



## VENDOR LOAD-IN / LOAD-OUT INSTRUCTIONS – ELECTRICAL ORDERING

ALL vendors and contractors are required to check in at our Point of Entry (POE) where you will be asked for identification and will be provided a badge by Queen Mary Security Personnel.

Badges given to vendors will include specific event, name, as well as the date and time to which you check in. These self-expiring badges (stickers) will automatically void themselves within 24 hours.

***Vendors need to supply their own carts and manpower for moving their equipment.***

### SHIPPING TO THE QUEEN MARY HOTEL:

Should you be shipping boxes to your meeting, the Queen Mary will charge a handling fee of \$10 per package under 25 pounds, \$25 per package over 25 pounds and \$200 per pallet. Boxes should not be sent more than three (3) days prior to your event or meeting due to limited storage space. Address your parcels as follows:

(Name of person expecting package)

**The Queen Mary**

**1126 Queens Highway**

**Long Beach, CA 90802-6390**

**CALR 55<sup>TH</sup> Annual Convention**

**Hold for arrival** (your date of arrival)

**Attention: Mandy Valadez**

### RETURN SHIPPING INSTRUCTIONS:

To ensure that your packages are picked up in a timely manner, you will need to call your shipping vendor to request a pick-up. Please leave your pre-labeled outgoing packages in the meeting room when ready.

**UPS (ground and express) 800-742-5877, Fed Ex (ground and express) 800-463-3339**

### VENDOR LOAD-IN / LOAD-OUT INSTRUCTIONS:

1. Enter property through the "Delivery" entrance to the left of the main hotel entrance.
2. A Security officer is located at the entrance to the loading area. They will direct you to where you may park during the load-in/out process.
3. Unload equipment onto wharf.
4. Use the service elevator on the wharf to take equipment to the top of the stairs, proceed across gangway.
5. If going to the Grand or Windsor Salons make an immediate left turn at the end of the gangway and proceed down hallway into banquet rooms.
6. If going to any other location on the ship, request a key to the freight elevator before accessing the ship. Security will hold your ID until the key is returned.
7. After crossing the gangway, make an immediate right and follow corridor to the back of the ship where there is an inside service elevator. A key is required. This elevator will take you to your desired level.
8. This is the only inside service elevator available. It is small (4'6"x5'x7' tall), slow and very busy if there are several events on the ship at the same time. *Allow twice the average time for load in.*
9. After equipment is unloaded, vendors are to move their vehicles to the main parking lot.

### VENDOR REGULATIONS:

- No vendors or contractors will have access to dine in the employee dining room unless previously authorized.
- The areas to which all vendors and contractors have access, is limited to the areas of the ship to which they are working.
- Vehicle parking validations for these contractors and vendors may be obtained at POE only.
- Vendors are not allowed to use the main elevators at the hotel entrance.

- Equipment going to the Verandah Grill on Sun Deck must go up 1 flight of stairs.
- In consideration of our hotel guests, entertainer/vendor load-in and load-out is prohibited between the hours of 1:00 am and 8:00 am.
- If entertainer/vendor fails to remove their equipment before 1:00am, entertainer/vendor shall be prohibited from removing items until the acceptable allotted time as determined by the hotel.
- Security is not provided for equipment left overnight.
- The hotel shall not be responsible for any personal injury liability and/or property damages.

### **ELECTRICAL – PLEASE READ BEFORE ORDERING:**

Complete your electrical order form

Check equipment name plate to determine wattage, amps, horse power, voltage and phasing

Pre-show communications and planning can prevent on-site problems and delays. Our telephone number is listed. Please feel free to contact us.

### **REGULATIONS AND GENERAL INFORMATION**

An outlet is defined as a connection terminating in a single electrical unit or portion of a multi-unit. All outlets supplied to back of booth. Connections from outlets to equipment shall be charged for time and material. Hook-up must be by Queen Mary personnel only. Exhibitor found using power where no outlets have been ordered prior to show would be charged floor price for outlets used. All wiring and other electrical installations must be approved by a Queen Mary engineer to prevent overloading of circuits. Therefore, exhibitors shall not be permitted to add wattage unless previously approved.

The Queen Mary is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection, you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a Queen Mary engineer. The Queen Mary will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a Queen Mary engineer.

Dedicated power is double the listed price and can only be guaranteed before show opening with advance arrangements for date needed.

All electrical outlets will be installed on the floor at the draped back wall of in-line booths and peninsula spaces. Exhibitors with hardball displays must arrange for power to be dropped inside the booth if necessary; this will be done on a time and material basis. Overhead power to island booths will be dropped to one main location per the exhibitor's floor plan. If no plan is provided, the power will be installed at our discretion. Additional power drops are chargeable on a time and material basis. Distribution and connection(s) to equipment is chargeable on a time and material basis.

Local ordinances prohibit more than 2000 watts per lighting circuit and only one connection for power and motor outlets.

All wiring, motors, electrical installations, etc. must be approved. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered.

All floodlight, column and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.

Special hanging, hookups, repairs or installation of electrical will be done on a time and material basis.

All equipment should be properly tagged and wired with full information as to current, voltage, phase, cycle, horsepower, etc. and ready for connection.

All outlets over 20 amps with a voltage of over 150 volts require electrical labor. This includes a one-hour minimum to inspect exhibitors that are pre-wired to plug into our system.

Coordinate all twist-lock connector applications with the Queen Mary.

**ELECTRICAL RENTAL ORDER FORM**  
 1126 QUEENS HIGHWAY, LONG BEACH, CA 90802-6390  
 TEL. (562) 499-1662

By signing and delivering this form to The Queen Mary, customer agrees to all terms and conditions printed on this form.

Show Name:			Date:
Company Name:			Booth No.:
Street Address:	City:	State:	Zip:
Signature:	Print Name:	Phone No.:	Email Address:

**IMPORTANT:**

- 24-hour power and circuits will be double listed price. Please double rates below.
- **To receive advance show prices, we must receive your order 10 working days before show opening. All other orders will be charged at regular price.** To receive advance prices, enclose payment in full or credit card authorization. We accept Discover, MasterCard, VISA and American Express cards.
- No credits will be issued on outlets or lights installed as ordered even though not used.
- Electricity will be turned on within 30 minutes of show opening and turned off within 30 minutes after show closing.

**UTILITY OUTLETS**

QUANTITY	# Days	DESCRIPTION	ADVANCE ORDER	SUBTOTAL <small>Quantity x # of Days</small>
		20 Amps up to ( 1,920 Watts )	\$50.00	
		60 Amps up to ( 5,750 Watts )	\$125.00	
		100 Amps up to (9,600 Watts )	\$200.00	

**EXTENSION CORDS**

QUANTITY	# Days	DESCRIPTION	ADVANCE ORDER	SUBTOTAL <small>Quantity x # of Days</small>
		25 Feet 12 Gauge Extension Cord	\$45.00	
		50 Feet 12 Gauge Extension Cord	\$55.00	
		100 Feet 12 Gauge Extension Cord	\$65.00	

**SPECIAL REQUESTS:** Special requests for services not listed above should be directed to the Queen Mary for costs and required assistance. Specify amp and voltage requirements in your request.

**ADDITIONAL LABOR (Minimum 2 Hours) LIFT OPERATOR CHARGES ARE \$37.50 PER HOUR**

QUANTITY	# Days	DESCRIPTION	ADVANCE ORDER	SUBTOTAL <small>Quantity x # of Days</small>
		8 a.m. to 4 p.m. rates	\$37.50	
		Before 8 a.m. or after 4 p.m. rates	\$56.25	

- Any services not listed above that enlist The Queen Mary Engineering or Audio Visual Dept. will be charged at the above rates.
- Any orders not made in advance will be subject to floor price and time of installation cannot be guaranteed.

**PAYMENT**

Subtotal from UTILITY OUTLETS Section	\$
Subtotal from EXTENSION CORDS Section	\$
Subtotal from SPECIAL REQUESTS Section	\$
Subtotal from LABOR Section	\$
Signature:	<b>TOTAL CHARGES DUE</b>
	\$