



March 13, 2025

Hamid Siddiqui
Show Management
ICNA
166-26 89th Avenue
Queens, NY 11432

Dear Hamid:

As the exclusive provider of electrical / plumbing /utility services at the **Baltimore Convention Center**, Edlen Electrical Exhibition Services looks forward to working with your team on the **ICNA-MAS Annual Convention** being held **May 21-27, 2025**. Edlen's objective is to meet and exceed you and your exhibitor's expectations. Edlen will achieve this through:

- Our pro-active approach to customer service
- Attending all related pre-con and post-con meetings
- Pre-planning the most efficient and cost-effective way for exhibitors and show management to order services
- Providing estimates in advance and final invoicing prior to show closing
- Installation of exhibitors' electrical services prior to their arrival, provided that all relevant documentation is obtained
- Providing recaps to show management on event installation status throughout move-in
- Utilizing UL approved state-of-art equipment for safe and efficient utility installation

This Agreement sets forth the understanding between ICNA (hereafter referred to as ICNA) and Edlen Electrical Exhibition Services (hereafter referred to as EDLEN).

1. SCOPE OF WORK

- 1.1. EDLEN will provide the equipment, labor and supervision necessary to meet the temporary utility requirements of the **ICNA-MAS Annual Convention** as provided by ICNA.
- 1.2. EDLEN will utilize skilled Electricians and Event Services Managers on-site during published move-in and event hours as required to coordinate Order delivery and Order modifications.
- 1.3. EDLEN will coordinate with ICNA, the Exhibitors, General Service Contractor, Audio Visual Provider, and any other 3rd party contractor involved with the installation and removal of utility services.

2. EVENT PLANNING AND PRODUCTION

- 2.1. ICNA agrees to provide EDLEN with an **Exhibitor List** in Excel format, including contact information upon execution of this agreement. EDLEN agrees not to share this information with any 3rd party company. This information will only be utilized by

EDLEN's event management team to assist customers in the ordering and planning process.

- 2.2. ICNA agrees to provide EDLEN with Fire Marshall approved floor plan(s) no later than twenty-one (21) days prior to event move-in.
- 2.3. ICNA agrees to provide EDLEN with an Event Production Schedule to include, move-in hours, targeted move in hours (if applicable), event hours, and dismantle hours no later than twenty-one (21) days prior to event move-in.
- 2.4. EDLEN's on-line ordering program will be utilized for exhibitor orders. ICNA agrees to include the attached Exhibitor Flyer Form and link with on-line ordering instructions in the Exhibitor Kit (see **Exhibitor Flyer Form** attachment).
- 2.5. ICNA agrees to provide EDLEN with Show Management utility requirements, floor plan layouts, installation and removal timelines no later than twenty-one (21) days prior to event move-in.
- 2.6. ICNA agrees to provide EDLEN with names of representatives with the authority to make changes and additions to the services provided to **ICNA**. EDLEN's on site Event Services Managers are authorized to accept and process change requests on EDLEN's behalf. Edlen electricians do not have authorization to accept modifications.

3. UTILITY & LABOR RATES

- 3.1. Exhibitor utility rates and terms and conditions are provided on the **Rate Sheet** attachment.
- 3.2. Electrical labor will be provided at the following rates: **Straight Time** \$99.00, **Over Time** \$148.00.
- 3.3. Straight time labor is incurred Monday – Friday from **[8:00am – 4:30pm]**. Overtime labor is incurred Monday – Friday from **[4:30pm – 8:00am]** and all-day Saturday, Sunday and Holidays.
- 3.4. In the event EDLEN is required to return to show site at the conclusion of the agreed upon workday, during either event move-in or show days due to overloading of circuits or additional utility requirements, there will be a minimum 4-hour labor charge at the corresponding rates billed to the appropriate party.

4. SHOW MANAGEMENT TERMS

- 4.1. EDLEN will provide reasonable and agreed upon utility requirements to include; (4) 2000 watt outlets for Registration at no cost.
- 4.2. ICNA utility requirements will be billed off the advance order rates as stated on the **Rate Sheet** attachment.
- 4.3. EDLEN will provide labor on straight time.
- 4.4. ICNA understands that material utilized in the delivery of services is not included in the cost of the outlet.
- 4.5. Show Management will receive complimentary power for their Show Office at no cost.

- 4.6. Show Management will receive complimentary power for (1) Booth in the Exhibit Hall at no cost.
- 4.7. Upon receipt of Show Management utility requirements, EDLEN will provide ICNA with an **Estimate** for approval and payment. The Estimate must be paid in full prior to event move-in.
- 4.8. ICNA understands and agrees if an Estimate is included and **Attached**, it reflects the current scope of work at the time of this agreement as understood by EDLEN. ICNA understands that any changes made to the estimate may increase or decrease the final invoice.
- 4.9. Upon event completion, EDLEN will provide ICNA with a final statement for approval and payment. ICNA agrees that any balance will be due upon receipt of this final statement.

5. RECEIPT OF CONTRACT

- 5.1. ICNA agrees to return an executed copy of this agreement and a completed **Method of Payment Form** (see Attachment) and payment in full if an Estimate is included and attached with this agreement by May 2, 2025.

6. ADDITIONAL TERMS & CONDITIONS

- 6.1. EDLEN is the exclusive provider of all materials and equipment used in the distribution of temporary power/utilities for all tradeshows, tabletop events, and/or any event with companies displaying product or services.
- 6.2. All electrical equipment utilized by exhibitors, show contractors, and Show Management must comply with federal, state and local codes. EDLEN reserves the right to inspect all electrical devices and connections to ensure compliance with all codes as required. EDLEN is required to refuse connections where the clients wiring, or equipment is not in accordance with these federal, state and local codes.
- 6.3. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
- 6.4. All extension cords utilized in the production of the event must be a minimum of 14 gauge, 3-wire and grounded.
- 6.5. EDLEN will maintain permits for the distribution of temporary utility services as required by local or state agencies.
- 6.6. ICNA holds EDLEN harmless for any and all losses of power beyond EDLEN'S control, including, but not limited to, losses due to utility company failure, permanent power infrastructure failure, acts of God, power failure due to vandalism, faulty equipment not supplied by EDLEN, or for usage overloads caused by the end user.
- 6.7. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned

checks or declined credit cards. ICNA agrees to reimburse EDLEN for all applicable rental taxes.

- 6.8. Any dispute arising out of this contract shall be submitted to mediation, before any binding form of adjudication is sought. This agreement is governed by the laws of the State of MD, and the parties expressly submit to its jurisdiction.
- 6.9. Agreement not to hire: Both EDLEN and ICNA agree not to hire or solicit employment of personnel employed by the other company during the course of this Agreement or renewal or extension of this Agreement for a period of one year after the conclusion of this Agreement. However, in a situation where the ICNA desires to employ an employee of EDLEN on behalf of ICNA or any third party, ICNA agrees to compensate EDLEN for such loss with twice the gross annual compensation at EDLEN of such employee.
- 6.10. Exhibitor event cancellation policy. EDLEN will provide exhibitor refunds as outlined in the Terms and Conditions accepted by each exhibitor upon order placement.
- 6.11. Show Management event cancellation policy. EDLEN and ICNA agree to negotiate a reasonable cancellation fee for the time spent by EDLEN in the planning process of show management utility requirements. If the event cancels more than ninety (90) days from the show opening date of 5/23/2025 there will be no fee required. If any deposit has been made, EDLEN will return the deposit or (if applicable) deduct the fee and refund the balance.
- 6.12. Any and all claims will not be considered, and adjustments will not be made by EDLEN unless filed in writing prior to the close of the event.
- 6.13. It is understood that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, ICNA will pay EDLEN its attorney fees or applicable agency fees.

I, as an authorized representative of ICNA agree to the terms of the Agreement herein:

Accepted by:

Company: _____

Signature: _____ Print Name: _____

Title: _____ Date: _____

Accepted by:

Company: Edlen Electrical Exhibition Services

Signature: *Kristin Piasecki* Print Name: Kristin Piasecki

Title: Event Coordinator Date: March 13, 2025