**SERVICE REQUEST FORM**

**BASIC INFORMATION**

CONTACT NAME: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

COMPANY NAME: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

STREET ADDRESS: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

CITY: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** STATE: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** ZIP CODE: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

MOBILE NUMBER: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** EMAIL ADDRESS: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DATE OF ARRIVAL: **\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_** EXHIBITOR LOT NUMBER: **\_\_\_\_\_\_\_\_\_\_**

**SHOW LOCATION**

[ ]  Farm Progress Show (Boone, Iowa/Decatur, Illinois)

[ ]  Husker Harvest Days (Grand Island, Nebraska)

[ ]  Ohio Farm Science Review (London, Ohio)

**BILLING INFORMATION** **[ ]** *(Check if same as above)*

BILLING NAME: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

BILLING STREET ADDRESS: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

CITY: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** STATE: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** ZIP CODE: **\_\_\_\_\_\_\_\_\_\_\_\_\_**

BILLING EMAIL: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

PREFERRED PAYMENT METHOD: Credit Card [ ]  ACH Transfer [ ]  Mailed Check [ ]

**SERVICES REQUESTED**

[ ]  Display Lighting

[ ]  Electrical Cabling

[ ]  Electrical Panel

[ ]  RV/Office Trailer Hook-Up

[ ]  Other: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If you have any questions concerning this service request form, please contact Dylan England, (812)657-4843, dylan@england-electric.com before submitting and I will be happy to assist you.

**TERMS AND CONDITIONS**

England Electric LLC will provide temporary electrical services to exhibitors at the Farm Progress Show, Husker Harvest Days, and the Ohio Farm Science Review. We look forward to working together with clients to provide quality service throughout the displays. England Electric LLC is an electrical company providing temporary electrical services. Any services provided are billed separately from the fees that are paid to the Farm Progress Show, Husker Harvest Days, or the Ohio Farm Science Review. Electrical fees paid to Farm Progress Companies are for access to the available electrical outlets located on the pedestals provided on the show grounds. If an exhibitor’s needs exceed a standard extension cord to the nearest electrical pedestal, we will be happy to work with you to determine your electrical needs in the best possible way.

**SERVICES INCLUDED:** Temporary electrical panels, electric cabling for displays, lighting, and other electrical needs.

**SERVICES NOT INCLUDED:** Telephone & Internet Services (order through provider). Electrical Access (purchased through Farm Progress Companies).

**INSTRUCTIONS:** Early planning in placement of displays is preferred, especially for those located further away from an FPS, HHD, or OFSR provided electrical pedestal. If there are any questions concerning your electrical needs, please call early in the process to discuss the best possible solutions. Completed and finalized drawings with this completed and signed form are due by July 31st. All service requests must be accompanied by this form, and a new form must be submitted regardless if a previous form has been submitted. No formal quotes will be made after July 31st. After July 31st, quotes will be verbal and backed up with a simple email. We reserve the right to reject any work request that does not meet the NEC (National Electric Code) or that our insurance carrier will not support.

Absolutely no work will be started or promised without the completion, signature, and approval of this Service Request Form accompanied by any measured and labeled electrical drawings or diagrams. We will make no promises of completion of work if this form is not signed and submitted with completed drawings prior to July 31st. Any requests submitted on or after August 1st will be subject to a 50% price increase penalty for late submission.

**PAYMENT:** We accept payment via credit card, ACH transfer, or mailed check. Invoices will be distributed upon completion of work; generally, after the show, and are due within 30 days of the invoice date. A 3% fee per month will be charged for invoices paid after the statement terms. Any unpaid balance on January 1st, 2025, will incur a 25% penalty per month until the invoice is paid.

**PROCESS:**

Step 1: Determine electrical needs associated with the display. (If you have questions, please call.)

Step 2: Fill out all fields of the Service Request Form followed by reading and signing the Terms and Conditions.

Step 3: Send all information to dylan@england-electric.com accompanied by any measured and labeled drawings or diagrams associated with the electrical needs of the display.

Step 4: Once approved by England Electric LLC, a request for a quotation can be made.

Step 5: After approval and confirmation from the client, work may begin for the installation of electrical services.

Step 6: Upon completion of work, invoices will be distributed, and payment will be requested.

By signing and submitting this form you confirm that you have read, are aware of, and agree to the terms and conditions listed above.

**X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Signature of Requestor*

**X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Signature of Approval (ENGLAND ELECTRIC LLC)*