EXHIBITOR SERVICE MANUAL

Montgomery County National College Fair

presented by

NACAC
National Association for College Admission Counseling

Adventist HealthCare Field House
(Discovery Sports Center)

March 31, 2020 to April 1, 2020
Dear Exhibitor:

Mayhem Productions is proud to be the in-house decorator for the Adventist HealthCare Field House at the Maryland SoccerPlex. In our commitment to a productive and smooth-running event, we have prepared the Exhibitor Service Manual with all the products and services necessary to plan a successful event.

In 2020, the facility has a new sponsor and name, it was previously known as the Discovery Sports Center. As of January 1, it is called Adventist HealthCare Field House. All on-line references may still reference the location as such and not as Adventist HealthCare Field House, please keep this in mind.

We ask that you carefully review all the information within the Exhibitor Manual and take advantage of advance order pricing by submitting your orders by the posted deadlines. The forms can be emailed or returned to our office by using the contact information listed at the top of each order form.

For your convenience, please refer to the Event Quick Facts page for important event-specific information. If you have any additional questions about our services or requirements, please do not hesitate to contact us directly.

An Exhibitor Service Desk will be available on-site at the show and staffed during all move-in and move-out hours to answer any questions or assist with any last-minutes requirements.

We understand that your participation in this event is an important part of your institution’s admissions process; we will work with you to make the event a complete success for you and your institution.

Sincerely,

Mayhem Productions
**BOOTH INFORMATION:**

You allotted space is 8’ wide x 8’ deep.

Each Space includes:
- 8’ high back drape (Blue/White/Blue)
- 3’ high side drape (Blue)
- Institution ID sign
- 6’ blue skirted table
- 2 folding chairs
- 1 wastebasket

Show colors are: Blue & White

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**EXHIBIT HALL CARPET:**

Exhibit Hall is NOT carpeted

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**MATERIAL HANDLING AND SHIPMENTS:**

Please used enclosed freight labels. Receiving hours: M-F 10:00 am to 3:30 pm

To: Exhibitor Name and Institution Name
For: NACAC National College Fair
c/o Mayhem Productions
18031 Central Park Circle
Boyds, MD 20841

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**ADVANCE ORDER DISCOUNT DATE:**

Equipment and Service Orders received with full payment by March 4th, 2020 enjoy the discounted Advance Price as shown in this manual. Standard/Show pricing will prevail for all orders received after March 4th, 2020

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**SHOW SCHEDULE**

<table>
<thead>
<tr>
<th>Event</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Set-Up</td>
<td>Monday</td>
<td>March 30, 2020</td>
<td>3:00 p.m. - 5:00 p.m.</td>
</tr>
<tr>
<td>Exhibitor Set-Up</td>
<td>Tuesday</td>
<td>March 31, 2020</td>
<td>7:45 a.m. - 9:15 a.m.</td>
</tr>
<tr>
<td>Fair Hours</td>
<td>Tuesday</td>
<td>March 31, 2020</td>
<td>9:45 a.m. - 12:45 p.m.</td>
</tr>
<tr>
<td></td>
<td>Tuesday</td>
<td>March 31, 2020</td>
<td>6:30 p.m. - 8:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Wednesday</td>
<td>April 1, 2020</td>
<td>9:45 a.m. - 12:45 p.m.</td>
</tr>
<tr>
<td>Exhibitor Move-Out</td>
<td>Wednesday</td>
<td>April 1, 2020</td>
<td>12:45 p.m. - 3:00 p.m.</td>
</tr>
</tbody>
</table>
NAME OF SHOW: Montgomery County National College Fair

INSTITUTION NAME: BOOTH #

ADDRESS:

CITY/STATE/ZIP:

PHONE # EXT. FAX #

SIGNATURE: PRINT NAME:

CONTACT’S E-MAIL

EMAIL FOR INVOICE

Invoices will be sent by email. Please provide the e-mail address of the person who reconciles your invoices if different than contact’s info.

METHOD OF PAYMENT

☐ COMPANY CHECK

Please make checks payable to: “MAYHEM PRODUCTIONS.” Checks must be in U.S. Funds drawn on a U.S. or Canadian bank. All returned checks will incur a $45 administrative fee in addition to the due amount.

☐ CREDIT CARD

For your convenience, we will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Mayhem companies or any charges that Mayhem may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below. A 3.99% processing fee will be added for all Credit Card payments. Any past due amounts or future due amounts may also be applied to this Credit Card if there is an outstanding balance. All denied Credit Cards will incur a $45 administrative fee in addition to the due amount.

☐ MASTERCARD ☐ VISA ☐ AMEX

Account No.: I I I I I I I I I I I I I I I I I I I I

Exp. Date / V – Code (3 or 4 digits on back of card) I I I

Cardholder Name (Print): Signature:

Cardholder Billing Address:

City/State/Zip:

<table>
<thead>
<tr>
<th>Description</th>
<th>Due Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FURNITURE &amp; ACCESSORIES</td>
<td>3/4/20</td>
<td>$</td>
</tr>
<tr>
<td>HANDLING &amp; SHIPPING</td>
<td>3/4/20</td>
<td>$</td>
</tr>
<tr>
<td>ELECTRICAL ORDER</td>
<td>3/4/20</td>
<td>$</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>6% SALES TAX</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>PROCESSING FEE (if required)</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>
YOU ARE ENTERING INTO A CONTRACT THAT LIMITS YOUR POSSIBLE RECOVERY IN THE CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between MAYHEM and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR SERVICES &/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH MAYHEM

DEFINITIONS

For the purposes of this Contract, “MAYHEM”, “CONTRACTOR”, OR “DECORATOR” shall mean Mayhem Productions and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities, including but not limited to subcontractors MAYHEM may appoint. The term “EXHIBITOR” shall mean the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors (“EAC”).

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at the show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank or Canadian. Orders received without advance payment or after the deadline date will incur additional After Deadline charges and will remain the property of MAYHEM, except where specifically identified as a sale. All rentals include delivery, installation, and removal from the EXHIBITOR’S booth. In the case of cancellation of any orders or services by EXHIBITOR, a one-hour “per person, per hour” charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. Fees will remain at 100% of the original charge for all rentals items or services that have already been provided at the time of the cancellation. If the Show or Event is cancelled because of reasons beyond MAYHEM’S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. MAYHEM will not issue refunds of any payments made before the date of cancellation to EXHIBITOR. It is the EXHIBITOR’S responsibility to advise MAYHEM Service Center Representative of problems with any orders, and to check the EXHIBITOR’S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, MAYHEM requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. Should there be any pre-approved unpaid balance after the close of the show terms will be net, due and payable in GAITHERSBURG, MARYLAND upon receipt of invoice. Effective 30 days after the invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 2.0% per month, which is an ANNUAL PERCENTAGE RATE of 24%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF MARYLAND. In the event of any dispute between the EXHIBITOR and MAYHEM, relative to any loss, damage, or claim, such EXHIBITORS shall not be entitled to and shall not withhold payment, or any partial payment due to MAYHEM for services, as an offset against the amount of any alleged loss or damage. Any claims against MAYHEM shall be considered a separate transaction, and shall be resolved on its own merits. MAYHEM reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR’S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that MAYHEM may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR’S credit card company for any reason, MAYHEM hereby provides notice that it reserves the right, and EXHIBITOR authorizes MAYHEM, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR’S account. Any returned checks of denied Credit Cards will incur a $45 administrative fee.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend MAYHEM from and against all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation cost) for bodily injury, including any injury to MAYHEM employees, affiliates, or subcontractors and/or property damages arising from work performed by labor provided by MAYHEM and supervised by EXHIBITOR. Further, the EXHIBITOR’S indemnification of MAYHEM includes any and all violations of Federal, State, County, or Local ordinances, “Show Regulations and/or Rules” as published and/or set forth by Facility or Show Management, and/or directing labor provided by MAYHEM to work in a manner that violates any of the above rules, regulations, and/or ordinances. Claims will not be considered unless filed prior to the close of the show.
**Exhibiting Company:**

**BOOTH FURNISHINGS**

<table>
<thead>
<tr>
<th>Furniture</th>
<th>Qty.</th>
<th>Advance</th>
<th>Show</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wastebasket</td>
<td></td>
<td>$15.00</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Conference Chair</td>
<td></td>
<td>$79.00</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Visitor’s Chair</td>
<td></td>
<td>$69.00</td>
<td>$79.00</td>
<td></td>
</tr>
<tr>
<td>Folding Chair</td>
<td></td>
<td>$37.50</td>
<td>$52.50</td>
<td></td>
</tr>
<tr>
<td>Stool</td>
<td></td>
<td>$69.00</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Easel</td>
<td></td>
<td>$35.00</td>
<td>$45.00</td>
<td></td>
</tr>
</tbody>
</table>

**Risers/Draperies Qty. | Advance | Show  | Total  |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4’x4’x12’ Riser</td>
<td>$65.00</td>
<td>$79.00</td>
<td></td>
</tr>
<tr>
<td>3’ Drape/ per ft</td>
<td>$8.23</td>
<td>$10.15</td>
<td></td>
</tr>
<tr>
<td>8’ Drape/ per ft</td>
<td>$10.15</td>
<td>$15.79</td>
<td></td>
</tr>
<tr>
<td>8’ Column &amp; Base</td>
<td>$35.00</td>
<td>$52.00</td>
<td></td>
</tr>
<tr>
<td>Drape Support</td>
<td>$15.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Drape Color:** Blue  White  Black  Green  Red

**Skirted Tables Qty. | Advance | Show  | Total  |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4’x2’ W x 30” H</td>
<td>$101.50</td>
<td>$126.78</td>
<td></td>
</tr>
<tr>
<td>6’x2’ W x 30” H</td>
<td>$157.79</td>
<td>$137.79</td>
<td></td>
</tr>
<tr>
<td>8’x2’ W x 30” H</td>
<td>$126.78</td>
<td>$152.79</td>
<td></td>
</tr>
</tbody>
</table>

**Un-skirted Tables Qty. | Advance | Show  | Total  |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4’x2’ W x 30” H</td>
<td>$82.30</td>
<td>$95.00</td>
<td></td>
</tr>
<tr>
<td>6’x2’ W x 30” H</td>
<td>$90.79</td>
<td>$101.50</td>
<td></td>
</tr>
<tr>
<td>8’x2’ W x 30” H</td>
<td>$101.50</td>
<td>$126.78</td>
<td></td>
</tr>
<tr>
<td>Raise Table to 39”</td>
<td>$52.00</td>
<td>$79.00</td>
<td></td>
</tr>
<tr>
<td>Skirt Table 4th Side</td>
<td>$52.00</td>
<td>$79.00</td>
<td></td>
</tr>
</tbody>
</table>

**Skirt Color:** Blue  Black  Green  Red  Burgundy

**CARPET**

<table>
<thead>
<tr>
<th>Size</th>
<th>Qty.</th>
<th>Advance</th>
<th>Show</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>9x10</td>
<td></td>
<td>$152.00</td>
<td>$226.78</td>
<td></td>
</tr>
<tr>
<td>9x20</td>
<td></td>
<td>$279.15</td>
<td>$379.15</td>
<td></td>
</tr>
<tr>
<td>Padding</td>
<td></td>
<td>$1.79/sq ft</td>
<td>$2.52/sq ft</td>
<td></td>
</tr>
</tbody>
</table>

**ELECTRICAL**

<table>
<thead>
<tr>
<th>Single 120 Receptacle Qty.</th>
<th>Advance</th>
<th>Show</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 400 Watts</td>
<td>$132.00</td>
<td>$182.30</td>
<td></td>
</tr>
<tr>
<td>401 - 800 Watts</td>
<td>$152.00</td>
<td>$226.00</td>
<td></td>
</tr>
<tr>
<td>801 - 1200 Watts</td>
<td>$179.00</td>
<td>$252.00</td>
<td></td>
</tr>
</tbody>
</table>

**Extension Cord**

- 1 - 500 Watts: $226.00 $252.00
- 501 - 1000 Watts: $252.00 $279.00
- 1001 - 1500 Watts: $279.00 $280.23

**4 Plug 120 Receptacle Qty. | Advance | Show  | Total  |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 500 Watts</td>
<td>$226.00</td>
<td>$252.00</td>
<td></td>
</tr>
<tr>
<td>501 - 1000 Watts</td>
<td>$252.00</td>
<td>$279.00</td>
<td></td>
</tr>
<tr>
<td>1001 - 1500 Watts</td>
<td>$279.00</td>
<td>$280.23</td>
<td></td>
</tr>
</tbody>
</table>

**Each electrical order requires a $35.00 hook up fee.**

**Number of Orders** @ $35.00

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If you need any additional electrical services not listed, please contact us at **mpatel@mdsoccerplex.org** for rates.

**Special Notes:**

* Please order in advance. On show dates, some items may not be available.
* If you have any special request or needs, please contact us. We’re here to assist you in finding what you need. **mpatel@mdsoccerplex.org**
* Please remember to select a color for skirting, drapes, and carpet. A color will be selected for you if not indicated.
* Rental Cancellations will be subject to a 50% cancellation charge. Please sign here that you have read, understand and agree to ALL the Terms and Agreements pertaining to payment and electric orders and have advised your/our show site representative accordingly.

**Print Name _________________________ Signature _________________________ Date _______**

**Total Booth Furnishings $__________**

**Total Carpet $__________**

**Total Electrical Order $__________**

**Total Accessories $__________**

Transfer to the Payment & Authorization Form

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**March 30 - April 1, 2020**

Adventist HealthCare Field House/ Discovery Sports Center

18031 Central Park Circle

Boyds, MD 20841

**ADVANCE ORDER DEADLINE IS 3/4/20**
MAYHEM PRODUCTIONS

15708 Pissaro Ter.
Gaithersburg, MD 20878
(t) 301.531.4155
mpatel@mdsoccerplex.org

Montgomery County National College Fair
March 30 - April 1, 2020
Adventist HealthCare Field House/ Discovery Sports Center
18031 Central Park Circle
Boyds, MD 20841

MAYHEM shpping labels

MAYHEM PRODUCTIONS

RUSH Exhibition Freight

From: ______________________________________
____________________________________
____________________________________

To: ______________________________________
(Exhibiting Company)

COLLEGE FAIR
c/o Mayhem Productions
Adventist HealthCare Field House
18031 Central Park Circle
Boyds, MD 20841

Carrier _______________________________
NO. ______ of ______ Booth # ____________

MAYHEM PRODUCTIONS

RUSH Exhibition Freight

From: ______________________________________
____________________________________
____________________________________

To: ______________________________________
(Exhibiting Company)

COLLEGE FAIR
c/o Mayhem Productions
Adventist HealthCare Field House
18031 Central Park Circle
Boyds, MD 20841

Carrier _______________________________
NO. ______ of ______ Booth # ____________

MAYHEM PRODUCTIONS

RUSH Exhibition Freight

From: ______________________________________
____________________________________
____________________________________

To: ______________________________________
(Exhibiting Company)

COLLEGE FAIR
c/o Mayhem Productions
Adventist HealthCare Field House
18031 Central Park Circle
Boyds, MD 20841

Carrier _______________________________
NO. ______ of ______ Booth # ____________

MAYHEM PRODUCTIONS

RUSH Exhibition Freight

From: ______________________________________
____________________________________
____________________________________

To: ______________________________________
(Exhibiting Company)

COLLEGE FAIR
c/o Mayhem Productions
Adventist HealthCare Field House
18031 Central Park Circle
Boyds, MD 20841

Carrier _______________________________
NO. ______ of ______ Booth # ____________

MAYHEM PRODUCTIONS

RUSH Exhibition Freight

From: ______________________________________
____________________________________
____________________________________

To: ______________________________________
(Exhibiting Company)

COLLEGE FAIR
c/o Mayhem Productions
Adventist HealthCare Field House
18031 Central Park Circle
Boyds, MD 20841

Carrier _______________________________
NO. ______ of ______ Booth # ____________

MAYHEM PRODUCTIONS

RUSH Exhibition Freight

From: ______________________________________
____________________________________
____________________________________

To: ______________________________________
(Exhibiting Company)

COLLEGE FAIR
c/o Mayhem Productions
Adventist HealthCare Field House
18031 Central Park Circle
Boyds, MD 20841

Carrier _______________________________
NO. ______ of ______ Booth # ____________

MAYHEM PRODUCTIONS

RUSH Exhibition Freight

From: ______________________________________
____________________________________
____________________________________

To: ______________________________________
(Exhibiting Company)

COLLEGE FAIR
c/o Mayhem Productions
Adventist HealthCare Field House
18031 Central Park Circle
Boyds, MD 20841

Carrier _______________________________
NO. ______ of ______ Booth # ____________

MAYHEM PRODUCTIONS

RUSH Exhibition Freight

From: ______________________________________
____________________________________
____________________________________

To: ______________________________________
(Exhibiting Company)

COLLEGE FAIR
c/o Mayhem Productions
Adventist HealthCare Field House
18031 Central Park Circle
Boyds, MD 20841

Carrier _______________________________
NO. ______ of ______ Booth # ____________
Material Handling

ROUND TRIP RATES PER SHIPMENT: USE INCOMING WEIGHT ONLY AND ROUND UP TO THE NEXT 100 LBS.

The Material Handling Rates below are guaranteed if INBOUND shipments are checked in at the TBD before 3:30 PM. THESE RATES ARE SUBJECT TO SURCHARGES. See below. Certified Weight Tickets are required for each shipment. Forward copies of your bills of lading. Shipments will be received **Monday, March 23rd, 2020 thru Wednesday April 1st, 2020.** This service includes delivery from storage to the booth, crate storage during the show and delivery of crates back to booth after show.

<table>
<thead>
<tr>
<th>RATE CLASSIFICATIONS</th>
<th><em>SHIPMENT WEIGHT</em></th>
<th>RATE/100 LBS.</th>
<th>ESTIMATED WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHIPMENTS to Exhibit Site boxed or crated</td>
<td>100 lbs.</td>
<td>$79.00</td>
<td>__________</td>
</tr>
</tbody>
</table>

**TOTAL CWT:** __________
Transfer this total to the Payment & Charge Authorization Form

**OVERTIME SURCHARGES:**
Rates are based on the material handling rates above

A 25% ($25.00 minimum) late charge will be applied if this form is received after the **ADVANCE ORDER DEADLINE** for advance shipments or non-paperwork is received before the shipment arrives.

A 25% overtime surcharge for every occurrence will apply if:
- Inbound – freight arrives after 3:30 PM on weekdays and shipments are unloaded on overtime,
- Outbound-shipments are loaded on overtime
- Freight must be moved out of the exhibit site on overtime due to scheduling conflict beyond the control of MAYHEM

**Standard time** Monday - Friday 9:00 AM – NOON - 1:00 PM – 3:30 PM
**Overtime** Monday - Friday Before 9:00 AM - After 3:30 PM, ALL DAY Saturday, Sunday and ALL Holidays

Prices only apply to orders with payment in full received at the above address prior to the order deadline date on the enclosed forms. All charges for services and/or equipment must be made in advance by check or credit card.

Exhibiting Company _________________ Booth Number _______________

ADVANCE ORDER DEADLINE IS 3/4/20
ALL EQUIPMENT MUST BE PROPERLY TAGGED AND WIRED WITH COMPLETE INFORMATION TO TYPE OF CURRENT, VOLTAGE, PHASE, CYCLE, HORSEPOWER.

Electrical services must be ordered by each individual exhibitor and may not be shared with or borrowed from a neighboring exhibitor. Facility conducts multiple electrical audits through out the show and any exhibitor found sharing or accessing electricity without having ordered and paid for it, will have its powered disconnected until electrical order, PLUS a min. 1 hr. electrician fee, is paid in full. Electrical audits include metering. ALL exhibitors found to be using more power then they ordered will be required to upgrade their order and pay for the extra power. Under no circumstances shall anyone other then the facility’s authorized employees or contractors make any electrical connection to the building system.

Rates quoted for all connections cover only the bringing of one service/power to a single location within the booth, in the most convenient manner and do not include connection equipment or wiring. Any outlet placement that is changed once it has been installed will be charged a min. 1 hr. electrician labor charge. Custom service drops are available for an additional fee.

Exhibitors or their contractors/employees may NOT make any connection to a permanent facility electrical connection. Any exhibitor making an unauthorized electrical connection will have their electrical service disconnected until such service has been properly ordered and paid for. Mayhem shall not be responsible for any damage, inconvenience or loss of business to exhibitors that have electrical services disconnected due to unauthorized connection or failure to pay for electrical service. No column or permanent building utility outlets are considered part of the booth space, regardless of location and MAY NOT be used by exhibitors. Anyone found utilizing unauthorized power, will be charged 1 ½ the standard rate for it.

Materials provided for electrical services (cords, plug strips, distribution equipment, etc.) are the property of Mayhem and are not to be moved, altered or removed from the booth space/facility. Any material or equipment that is missing from the booth pace at the close of the show will be billed to the exhibitor of record at full replacement cost as determined by Mayhem.

Mayhem is not responsible for fluctuations in delivered power or interruptions in electrical services due to circumstances beyond its control such as facility power supply issues, power outages, brownouts, etc. Mayhem is not responsible for damage to equipment or display materials resulting from failure to order adequate power to properly operate such equipment or display material.

All wiring and other electrical installations, motors etc must meet code. All motors over 1 H.P. shall have a magnetic starter and manual disconnect switch (wired) furnished by exhibitor. All exhibitor cords must be of the three-wire grounded type: 14 gauge minimum size. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibit booths is prohibited.

With regard to any special equipment requiring exhibitors’ engineers or technicians for assembly, servicing, preparatory work or operation, a FOURTEEN-DAY prior approval must be obtained from the facility. All service connections and overload protection to said equipment must be made by Facility personnel or authorized contractor.

20 AMPS, 208 VOLTS and higher require an installation appointment, please contact us at MPATEL@MDSOCCERPLEX.ORG Labor is not included in the price. All appointments must be kept at the assigned time, a delay of 15 minutes or more will result in additional labor cost. Mayhem Productions must make all high voltage connections and disconnects. Each 208-volt connection can only be connected to one piece of equipment

Electricity will be turned on within 30 minutes of show opening and off within 15 minutes of show closing, show days only. If you require power at any other time order 24-hour power at DOUBLE the outlet rate.

No credit will be issued for outlets installed as ordered and not used

Please check the UL rating of every piece of equipment you will be using in booth, to determine total power needed.