

Armadillo Christmas Bazaar

Booth Wiring Guide

Booth Wiring Goal:

Our goal is to have a safe show for all our artists by being cautious with the use and distribution of electrical power.

For best practices, we want to get all our exhibitors to use the same wiring pattern consistently throughout the show. It is both a safety issue and quick repair aid. We need to comply with all the facility's electrical requirements for their protection as well as ours. Should an artist have an electrical problem, the source is often much easier to isolate and repair with this wiring pattern.

Proper Components:

Power Strips should come with:



15amp circuit breaker

2' or longer 14AWG cord

Must exhibit no visible damage to cord, casing or components

Extension Cords Must be:



14AWG wire, also known as 14 Gauge

Single Configuration; has only one place to plug something in

Short as reasonably possible; just long enough to do the job

Must exhibit no visible damage to cord or plugs

Connections

Circuit may be extended or split by means of a power strip, with or without an additional single configuration cord.

Circuits may not be split from a multi-outlet cord; has more than one place to plug something in.

Power strips must be accessible and well ventilated.

Remember, Safety First

Armadillo Booth Wiring Pattern: as easy as 1 2 3 4 5

Power Strip Location #1: Master power strip

- Serves as Off & On switch for your booth
 - Must be conveniently located, easy to reach
- Is plugged directly into the Palmer Event Center's power supply cord
 - Use the cord with your booth number on it
- Usually needs to be located on the floor near the center of perimeter walls
- Usually only 2 items are plugged in here

- Feeds to Power Strips #2 and #3
- For exceptions, see Sub-Master section below
- New strip recommended
 - Strip circuit breaker loses capacity over time with use

Power Strip Location(s) #2: Sub-Master

For a regular booth lighting, also known as the standard wiring pattern

- Usually located on top of wall near center of perimeter walls
- Provides power to #4 and #5, sometimes even a #6 or #7 plus up to 4 fixtures nearby

Exception for booths with extensive low-to-mid-height power needs for things such as lamps or under-shelf lighting

- Use dual #2s (one at wall top level and an additional one on the floor)
 - #2 High To power upper wall & booth top
 - Use Standard Wiring Pattern (Diagram)
 - #2 Low To power low to mid wall
 - Use Exception Wiring Pattern (Diagram)
 - #2 Low is powered by an additional plug into #1

Power Strip Location #3:(optional) Sales Counter Service

- Provides power for sales counter and device charging if needed

Power Strip Location #4: Side Upper Distribution

- Usually located on top of wall, brace or truss either right or left of center of perimeter walls

Power Strip Location #5: Side Upper Distribution

- Usually located on top of wall, brace or truss, opposite of center from #4

Power strip locations #6, #7, etc.

- Extend reach and capacity across booth top over extra-large booths

Prohibited:

- Touching or adjusting anything under a Palmer floor pod cover
- Resting the weight of a wall on a wire or cord
- Pinching or crimping a wire or cord
- Placing power strips in an unreachable position such as between or behind booth wall(s)
- Placing power strips in an unventilated position
- Placing anything flammable on power strips
- Creating improper wire splices
- Exposing wire nuts on splices anywhere
- Exposing any charged surfaces
- Exposing empty charged bulb receptacles
- Splitting a circuit from the end of a multi receptacle extension cord
- Using lamp wire or substandard extension cords
- Using an excessively long cord when a shorter one will do
- Overloading a circuit
- Hot wires or circuit breakers