



WALTER E. WASHINGTON
CONVENTION CENTER

PLUMBING SERVICE CONTRACT



Signature on last page (Terms & Conditions) is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. Fed ID # 88-0437088 2012-2013**

CSI - Capitol Services, Inc.
108 N. Virginia Ave.
Falls Church, VA 22046
703-584-2482 Office
703-584-2461 Fax
usasef@csi-dc.com

*Please fax or email order form to CSI office no later than March 1st, 2012

Event Name:		Event Dates:	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip		Country	
Credit Card No		Exp Date	Security Code
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name (Please Print)
Phone	Fax	Email	

Deadline Date for Incentive Rates: January 15th, 2012
Deadline Date for Base Rates: March 1st, 2012

***** PAYMENT MUST BE RECEIVED BY JANUARY 15th, 2012 TO RECEIVE INCENTIVE RATES *****

Description Of Service	Quantity	Incentive	Base	Total Price
Sinks & Water Heaters *				
1. Single Sink : Includes cold water, drain, labor/materials		* 800.00	*1000.00	
2. Double Sink :Includes cold water, drain, labor/materials		*1000.00	*1200.00	
3. Hot Water Heater/ 40 gallons (Includes electric)		* 309.00	* 361.00	
* Based on straight time labor. 25% of total will be added if installed between 4:30 pm-8:00 am M-F plus Weekends & Holidays				
Water Outlet Access 0-20 Gallons (Self-service)		45.00	50.00	
Fill & Drain (Please fill out detailed water quantity on order specification form on next page)				
1. Fill and Drain 0 -199 Gallons		126.00	153.00	
2. Fill and Drain 200 - 399 Gallons		187.00	229.00	
3. Fill and Drain 400 – Gallons and over		279.00	333.00	
Natural Gas				
1. First outlet at rear of booth		347.00	512.00	
Continuous Water & Drain (Running water)		Call for quote		
Subtotal of Charges				\$
Labor				\$
Total Cost				\$

See Terms and Conditions Section for Labor Rates

THIRD PARTY PAYMENT

Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.

Fill & Drain Water Order Specifications

Organization Name	Booth Number	Fill (Fri)	Drain (Fri)	Fill (Sat)	Drain (Sat)	Fill (Sun)	Drain (Sun)	Instructions
		gallons	gallons	gallons	gallons	gallons	gallons	
		gallons	gallons	gallons	gallons	gallons	gallons	
		gallons	gallons	gallons	gallons	gallons	gallons	
		gallons	gallons	gallons	gallons	gallons	gallons	
		gallons	gallons	gallons	gallons	gallons	gallons	
		gallons	gallons	gallons	gallons	gallons	gallons	
		gallons	gallons	gallons	gallons	gallons	gallons	

***Important Notes:**

1. This form is for the exhibitors who order fill and drain service in their booths. It does not apply to the exhibitors who order self-service water outlet access.
2. Exhibitors do not need to be present at the time of service; however, detailed instructions on which containers to be filled or drained must be provided.
3. Replenishment of water after the first fill will not incur any additional cost for water, but will incur additional labor charges per day. If you need only replenishment, please write "Replenish" instead of # of gallons. Labor costs can be found on the next page (See Terms and Conditions.)



TERMS AND CONDITIONS

Must be signed in order for Air / Water / Drain installation to be scheduled

PLUMBING LABOR RATES FOR SERVICES ORDERED

1. \$91.00 per hour during Straight Time: 8am-4:30pm M-F
2. \$174.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
3. The minimum* charge for plumbing service is one hour installation and ½ the total time for dismantle.
4. All drain dismantle labor hours will be equal to the Fill installation labor hours

**Minimum 1.5 labor hours will be charged for 1,000 or less gallons.*

DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

1. **Outlet Locations:**** All first outlets will be installed on the floor at the back wall of booth. Added outlets must be indicated on floor plan and will be charged on a time and material basis.
***For continuous water & drain orders only.*
2. **Special Equipment:** HTE requires 30 days notice prior to move-in to supply special regulators, strainers, traps, etc.
3. **Hi-Tech Electric Materials:** All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.
4. **Service/ Repairs:** HTE has exclusive jurisdiction to make Electrical/Plumbing service connections or repairs.
5. **Floor Coverings:** Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installations of service.
6. **Equipment Requiring Water:** All equipment using water must have an inlet and outlet properly tagged by exhibitor representative for installation by HTE.
7. **Moisture/ Sediment/ Loss of Pressure:** HTE is not responsible for the accumulation of moisture, oil, or water in air lines. Exhibitors should supply their own filter or equipment to handle moisture or water. HTE is not responsible for sediment, color, or taste of water in line. HTE is not responsible for loss of pressure. Pressure 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 or pump installed. HTE is not responsible for any costs associated with such accumulation in air lines or loss of pressure. Water filters are recommended and are available on request.
8. **Cylinders:** All cylinders must be firmly attached to exhibit. If cylinder must be made secure by HTE it is subject to a labor charge. A connection of a regulator to cylinder or equipment will be subject to a 1 hour minimum labor charge plus material at the prevailing labor rate.
9. **Ramping of Utility Lines:** All ramping of utility lines in booth are done on a time and material basis. Laying of lines under carpet or floor or spotting from ceiling will incur an additional labor charge.
10. **Estimates / Revisions**

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of one hour labor per revision.
 - Reductions made to an existing order are subject to a 10% surcharge.
11. **Supervision Fees:** All booths and displays with labor will incur a 20% supervision fee of the total labor hours.
 12. **Cancellations:**
 - *Prior to event:* Exhibitor will be charged 20% of services ordered.
 - *At Show Site:* Exhibitor will be charged 50% of services ordered.
 - *Once services are installed:* Exhibitor will be charged 100% of all services rendered
 13. **Disconnection:** All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor to (*and* acknowledged by) HTE.
 14. **Claims and/or Invoice Disputes:** Any claims or disputes to charges with regards to the services provided by HTE will not be placed under review by HTE management unless filed by the Exhibitor prior to the close of the exposition. Such dispute must be in writing by the Exhibitor and provided to HTE management. HTE management will conduct a billing audit and handle such disputes on a case by case basis.
 15. **Delays:** In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.
 16. **Payment:** Payments must be received in full 21 days before show move-in to secure the incentive rate. No credit or refund will be issued for connections installed and not used. Full payment is required to process order. A retainer credit card is required. All balances must be settled prior to event closing.
 17. **Tipping:** Tipping is not permitted to HTE employees. All payments must be made to a Customer Service Representative or HTE Management.
 18. **Labor Rates:** All Labor Rates are subject to the current labor contract effective at time of performed labor.
 19. **Indemnity:** The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work related claims, accidents, losses, and damage.

Authorized Signature:

I agree that I am an Authorized Representative on behalf of the Exhibitor and I accept HTE's payment policies and terms of contract.

Print Name: _____ Signature: _____ Booth Number _____