth comes equipped with one 600 watt 120 volt outlet.

If you require additional electrical services or lighting, please fill out the enclosed **Electrical Order Form** and return it to us as soon as possible.

Our special **discount payment order price**, which must be received at least **two weeks** in advance of the first show date (February 10, 2010), will save you money off the standard order price. All orders must be paid before service is rendered and payment must accompany the order form. We accept cash, check, Visa, MasterCard, Discover, and American Express. ***We regret that we cannot accept phone orders.***

Exhibitors that have ordered electrical service: your service will be energized daily from one hour prior to show opening until 15 minutes after show closing. 24 hour service is available, call for prices.

If you have any questions about your lighting or electrical needs, please feel free to call. We want to provide you with the services you require early, so installation is free of delays.

*Remember advance payment orders will save you money off the floor order price!!

****PRE-ORDER DISCOUNT DEADLINE IS: February 10, 2010****

We now accept orders online at WWW.HOLLYWOODLIGHTS.BIZ

Click on "Order Forms" and enter code **PORH**

Sincerely,
Hollywood Lights Inc.
Electrical Services Division – Oregon

5251 SE McLoughlin Blvd Portland, OR 97202-4836
503.232.8855 FAX 503.517.8686
www.hollywoodlights.biz

ELECTRICAL SERVICES RENTAL FORM



PORTLAND HOME & GARDEN SHOW

EVENT: 02/24/2010 - 02/28/2010
 REGISTRATION DATE: 05/26/2009 - 02/24/2010
 EARLY REGISTRATION END DATE: 02/10/2010

PHONE: 503.232.8855
 FAX: 503.517.8686

**PAYMENT MUST ACCOMPANY ORDER. THANK YOU.

Hollywood Lights, Inc. 5251 SE McLoughlin Blvd. Portland, OR 97202		QUANTITY	QUANTITY 24 HOUR (double rate)	PRE-ORDER DISCOUNT PRICE	LATE- ORDER STANDARD PRICE	AMOUNT
Venue: Portland Expo Center						
120 VOLT DUPLEX RECEPTACLE						
0 - 600 WATTS / 5 AMPS				\$63.00	\$78.75	
601 - 1200 WATTS / 10 AMPS				\$83.00	\$103.75	
1201 - 1800 WATTS / 15 AMPS				\$103.00	\$128.75	
1801 - 2400 WATTS / 20 AMPS				\$123.00	\$153.75	
2401 - 3600 WATTS / 30 AMPS				CALL	CALL	
208 VOLT SINGLE PHASE						
0 - 15 AMP 208 VOLT				\$126.00	\$157.50	
16 - 30 AMP 208 VOLT				\$158.00	\$197.50	
31 - 50 AMP 208 VOLT				\$263.00	\$328.75	
OTHER _____ VOLT _____ AMPS				CALL	CALL	
208 VOLT THREE PHASE						
0 - 15 AMP 208 VOLT				\$142.00	\$177.50	
16 - 30 AMP 208 VOLT				\$194.00	\$242.50	
31 - 50 AMP 208 VOLT				\$310.00	\$387.50	
OTHER _____ VOLT _____ AMPS				CALL	CALL	
ELECTRICAL ACCESSORY RENTAL						
15 AMP 120 VOLT POWER STRIP				\$16.00	\$20.00	
25' 120 VOLT EXTENSION CORD				\$16.00	\$20.00	
15 AMP 120 VOLT GFCI WHIP				\$20.00	\$25.00	
50 AMP 208 VOLT GFCI (HOT TUB)				\$53.00	\$66.25	
50 AMP 208 - 230 VOLT TRANSFORMER				\$58.00	\$72.50	
OTHER				CALL	CALL	
SPOT OR FLOODLIGHTS						
300 WATT FLOOD () OR SPOT ()				\$63.00	\$78.75	
500 WATT ARM FLOODLIGHT				\$63.00	\$78.75	
1000 WATT SPOTLIGHT (ceiling mount)				CALL	CALL	

LABOR RATES	MON-FRI 8:00AM-5:00PM EVENINGS & WEEKENDS HOLIDAYS	\$60 PER HOUR \$90 PER HOUR (CALL) \$120 PER HOUR (CALL)	LABOR : MISC \$ TAX (____%) \$
			TOTAL: \$

COMPANY NAME : _____

ADDRESS : _____ CITY : _____ STATE : _____

ORDERED BY : _____ TEL : _____ ZIP CODE : _____

SIGNATURE : _____ FAX : _____ BOOTH #(S) : _____

I authorize Hollywood Lights, Inc. to debit my credit card for the charges listed above and for any additional charges incurred.

Circle one: Visa Mastercard Discover American Express

CVV : _____ EXP. DATE : / _____

CREDIT CARD # : _____ CARDHOLDER: _____

(Card Holder Billing Address if different than above): _____ AUTH. SIGNATURE : _____

ALL DISCREPANCIES MUST BE SETTLED BEFORE CLOSE OF SHOW TO RECEIVE FUNDS

DATE: _____ CASH: _____ CHECK: _____ CHECK: # _____

GENERAL INFORMATION

Rental Information:

1. Material and equipment provided by this order shall be and shall remain the property of Hollywood Lights, Inc. and shall be removed ONLY by Hollywood Lights personnel at the close of the show.
2. Credit will not be given for service installed as requested in this order even though not used.
3. Exhibitors are not allowed to share power.
4. Outlets are located at the back center of each 10' x 10' booth space. Booths measuring 10' x 20' or larger must order an outlet for each 10' x 10' section if electrical service is required for each.
5. Bulk space and large oversized booth electrical information should be mapped out on drawings to indicate location of outlets. Labor charges apply to these booths.
6. Electrical power is on continually during move in. On show days, power is turned on 30 minutes before show opening and turned off at show closing. If you need power on 24 hours, YOU MUST ORDER 24 HOUR SERVICE. Any exhibitor wishing early turn on or late turn off of electrical to booths, must make special arrangements with the show management and Hollywood Lights, Inc.
7. Wall, column and permanent building utility outlets are not part of your booth space and are not to be used. If services are found to be used which have not been purchased, they will be charged at twice the LATE ORDER rate.
8. Exhibitor holds Hollywood Lights, Inc. harmless for any and all losses of power beyond Hollywood Lights Inc. control, including but not limited to: losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment, Exhibitor equipment not compatible with GFCI outlets or overloads caused by exhibitor.
9. All Electrical Equipment must comply with Federal, State and Local Codes. Hollywood Lights, Inc. is required to refuse connection where the exhibitor wiring is not in accordance with electrical codes.

Labor Information:

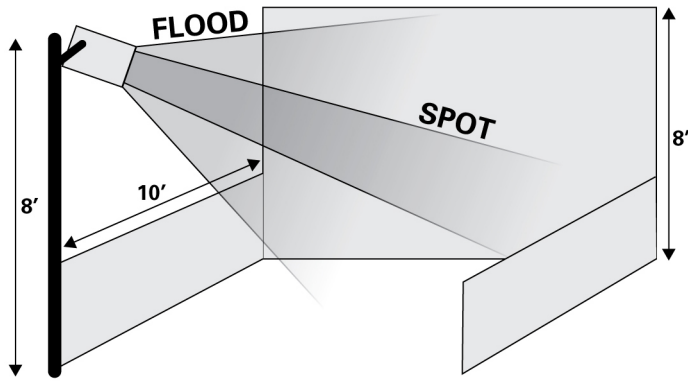
10. Labor charges apply to the following:
 - A) All 208 volt or higher
 - B) All 120 volt outlets above 20 amps
 - C) Power needed other than back wall
 - D) Electrician to tape down cords
 - E) Overhead service requests
11. There is a 1 hour minimum labor charge on all 208-volt orders. Material charges may apply. This includes wiring of our pigtail into your machine or removing your plug and putting ours on. If you require services not posted, please call for a quote.
12. The electricians will not connect any exhibit that does not meet the electrical code. Hollywood Lights, Inc. is not responsible for problems arising from unlabeled, mislabeled and the use of non-standard wiring practices on equipment.

Payment Information:

13. Orders must be received with payment by the pre-order deadline date to receive discounted rate. All other orders will be charged the Standard Rate. Orders received without payment will not be processed. Orders received after the pre-order deadline date will be charged as a late order. Phone orders cannot be accepted.
14. Charges for electrical services must be paid prior to the opening of the show (in US funds) EXHIBITORS are not billed for services provided. (Power will be disconnected for non payment.)

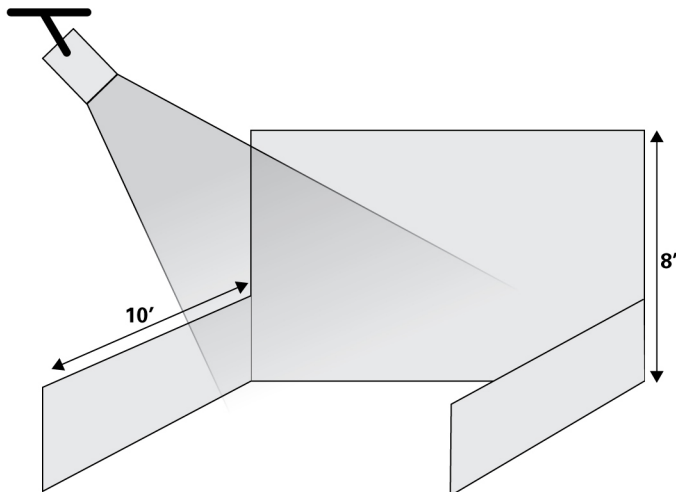
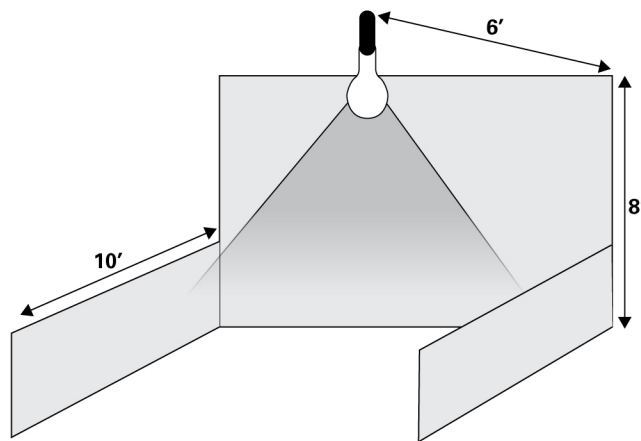
ALL DISCREPANCIES MUST BE SETTLED BEFORE CLOSE OF SHOW

LIGHTING INFORMATION



300-WATT FLOOD
LIGHT OR SPOT
LIGHT MOUNTS ON
8-FOOT UPRIGHT AT
FRONT CORNER OF
BOOTH.

500-WATT FLOOD LIGHT
ATTACHES TO BACKWALL
AND EXTENDS OUT OVER
BOOTH #.
**THIS IS OUR MOST POPULAR
LIGHT.**



500-WATT AND 1000-WATT
QUARTZ SPOTLIGHT
INSTALLED OVERHEAD IN
CEILING. THESE UNITS WORK
WELL FOR LIGHTING SPECIFIC
MACHINERY.



Natural Gas Service Rates 2009-2010
Effective through June 30, 2010

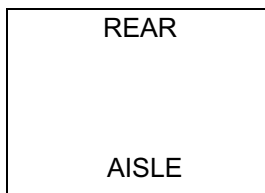
Date Received _____

NATURAL GAS SERVICE

Portland Expo Center
 2060 N. Marine Drive
 Portland, OR 97217
info@expocenter.org
 (503) 736-5201 – FAX
 (503) 736-5200- Phone

<u>Quantity</u>	<u>Advance Order</u>	<u>Floor Order</u>	<u>Amount</u>
_____ Initial Service	\$215.00	\$265.00	\$ _____
_____ Each Additional Service	\$115.00	\$165.00	\$ _____

Service Information: 3/4" male NPSM
 Service will be brought to the rear of the booth in the most convenient manner
 Type of equipment to receive utility _____



() Initial
 () Additional TOTAL \$ _____

(Please Print or Type)

Event Name _____ Date/Time Service Required _____ Booth No. _____
 Exhibiting Company Name _____ On-Site Representative Name _____
 Address _____ City _____ State _____ Zip. _____
 Phone No. _____ Fax No. _____
 Authorized Person (Print) _____ Title _____
 Authorized Signature _____ Date _____

PAYMENT IN FULL MUST BE RENDERED BEFORE PROVISION OF SERVICE

Form of Payment: () Enclosed is my check, payable to the Expo Center, or money order in the amount of \$ _____
 () Visa () Mastercard () American Express
 Account No. _____ Exp. Date _____

NATURAL GAS SERVICE CONDITIONS AND REGULATIONS

1. All equipment must comply with city of Portland Building Code, all federal, state and local safety codes.
2. Claims will not be considered unless filed by the requesting service recipient prior to close of the event.
3. All material and equipment furnished by the Portland Metropolitan Exposition Center shall remain the property of same, and shall be removed by same, at the close of the event.
4. The Portland Metropolitan Exposition Center reserves the right to refuse service to any exhibitor whose equipment is deemed unsafe by the Operations Manager.
5. Quoted rates only provide for the bringing of service to the booth in the most convenient manner and do not include connecting equipment.
6. To receive Advance Order rate, orders must be received a minimum of fourteen (14) days prior to the first scheduled move-in day and payment must accompany the order. Advance orders will receive priority service.
7. Credit will not be given for service provided and not used.
8. Payment in full must be rendered before provision of service.

Question or Service:
The Portland Expo Center
503-736-5200 / info@expocenter.org
www.expocenter.org



Telephone Service Order Form

Rates Effective through June 30, 2010

Remit to: Portland Metropolitan Exposition Center
 2060 N. Marine Drive, Portland, OR 97217
 Tel. (503) 736-5200 Fax (503) 736-5201

Date Received _____
 Date Processed _____
 Fax Order _____

NAME OF EVENT _____ BOOTH NO _____
 EXHIBITOR NAME _____ EVENT DATES _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 AUTHORIZED PERSON _____ PHONE _____
 AUTHORIZED SIGNATURE _____ DATE _____

FORM OF PAYMENT: () Enclosed is my check or money order in the amount of: (No personal checks please) \$ _____
 CREDIT CARD INFORMATION: () Visa () Mastercard () American Express (Payable to: Portland Expo Center)
 ACCOUNT No. _____ Exp. DATE: _____
 NAME: _____ AUTHORIZED SIGNATURE _____

QUANTITY	SERVICE	ADVANCE ORDER *	FLOOR ORDER **	AMOUNT
_____	Analog Telephone Line (Please specify if using other equipment; i.e., modem, fax machine, credit card machine, or if you require a complimentary phone instrument)	\$165.00 **	\$195.00**	\$ _____
_____	Each Additional Analog Telephone Line	\$125.00 **	\$155.00**	\$ _____

SPECIAL REQUIREMENTS OR CHARGES: _____ \$ _____

* To receive advance rate discount, orders must be received with payment a minimum of fourteen (14) days prior to first event day. ORDER SUBTOTAL \$ _____

**Price includes \$20 (non-refundable) toward phone usage. Long distance charges will be invoiced at current prevailing rates. Clients will be invoiced for long distance charges over \$20.00. To access outside line you must first dial 9.

Additional Services:

High Speed Data Lines: No Proxy serving is allowed unless approved by our Operations Department. All prices are per IP address.

	ADVANCE ORDER*	FLOOR ORDER	
<i>First IP</i>	\$330.00	<i>First IP</i>	\$355.00
<i>Add. IP</i>	\$230.00	<i>Add. IP</i>	\$255.00

Labor: The Expo Center Telecommunications Specialist charges labor beyond services noted above. Call for current rate. \$ _____

GRAND TOTAL \$ _____

SHOW GENERAL LOCATION OF LINE PLACEMENT IN BOOTH

REAR
 LEFT RIGHT
 AISLE

For Expo Use Only

ORDER SUBTOTAL	\$ _____
LESS PREPAYMENT	(_____)
CALLS	_____
LESS PAYMENT	(_____)
BALANCE DUE EXPO/EXHIBITOR	\$ _____

PAYMENT IN FULL MUST BE RENDERED BEFORE SERVICE IS CONNECTED

**TELEPHONE SERVICE
CONDITIONS & REGULATIONS**

1. Claims will not be considered unless filed by exhibitor prior to close of show.
2. All material and equipment furnished by the Expo Center for this service shall remain the property of the Expo Center, and shall be removed **ONLY** by the Expo Center staff at the close of the show. Please leave telephone in your booth.
3. Unless otherwise directed, Expo Center personnel are authorized to cut floor coverings to permit the installation of service.
4. Credit will not be given for lines installed but not used.
5. Advance orders shall receive priority service.
6. Prices are based upon current rates and are subject to change without notice.
7. Access to utility floor boxes must be maintained.
8. \$25.00 charge to move installed line.
9. Rates quoted for all connections cover the bringing of one service to the booth in the most convenient manner, and do not include connecting equipment or wiring.
10. All equipment must comply with FCC regulations.

Question or Service:
The Portland Expo Center
503-736-5200 / info@expoctr.org
www.expoctr.org

FIRE MARSHAL'S RULES AND REGULATIONS FOR EXHIBITORS

1. Maintain clear and visible access to ALL fire extinguishers, fire hose cabinets, and fire alarm pull stations.
2. All decorative materials **must** be flame proofed or of a type acceptable to the Fire Marshal's Office such as booth side and back drape. Use of bark mulch, dust, chips, hay, etc. are not allowed unless pre-approved by the Fire Marshal's Office.
3. No flammable gasses, liquids or solids are allowed in any building, enclosed tent or structure. (2) 16.4 oz bottles of propane are permitted in a booth at any one time. All other bottles must be stored outside the building and secured.
4. Booths with canopies larger than 10' x 10' are not allowed unless approved by the Fire Marshal's Office. All canopied booths must have a working smoke detector properly mounted in the canopy. If cooking in a canopied booth, you must also have a fire extinguisher.
5. Any enclosed structure larger than 100 sq. ft. in floor area must have a working smoke detector properly mounted in the structure. All doors or windows to the structure are to be left open.
6. All natural gas lines used to run a fireplace etc. must have a shut-off valve by the appliance(s) and be accessible. All persons working in the booth shall be instructed in the location and operation of the shut-off valves to the appliances and to the building as well.
7. Portable space heaters are not allowed unless approved by the Fire Marshal's Office.
8. Displaying of vehicles requires vehicles to have $\frac{1}{4}$ or less of fuel in the tank, gas cap either locked or taped in place and battery cables taped or batteries removed.
9. Displaying of any vehicle containing LPG gas propane shall have such containers reduced to atmospheric pressure before bringing them into the building.
10. All exhibitors are to keep all of their exhibit items, tables, chairs, etc., within their assigned booth space. Nothing is to be placed in any aisle.
11. Empty cardboard boxes are not to be stored within booths overnight.