Electrical Services Order Form

reliant park

Advanced Price Deadline Date: January 13, 2027

Houston Auto Show 2027
January 27 - 31, 2027

Remit to: Reliant Park - Exhibitor Services

Mail Orders & Payment To: One NRG Park Houston, TX 77054

Phone: 832-667-1707 (option 1)

Fax: 832-667-2653

Email: **houstonutilities@freeman.com**

Notice of change to SMG-Reliant Park credit and debit card practice effective December 1, 2018.
In our ongoing efforts to safeguard your sensitive information SMG – Reliant Park is no longer accepting credit or debit card payment information via email, fax, phone or text. We now require payment be completed by the customer through our secure online third-party payment system, Reliant Park Exhibitor Online Ordering . Please email forms to exhibitorservices@reliantpark.com. SMG-Reliant Park thanks you for your cooperation as we work to ensure you are provided the most secure online ordering experience.

CANCELLATION POLICY: If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued. If cancellation occurs after installation or after the start of the first scheduled move-in date, no refund will be issued. ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.

For assistance, please call 832-667-1707 (option 1) to speak with one of our experts. Per the Reliant Park Terms & Conditions, please note that all orders are considered complete once payment is received. Reliant Park requires processed payment in full by the advance ordering deadline date to receive this rate. Check payments must be received with all orders. Reliant Park does not hold credit cards until check arrives. Prices are subject to change without notice.

ORDERING COMPANY CONTACT INFORMATION (PERSON PLACING ORDER)

Please Check One: ☐ **Exhibiting Company** ☐ **EAC (3rd Party Company)** ☐ **Show Management**

Company Name:_____

Exhibiting Company Booth #(s):_____

Company Address: _____City: _____ State:_____ Zip:_____

Order Contact Name:_____ Phone #:_____ Fax: _____

Order Contact Email Address:_____

IMPORTANT INFORMATION

DELIVERY OF SERVICE: Power includes delivery of the service to the location at the rear of the booth in peninsula & inline booths. Please see the Electrical Labor Order Form for rates & instructions if you require outlets in other locations, have lights, other electrical items to hang or erect, have orders for power of 208V or higher, or have other electrical requirements.

MULTIPLE OUTLET LOCATIONS: A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Reliant Park in order to maintain delivery schedules. Relocation of the service will be charged on a time & material basis.

ISLAND BOOTHS: For island booths with no labor ordered, there is a 1/2 hr minimum installation charge & a 1/2 hr minimum dismantle charge.

INLINE & PENINSULA BOOTHS: Power will be placed in the back of the booth unless otherwise specified.

SEPARATE OUTLETS: Separate outlets should be ordered for each piece of equipment and/or each power location.

OVERHEAD POWER: If you require your power from overhead, additional materials & labor may be incurred. Please contact 832-667-1707, option 1.

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ELECTRICAL OUTLETS, LIGHTING & PRICING

Outlet Type	Quantity	Advance Price	Standard Price	Total
120 VOLT SINGLE PHASE				
1500 Watts (15 Amps)	_____	$121.38	$163.96	$ _____
20 Amps	_____	$162.33	$218.56	$ _____
208 VOLT SINGLE PHASE *(Labor Required for Connection & Dismantle)*				
20 Amps	_____	$235.51	$317.19	$ _____
30 Amps	_____	$289.62	$390.39	$ _____
60 Amps	_____	$430.74	$580.33	$ _____
100 Amps	_____	$685.34	$926.17	$ _____
200 Amps	_____	$1,397.21	$1,884.16	$ _____
208 VOLT THREE PHASE *(Labor Required for Connection & Dismantle)*				
20 Amps	_____	$309.78	$417.99	$ _____
30 Amps	_____	$370.25	$499.68	$ _____
60 Amps	_____	$633.38	$854.05	$ _____
100 Amps	_____	$1,040.75	$1,405.70	$ _____
200 Amps	_____	$2,082.55	$2,811.39	$ _____
400 Amps	_____	$4,402.74	$5,598.37	$ _____
480 VOLT THREE PHASE *(Labor Required for Connection & Dismantle)*				
20 Amps	_____	$551.67	$744.76	$ _____
30 Amps	_____	$698.06	$943.13	$ _____
40 Amps	_____	$941.02	$1,268.84	$ _____
60 Amps	_____	$1,343.04	$1,812.99	$ _____
80 Amps	_____	$1,645.47	$2,220.47	$ _____
100 Amps	_____	$2,082.55	$2,811.39	$ _____
LIGHTING *(Price Includes Power & Labor for Installation)*				
Single Light Stand (200w)	_____	$209.62	$283.86	$ _____
Double Light Stand (400w)	_____	$213.03	$288.97	$ _____

*May require labor and/or lift at additional charge. Please contact 832-667-1707, opti

For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials. Extension cords and power strips are available for rental at the Reliant Park Service Desk.

GRAND TOTAL COST

Outlet (s): $ _____

Lighting: $ _____

GRAND TOTAL: $ _____

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ELECTRICAL INSTRUCTIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS:

Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

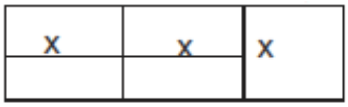
Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

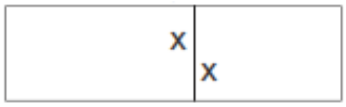
LOCATION OF POWER IN YOUR BOOTH:

In-Line & Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

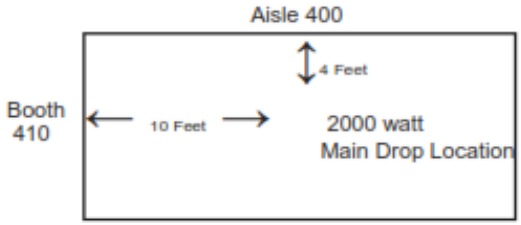


BACK TO BACK PENINSULA

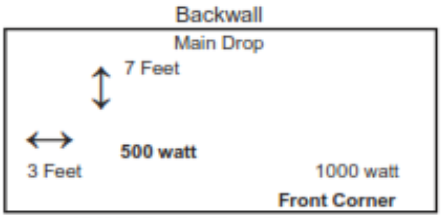
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and mate-rial basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

ISLAND BOOTHS / MULTIPLE OUTLETS:

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Reliant Park in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See EXAMPLES below:



Island Booth with one outlet



10 X 20 Booth with multiple outlets
Labor Required

OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor Form for complete details. Please complete Labor Order Form.

2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.

3. All equipment regardless of power source, must comply with Federal, State and local codes. Reliant Park reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Reliant Park is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.

4. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.

5. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floor work. All multi-outlet devices (eg. - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

6. Exhibitors' equipment will be modified to conform to Reliant Park receptacles. Labor and materials to install or change a cord cap will be billed on a time and material basis.

7. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.

8. Power sharing is not permitted between exhibitors.

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LABOR RATES AND SCHEDULE

Straight Time - Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)

Overtime - Monday - Friday, 4:30 pm - 8:00 am (All Day Saturdays, Sundays & Holidays)

Description	Advance Price	Standard Price	Unit
ELECTRICIAN - STRAIGHT TIME:	$83.80	$83.80	Per Man/Per Hour
ELECTRICIAN - OVERTIME:	$167.61	$167.61	Per Man/Per Hour

1) **Start time guaranteed only at start of each working day.**

2) **Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.**

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Reliant Park service desk to confirm that you are ready for service.

Note: For more information and an example of a completed floorplan please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet & flooring.

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date _____ Time _____

Work is completed prior to your arrival. Reliant Park mus

detailed blue prints/floor plans for power distribution und

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____

☐ **EXHIBITOR SUPERVISION (DO NOT PROCEED):**

Date _____Time _____# of Electricians _____

Name of Onsite Contact: _____

Cell Phone: _____

Special Instructions: _____

_____

_____

_____

_____

_____

BOOTH WORK:

Booth work is any of the following: Please check all that apply:

☐ Distribution of electrical overhead (more than one drop location in your booth).
☐ Distribution of electrical through booth structure.
☐ Mounting of plasmas/LCD monitors and lights.
☐ Connection or hard wiring of all exhibitor equipment.
☐ Lighting used as spot or flood lights.
☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss). Wiring of overhead signs.
☐ Installation of electrical headers and/or light boxes.
☐ Other_____

LABOR REQUEST:

Date_____ Time _____Est. #Hours ____ #Electricians____

Date_____ Time _____Est. #Hours ____ #Electricians____

Date_____ Time _____Est. #Hours ____ #Electricians____

Name of Onsite Contact: _____

Special Instructions: _____

_____

_____

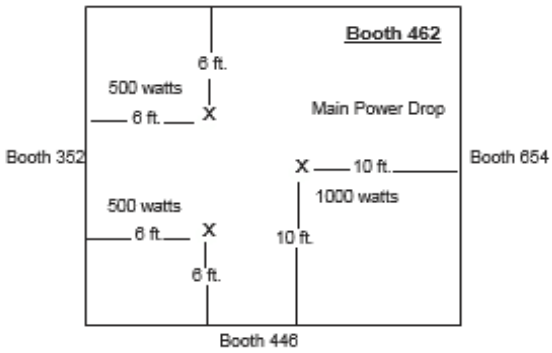
ELECTRICAL LABOR INSTRUCTIONS

1. 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.
2. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments.
3. Continuations to another day are a minimum of 1 hour.
4. Labor must be picked up at the Reliant Park service desk. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
5. Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
6. Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.
3. Booth orientation - please provide surrounding aisle and/or booth numbers.



ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts), 5 - 100 watt light bulbs = (5x100 = 500 watts).

Please feel free to contact our electrical specialists at houstonutilities@freemanco.com with any additional questions.

WATTAGE	
Card Reader (credit) / Lead Retrieval	100
Coffee Pot - Household Size	600 - 1200
Coffee Pot - Large	1500 - 2000
Espresso Machine	**30amp/208 volt, single phase**
Charging Furniture	500 - 1000
Computer Monitor - Independent	120 -200
Computer - Laptop	100 - 300
Computer Printer - Laser	100 - 1000
Flat Screen TV - 32" to 50"	1000
Glue Gun	300
Hair Dryer	1000 - 2000
Heat Lamps (per lamp)	250
Hot Plate Double	1500 - 2000
Hot Plate Single	1000
Imprinter for T-Shirts iPhone/Android	2000
iPad/Tablet	25 - 50
iPhone/Android	25 - 50
Iron	700 - 1000
Kitchen Appliances	500 - 2000

WATTAGE	
Laminator	2000
Lights with Rental Booths	200 each
Photo copier	**Depends on Size - May require 208V**
Pizza Oven (Small)	**30 Amp/ 120V Special Connection**
Popcorn Maker	2000
Portable Heater	500 - 1500
Projector (Depends on Size)	1000
Refrigerator - Small	400
Refrigerator - Full	750
Steamer	2000
Toaster Oven	1500
Vacuum Cleaner	1500
Water Cooler - Hot/Cold Water	2000
Water Heater	**Depends on Size - May require 208V**

BOOTH DIAGRAM LAYOUT

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The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

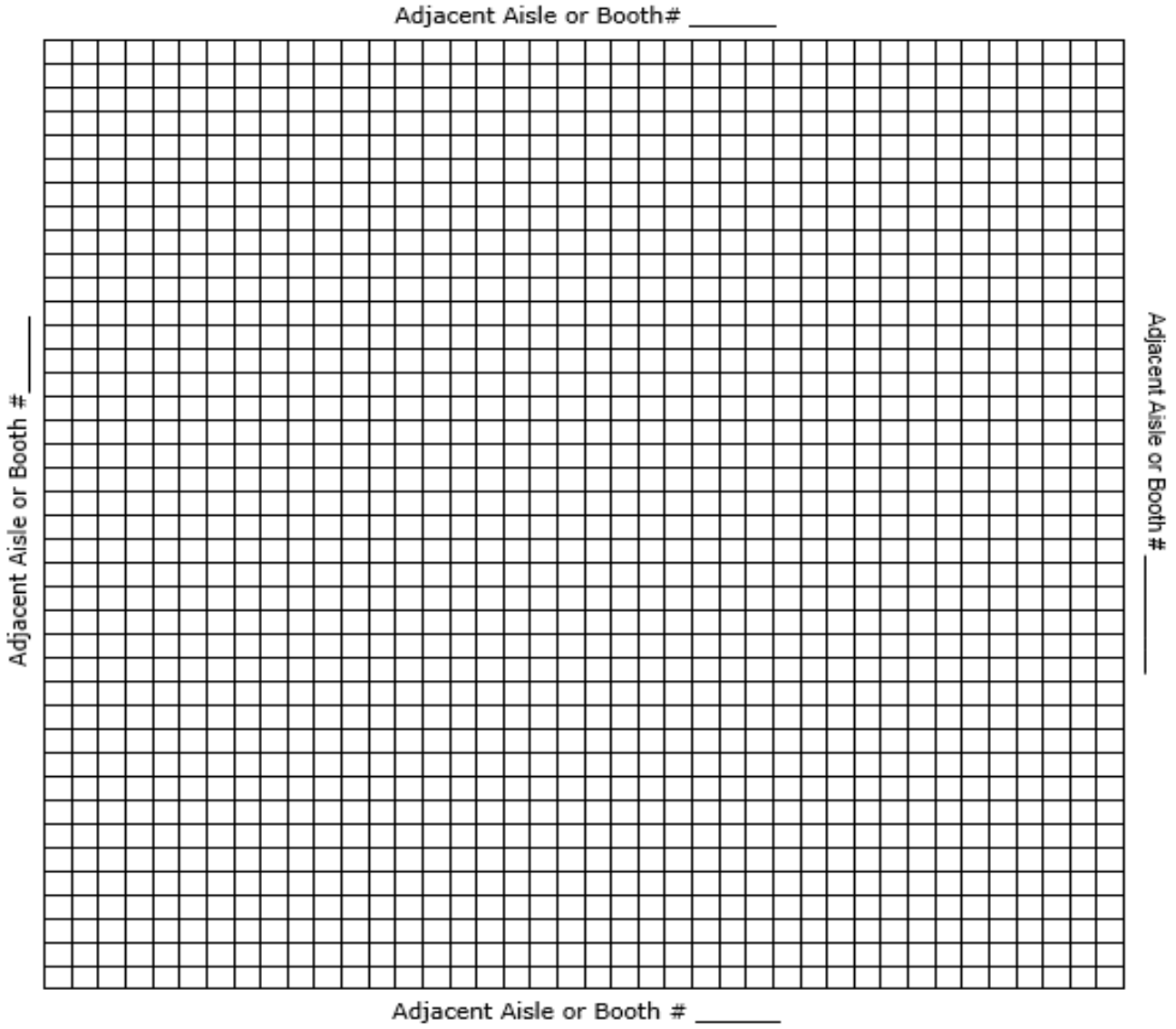
1. Location of the main power drop; Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.

2. Location and load of all outlets: Please provide specific dimensions and wattages/amperages. *Please **DO NOT** place an X where power is required.*

3. Booth Orientation: Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

SHOW NAME:_____ SHOW DATES:_____

COMPANY NAME:_____ BOOTH #:_____



A measurement scale can be applied as necessary to reflect the size of your booth.