



Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

Hi-Tech Electric is going green!

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website www.hi-techelectric.com to begin the order process.

If you still prefer to print out the service contract, please send it to dcexhibitorservices@hi-techelectric.com or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Place, NW
Washington, DC 20001
202-249-3600
202-249-3601 FAX



RIGGING SERVICE CONTRACT

Exhibitor Order



Signature on page 2 is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. All orders are subject to a 3.5% service fee.

Fed ID # 88-0437088 **2025-2026**10/1/25**

801 Allen Y. Lew Place, NW
Washington, DC 20001
202-249-3600
202-249-3601 FAX
dcexhibitorservices@hi-techelectric.com
www.hi-techelectric.com

Deadline Date for Incentive Rates:
December 21st, 2025

Event Name: Transportation Research Board Annual Meeting TRB 2026		Event Dates: January 11 th – 15 th , 2026	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip		Phone	Country
Credit Card No	Exp Date	CVV Security Code	Check Number
VISA ☐ MC ☐ AMEX ☐		Cardholder Name as it appears on card (Please Print)	
Authorized Contact Name (Please Print)	Phone	Authorized Contact Email	

**** IN ORDER TO SECURE THE INCENTIVE RATE, PAYMENT MUST BE RECEIVED 21 DAYS AND RIGGING PLANS SUBMITTED 14 DAYS BEFORE THE EVENT START DATE****

TRUSS / MOTORIZED HOIST / RIGGING LABOR

Description Of Service	Qty	Incentive	Base		Total Price
Overhead Quartz Lights: <i>Booth Package for All Booths in Halls ABC Only</i> <i>Includes Power, Rigging, Labor & One Time Focus (One Time Focus labor must be scheduled on straight time)</i> 25% of total price added if installed between 4:30 pm – 8:00 am Monday – Friday, Holidays & Weekends					
Package Price Per Each Overhead Quartz Light: <i>For Hall ABC</i>		\$919.00	\$1,179.00		
Overhead Quartz Lights: <i>For Hall DE</i>		\$449.00	\$549.00		
Overhead Quartz Lights: Power, Rigging, Labor, Focus not included. Call for Quote					
TRUSS					
10X12X12 Truss		\$238.00	\$316.00		
Corner Blocks		\$204.00	\$228.00		
CHAIN MOTOR up to 1 Ton		\$825.00	\$895.00		
GLP provides all truss & motors for all overhead rigging					
Price includes power and points					
ROTATING MOTOR		\$825.00	\$895.00		
RIGGING POINTS Per Point		\$145.00	\$165.00		
Dimmer Boards / Custom Truss / Satellite Cable Run (Please call for Quote) Subtotal of Charges					\$

Authorized Signature:

I agree that I am the Authorized Card Holder on behalf of the Exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

Print Name:

Signature:

Booth No:

Date:

Labor Request Section: 4 Hour Minimum per Man

See Terms and Conditions Section for Labor/Lift Rates

Installation Day/Date	No. Stagehands	No. Riggers		Dismantle Day/Date	No. Stagehands	No. Riggers
M				M		
T				T		
W				W		
Th				Th		
F				F		
Sa				Sa		
Su				Su		

TERMS AND CONDITIONS

RIGGING LABOR

- \$117.00 per hour during Straight Time: 8am-4:30pm M-F
- \$223.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- A four (4) hour minimum per man labor call applies.
- Lift Rates: \$216.00 per hour (one hour minimum) plus operator's time.
- Due to safety concerns, all exhibit lighting orders must be pre-hung before decorator move-in.

RIGGING JURISDICTION

- Rigging includes all motorized rigging-to-building structures.
- All exhibit hall rigging must provide a floor plan for approval by HTE/GLP
- **All chain motors** for rigging must be ordered through HTE/GLP. HTE/GLP only hangs structures over 200lbs unless the hanging item is a speaker, light or a piece of special equipment. Please email to dcexhibitorservices@hi-techelectric.com for a quote.
- **Rotating motors** are available by request; however, exhibitor may also bring their own rotating motor. Unless the rotating motor is both supplied and rigged by HTE/GLP, power is not included and requires a separate order for overhead power.
- All labor for rigging-to-building structures will be provided by HTE/GLP.
- No other contractor or persons may attach motorized equipment for rigging to building. HTE/GLP is not responsible for any loss or damage resulting from any other contractor or person attaching motorized equipment to the building.
- Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
- A four (4) hour minimum applies per rigging labor call.

SPECIAL EQUIPMENT / ONSITE ORDERS

- HTE/GLP only hangs structures over 200lbs unless the hanging item is a speaker, light or special equipment.
- Special Equipment orders require 30 days' notice prior to move-in.
- Onsite orders increase by 50%.
- No lighting orders will be taken on-site after the first day of move in. **NO EXCEPTIONS**

HI-TECH ELECTRIC/GLP MATERIALS

All materials and equipment furnished by HTE/GLP shall remain the property of HTE/GLP and shall be removed only by HTE/GLP at the close of the show.

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 14 days in advance before move in begins in order to prevent delays in processing. A supporting floor plan(s) must accompany the estimate request. After the deadline, estimates may not be provided due to time restrictions, and are subject to a fee.
- Estimate requests are subject to a minimum of one hour labor per revision.
- All rigging, truss lighting, and Hall DE lighting orders must be quoted.
- Rigging & lighting orders will not be accepted without sufficient drawings.
- If an incentive rate quote is provided after the deadline, the customer will have 3 business days to pay on the quote before the base rate will automatically go into effect.
- Check, wire or ACH payments for services require a mandatory estimate. Any balance will be charged to the credit card on file unless other arrangements are made.

SUPERVISION FEES/INVOICES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email dcexhibitorservices@hi-techelectric.com.

PAYMENT POLICY

- Full prepayment of services and a credit card on file are required to process any order.
- Payments must be received in full 21 days before show start to secure the incentive rate.
- All service orders must be paid in full by the move-in date.
- Accepted forms of payment are credit card, check, ACH, wire, cash. **PO is not an accepted form of payment.**
- The credit card on file will be processed for the final balance including labor and material upon installation completion unless HTE agreed to check or electronic payment. Those must be received by show opening; otherwise, the credit card on file will be charged for the balance.
- There is a 3.5% service fee discount on check, cash and electronic payments.
- Check payments sent via mail, must be sent via FEDEX or UPS with tracking.
- Onsite payments must be submitted only to a Customer Service Representative or HTE Management.
- No credit or refund will be issued for connections installed and not used.
- Sending a payment without a quote and/or submitted contract does not secure the incentive rate pricing. This is also not advised.
- All balances must be settled prior to event closing. An outstanding balance may preclude the exhibitor from retaining HTE/GLP services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- Tipping or any gratuity or gift is not permitted to be accepted by any HTE/GLP personnel.

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 prior to the event closing.

CANCELLATIONS

- Cancellation up to 21 days prior to event start date is subject to 20% of services ordered.
- Cancellation within 21 days of event start date up until decorator move-in date is subject to 50% of services ordered.
- Once services are installed, there is no refund for cancellation.
- Credit card refunds are subject to a 3.3% credit card processing fee.
- Cancellation may occur at HTE/GLP's discretion if rigging is not paid at least 2 business days before move-in due to insufficient time to pull and deliver inventory.

DISCONNECTION / INTERRUPTION OF SERVICES

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by GLP/HTE.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

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.

INVOICING

Final invoices are not available until after the completion of move-out and all dismantle charges are processed and audited. This may take up to 7 business days after the event is closed.

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, Hi-Tech Electric LLC/GLP is due payment for all executed work, labor, and materials.

INDEMNITY

Exhibitor agrees to indemnify, hold harmless, and defend HTE and GLP, their officers, directors, employees, agents, and representatives from and against any claim, demand, cause of action, loss, expense, or liability from or in connection with Exhibitor's negligent acts or omissions of, or breach of this Agreement by the Exhibitor, in connection with the performance of its obligations under this Agreement.