Rates Effective July 1, 2025-June 30, 2027

Information & Online Ordering

www.commonwealthexpo.com

Submit Form To:

Commonwealth Electric Company
100 North 3rd Street, Phoenix, AZ 85004
PH 602.253.5881 Fax 602.253.5530
JULIE KIRKPATRICK
jkirkpatrick@commonwealthelectric.com

Please note that electrical orders can only be placed online or via this form, phone orders not accepted.

Event Southwest Buildings & Facilities Management Show & Conference	**Dates** October 5-8, 2026
	Event # #475891
For Discount Payment Price we must receive your order and payment prior to this **DISCOUNT DEADLINE DATE OF:**	09/21/26
Company Name	Booth

Standard Electrical Outlets **Rates are for duration of event**				
Qty	Description	Discount	Regular	Amount
120V Motor & Equipment Outlets (3 Pronged)				
	500 Watts (5 Amp)	$131.00	$177.00	
	1000 Watts (10 Amp)	$173.00	$234.00	
	2000 Watts (20 Amp)	$219.00	$296.00	
1 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor				
	10 Amp 208V 1 Phase	$294.00	$396.00	
	20 Amp 208V 1 Phase	$346.00	$467.00	
	30 Amp 208V 1 Phase	$432.00	$583.00	
	50 Amp 208V 1 Phase	$589.00	$795.00	
	60 Amp 208V 1 Phase	$668.00	$902.00	
	100 Amp 208V 1 Phase	$1,077.00	$1,454.00	
3 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor				
	10 Amp 208V 3 Phase	$332.00	$448.00	
	20 Amp 208V 3 Phase	$464.00	$626.00	
	30 Amp 208V 3 Phase	$513.00	$692.00	
	50 Amp 208V 3 Phase	$741.00	$1,000.00	
	60 Amp 208V 3 Phase	$897.00	$1,211.00	
	100 Amp 208V 3 Phase	$1,604.00	$2,165.00	
Rental Items				
	Extension Cord 15'	$33.00		
	Extension Cord 25'	$35.00		
	5-way power strip	$30.00		
	3-way adaptor	$27.00		
In line booths with standard electrical placement (along back drapeline) will NOT incur labor charges				
Labor for Layout/Overhead/Qty and 208V Services				
ST (M-F 8am-4:30pm)		$113.00		
OT (M-F 4:30pm-12am & Sat 8am-12am)		$169.50		
DT (M-F 12am-8am & all Sundays/Holidays)		$226.00		
State of Arizona Tax Exempt Form 5000 must be submitted with order to receive exemption. **By signing the order form, I have read and agree to all of Commonwealth Electric Company's Conditions and Regulations.**		**Total Order**		
		9.1% Sales Tax		
		Labor Amount		
		Total Due		

If you require services not listed on this form please call for a quote.

Lighting, Water and/or Air, please call for Order Form

24 Hour Services:

Rates are **DOUBLE** the Outlet Rate

☐ Check if required

Overhead Power:

Rates are Time and Material.
Please call for quote.

208V and 480V Services:

There is a **MINIMUM** labor charge of (1) hr. for installation/removal of all 208V service. There is a **MINIMUM** labor charge of (2) hrs. for installation/ removal of all 480V service.

ELECTRICAL LABOR:

Outlets requested to be placed anywhere other than the **back of the booth** will require a layout and a **MINIMUM** of (1) hour labor. Please call for quotes on labor if your booth is an Island booth or needs overhead power.

☐ **Okay to proceed (layout with scaled orientation attached. Order will be installed prior to exhibitor move in.**

☐ **Layout to follow**

FOR SUPERVISED LABOR ONLY

Exhibitor supervision requested, requires a MINIMUM of (1) hour of labor.

Date/Time Requested

Onsite Contact

Onsite Contact Cell #

Company Name		**Phone**	
		Cell Phone	
Address		**City**	**State** / **Zip**
Email Address		**Onsite Contact; Name & Number**	
Signature		**Print Name**	
Paid by: CK AX MC VS	**Credit Card Number**	**Exp Date**	**CVV**
Cardholder Signature		**Print Name**	

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Company Name	Booth

Air and Water Services

Qty	Description	Discount	Regular	Amount
	Compressed Air Service			
	1/4" Quick Connect Coupler	$261.00	$352.00	
	1/2" Quick Connect Coupler	$261.00	$352.00	
	Water Fill (One Time Fill)			
	Up to 50 Gallons	$112.00	$152.00	
	51-500 Gallons	$281.00	$380.00	
	501-1,000 Gallons	$350.00	$473.00	
	Additional Water-per 1,000 Gallons (Over 1,000 only)	$273.00	$368.00	
	Continuous Water			
	Continuous Supply, Connect or Disconnect **NOT** Included	$267.00	$360.00	

Do you need a drain? (Check One) ☐ **Yes** ☐ **No**

Please contact us for availability of potable water.

If you require services not listed on this form please call for a quote.

Water Connection includes 3/4" hose thread, water, shutoff valve and drain hose with 3/4" standard thread.

A detailed floor plan/layout **MUST** be submitted with each Water Order to ensure proper placement.

A representative must be in the booth or a fill line must be clearly marked before the fill can be completed.

Additional labor charges will apply for refills of water or if your water is requested to be turned on/off throughout the duration of the event.

See labor rates below.

Water Labor			
ST (M-F 8am-4:30pm)	$113.00		
OT (M-F 4:30pm-12am & Sat 8am-12am)	$169.50		
DT (M-F 12am-8am & all Sundays/Holidays)	$226.00		
State of Arizona Tax Exempt Form 5000 must be submitted with order to receive exemption. **By signing the order form, I have read and agree to all of Commonwealth Electric Company's Conditions and Regulations.**	**Total Order**		
	9.1% Sales Tax		
	Labor Amount		
	Total Due		

Connect Date AND Time

Disconnect Date AND Time

Notes

Company Name		**Phone**	
		Cell Phone	
Address		**City**	**State** / **Zip**
Email Address		**Onsite Contact; Name & Number**	
Signature		**Print Name**	
Paid by: CK AX MC VS	**Credit Card Number**	**Exp Date**	**CVV**
Cardholder Signature		**Print Name**	

Terms and Conditions

Payment Policy:

1. **Payment in full:** is required on all orders at the time the order is placed. Purchase orders are not considered payment. There will be an additional $35 service charge on all returned checks. For your convenience, we accept the following forms of payment: Check, Visa, MasterCard and American Express. **No cash will be accepted.**
2. **Tax:** All amounts, except labor, are subject to a combined Arizona State and City sales tax. If you are tax exempt in the state of Arizona, please attach sales tax exemption certificate (form 5000) to your order. Orders submitted online will not be accepted as tax exempt, and credit will not be given for sales tax paid online. Tax exempt orders must be submitted with the order form and not placed online.
3. **Discount Rates:** Please see order form for exact date for each event.
4. **Regular Rates:** are applied to all orders received after the deadline for the discounted rates and orders received on-site at the event.
5. **Refunds:** will not be issued on services that have already been installed. Refunds will not be considered unless submitted in writing by customer prior to the close of the event.
6. **Contract Agreement:** Lessor will not be responsible for strikes, accidents, an Act of God, or delays beyond control. If by any reason of any default on the part of the lessee, hereunder, it becomes necessary to engage an attorney, the lessee agrees to pay all costs, expenses, and the attorney's fees expanded or incurred by lessor in connection therewith. Payment or receipt of this contract constitutes acknowledgment that lessee has read and agrees to all conditions and regulations as stated in this contract.

Outlets & Equipment:

1. All electrical outlets are provided at an additional charge and are not part of a booth package unless otherwise indicated on the Commonwealth Electric order form.
2. Each outlet ordered is ONE (1) SINGLE plug-in.
3. In-line and peninsula booths: each outlet will be located at the back of the booth. Island booths: outlets will be placed at the most convenient location for Commonwealth Electric unless otherwise noted by the customer. Should outlets be required in any other location within the booth, a labor charge will be incurred, and a layout must be submitted with order.
4. Outlets are to be ordered separately by each customer and may not be shared with other customers.
5. Building utility outlets are not a part of the booth space and are not to be accessed, blocked or used by customers.
6. Electrical floor boxes must not be covered or blocked by customer unless prior arrangements have been made with Commonwealth Electric.
7. All materials and equipment furnished by Commonwealth Electric for this service order, shall remain the property of Commonwealth Electric and shall only be removed by Commonwealth Electric at the close of the event. Any equipment removed by the customer shall be charged the replacement cost of the specific equipment.

Labor:

Labor charges shall be incurred for the following: (please refer to the order form or contact Commonwealth Electric for labor minimums per service)

- Request for your outlet to be placed anywhere other than the back of your booth. A layout must be attached to your order with booth orientation & dimensions.
- All 110V (120V) services above 20 amps.
- All 208V (220V) services ordered with a minimum of one (1) hour labor per connection.
- Conversion of customer power connection.
- All overhead services.
- Ordering eight (8) or more services within the same booth space.
- Requested customer supervision for service installation.

Conditions and Regulations:

1. Commonwealth Electric will provide standard NEMA connections for all services 208V (220V) or higher. Please check with Commonwealth Electric for specific type of connection per facility. It is the responsibility of each customer to convert to each facility's connection.
2. Customers are responsible for supplying all converters 220V-110V for international equipment. Should Commonwealth Electric supply, there will be an additional charge. Contact Commonwealth Electric for specific charges.
3. Commonwealth Electric will not be responsible for any cutting or altering of any floor covering in order to bring services to a booth in a specific location.
4. All equipment, regardless of source of power, must comply with all Federal, State, and City safety codes.
5. All equipment must be approved by Underwriters Laboratory and properly UL labeled with complete information as to current, voltage, phase, cycle, horsepower, etc. If equipment is not UL approved and tagged, Commonwealth Electric reserves the right to refuse to energize.
6. All customer supplied cords must be of the three (3) wire grounded type. Use of open sockets, latex or lamp cord wire is prohibited.
7. Commonwealth Electric is not responsible for voltage fluctuations or power failure because of temporary conditions.

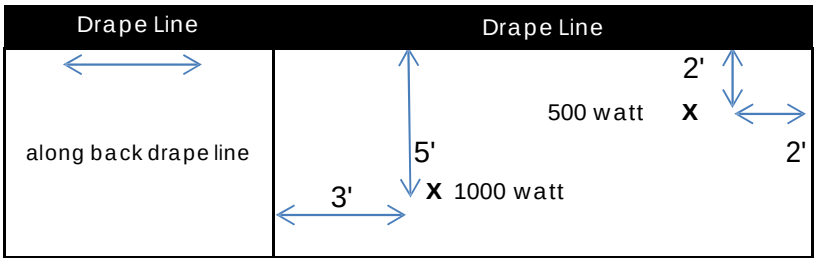
FAQ:

1. **How much power do I need to order?**
   Answer: You will need to check the electrical tag/sticker on each piece of equipment to determine the actual wattage or amperage required. Please feel free to contact the Commonwealth Electric Account Manager for your event if you need assistance.
2. **How much power will I need to order for a laptop?**
   Answer: You may power up to three (3) laptops per 500-watt outlet ordered.
3. **How much power will I need to order for lighting?**
   Answer: Please add up the wattage of each lightbulb to determine total amount of wattage needed to order. Example: Four (4) sixty (60) watt lightbulbs would total two hundred forty (240) watts. You would need to order a 500-watt outlet to power these lights.

Event:
Booth Name & Number

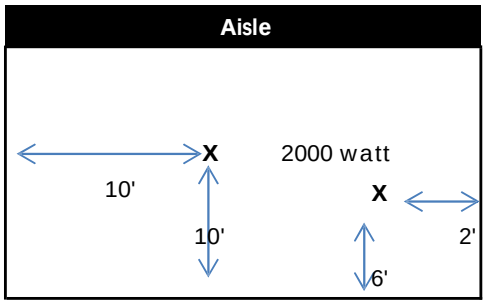
Examples filling out your floor plan-Not to Scale

Line Booth
Standard Placement



Line Booth
Custom Placement w/measurements

Island Booth
Custom Placement w/measurements



Exhibitor Floor Plan

Important Element of your floor plan to include:

* Mark Service Location
* Indicate adjacent booth numbers and/or aisles
* Indicate your booth dimensions/measurements (ie 10 x 10 diagram below)

Adj Booth # _____

Adj Booth # _____

Adj Booth # _____

Adj Booth # _____