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## **NATIONAL LABOR MANAGEMENT CONFERENCE 2012**

**FEBRUARY 16-21, 2012**

**WESTIN DIPLOMAT RESORT & SPA**

**HOLLYWOOD, FLORIDA**



### **ELECTRICAL SERVICE INSTRUCTION AND INFORMATION FORM**

**Order Online at [www.eddhelms.com](http://www.eddhelms.com) – Click on “Tradeshows & Events Online Ordering” then Click on the box “On-Line Order Trade Shows” and enter Event ID# 597AYTD**

**Order must be placed online no later than FEBRUARY 2, 2012 to secure the advanced rate. The standard rate will apply to all orders received after that date. Be sure you complete the online order through to the end and you receive an email confirmation. If you receive an email stating “Not Processed”, your order did not process.**

- Island Booths, 208V & higher and any special requests for the location of outlets, other than the rear of the booth, will require labor & material charges. A detailed layout on a grid or CAD drawing in PDF format showing special locations and orientation must be emailed to complete your order. Send to [lklawans@eddhelms.com](mailto:lklawans@eddhelms.com);
- If you are tax exempt in the State of Florida, you must submit a copy of your Annual Resale Certificate or tax will be charged;
- For questions and/or further information, please contact us at the number listed above.

Thank you.