PAYMENT INFORMATION

Freeman only accepts payment information electronically. Place your order on FreemanOnline or follow the steps below to provide your payment information electronically and submit your order forms.

Freeman will no longer accept cash payments for any Freeman services.

1. Submit your payment information
   Proceed to our electronic Freeman Pay site to securely submit your payment information
   https://www.freemanpay.com/507316

2. Submit your order
   Upload your order forms through the same link used to submit your payment information

- Both your order and your payment must be received by the discount price deadline date to guarantee discount pricing.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.
ELECTRICAL SERVICES

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We’ve answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

How do I know how much power I need?

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it’s an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as “load”) (100 watts = 1 amp) of each piece of equipment at its location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

Do I need to order labor?

As the official service contractor, electrical installations must be performed by Freeman union labor. Labor is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labor orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labor for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labor order form for further details, rules and regulations.

What is an electrical layout and why do I need one?

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, Freeman makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

Is the price for power per day?

Outlet or connection prices are typically for an entire show.

What is 24 hour power?

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

Where does the power come from?

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

Where will my power be located?

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

What if I need power at another location besides the rear of my booth? What if I have multiple power locations?

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

How many places will I have to plug in? How many things can I plug in?

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example - An order is placed for a 500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.
Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)

Exhibitors may use their own extension cords and power strips under the following conditions:
- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

Can I run my extension cords under the carpet myself?

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show's electrical contractor is liable for electrical equipment. Labor and material charges apply.

Will my floor work be completed before I arrive?

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:
- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

When will my power be turned on?

Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

Do I need lighting?

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

Can I hang my own lights?

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors themselves can hang up to 4 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

Do I need to order power for my lighting?

Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labor may be required to hang the lights.

Do I need to order labor to plug in my lights or equipment?

Most 120 volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

How can I save money and frustration when ordering electrical services?

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don't underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labor, call us for direction and if necessary, place a “will call” order before the discount price deadline date. You will only incur a charge if labor is dispatched to your booth but you’ll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labor, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

Additional questions?

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to www.freemanco.com/store.
The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts), 5 - 100 watt light bulbs = (5x100 = 500 watts)

<table>
<thead>
<tr>
<th>Equipment</th>
<th>WATTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blender</td>
<td>475-1000</td>
</tr>
<tr>
<td>Can Opener</td>
<td>500</td>
</tr>
<tr>
<td>Card Reader (credit) / Lead Retrieval</td>
<td>100</td>
</tr>
<tr>
<td>Cash Register</td>
<td>100-200</td>
</tr>
<tr>
<td>Coffee Pot - Household Size</td>
<td>600-1200</td>
</tr>
<tr>
<td>Coffee Pot - Large Brewer</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Computer - Monitor (independent)</td>
<td>120-200</td>
</tr>
<tr>
<td>Computer - Desktop (monitor &amp; CPU)</td>
<td>200-900</td>
</tr>
<tr>
<td>Computer - Laptop</td>
<td>100-300</td>
</tr>
<tr>
<td>Computer Printer - Dot Matrix</td>
<td>100-500</td>
</tr>
<tr>
<td>Computer Printer - Laser</td>
<td>400-1000</td>
</tr>
<tr>
<td>Crock Pot</td>
<td>200-1000</td>
</tr>
<tr>
<td>DVD Player</td>
<td>50-100</td>
</tr>
<tr>
<td>Electric Frying Pan</td>
<td>1200-2000</td>
</tr>
<tr>
<td>Fax Machine</td>
<td>1000</td>
</tr>
<tr>
<td>Flat Screen TV - 32” to 50”</td>
<td>1000</td>
</tr>
<tr>
<td>Food Processor</td>
<td>500-2000</td>
</tr>
<tr>
<td>Glue Gun</td>
<td>300</td>
</tr>
<tr>
<td>Griddle</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Hair Dryer</td>
<td>1000-2000</td>
</tr>
<tr>
<td>Heat Lamps (per lamp)</td>
<td>250</td>
</tr>
<tr>
<td>Heater (portable)</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Hot Plate Single</td>
<td>1000</td>
</tr>
<tr>
<td>Hot Plate Double</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Hot Water Heater</td>
<td>30amp/208 volt/Single Phase</td>
</tr>
<tr>
<td>Imprinter for T-Shirts</td>
<td>2000</td>
</tr>
<tr>
<td>Iron</td>
<td>700-1100</td>
</tr>
<tr>
<td>Juicer - Single</td>
<td>500</td>
</tr>
<tr>
<td>Juicer - Double</td>
<td>1000</td>
</tr>
<tr>
<td>Laminator</td>
<td>2000</td>
</tr>
<tr>
<td>Lights with Freeman Rental Booths</td>
<td>200 each</td>
</tr>
<tr>
<td>Meat Slicer</td>
<td>500-1000</td>
</tr>
<tr>
<td>Microwave Oven</td>
<td>500-2000</td>
</tr>
<tr>
<td>Mixer</td>
<td>500-1000</td>
</tr>
<tr>
<td>Photocopier</td>
<td>dependent upon size - may require 208 volt</td>
</tr>
<tr>
<td>Pizza Oven (small)</td>
<td>30amp/120 volt Special Connection</td>
</tr>
<tr>
<td>Popcorn Maker</td>
<td>2000</td>
</tr>
<tr>
<td>Projector (dependent upon size)</td>
<td>1000</td>
</tr>
<tr>
<td>Refrigerator - Small</td>
<td>400</td>
</tr>
<tr>
<td>Refrigerator - Full Size</td>
<td>750</td>
</tr>
<tr>
<td>Sewing Machine</td>
<td>1000</td>
</tr>
<tr>
<td>Steamer</td>
<td>2000</td>
</tr>
<tr>
<td>Stereo (amplifier)</td>
<td>100-500</td>
</tr>
<tr>
<td>Television</td>
<td>100-500</td>
</tr>
<tr>
<td>Toaster</td>
<td>1000</td>
</tr>
<tr>
<td>Toaster Oven</td>
<td>1500</td>
</tr>
<tr>
<td>Vacuum Cleaner</td>
<td>1500</td>
</tr>
<tr>
<td>VCR</td>
<td>100</td>
</tr>
<tr>
<td>Water Cooler - Cold Water</td>
<td>1000</td>
</tr>
<tr>
<td>Water Cooler - Hot/Cold Water</td>
<td>2000</td>
</tr>
</tbody>
</table>

FREEMAN electrical services usage guide
01/17
The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.

2. **Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where power is required.*

3. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

A measurement scale can be applied as necessary to reflect the size of your booth.

- **10 x 10** use 1 square = ¼ foot
- **20 x 20** use 1 square = ½ foot
- **40 x 40** use 1 square = 1 foot
SAMPLE LAYOUTS

IN LINE BOOTHs
Power is run or dropped to in line booths along the back walls or drape line of multi booth sections. The “main power locations” therefore are always located at the back of in line and peninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths. Example: Outlet =

<table>
<thead>
<tr>
<th># 401</th>
<th># 405</th>
<th># 407</th>
<th># 409</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 x 20 peninsula</td>
<td>10 x 20 in line booth</td>
<td>10 x 10 in line booth</td>
<td>10 x 20 in line booth</td>
</tr>
<tr>
<td>Power will be at rear drape line</td>
<td>Power will be at rear drape line</td>
<td></td>
<td></td>
</tr>
<tr>
<td># 504</td>
<td># 506</td>
<td># 508</td>
<td># 510</td>
</tr>
</tbody>
</table>

Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations must be included. Examples based on above floor plan:

- **20 x 20 Peninsula – Booth # 401**
  - Order = 2-10 amp, 1-20 amp outlets

- **10 x 20 In Line – Booth # 409**
  - Order = 2 x 5 amp outlets

Please place outlets in front corners of booth.
ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

1. **Main Drop.**
   Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than? x? x?) will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

2. **Location and load of all outlets.**
   Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

3. **Booth orientation.**
   Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

   **Section of show floor plan**

   ![](image1.png)

   **20 x 20 Island – Booth #401**
   Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets

   ![](image2.png)
**ADVANCE DISCOUNT PAYMENT PRICE**
Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to the Discount Price Deadline Date.

**ISLAND BOOTHS**
All Island booths require a placement grid.

**FLOOR WORK**
All floor work requires a placement grid.

**24 HOUR SERVICES**
If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Rate for 24 hour power is double published rate.

**SEPARATE OUTLETS**
Separate outlets should be ordered for each piece of equipment and/or each power location.

**CANCELLATION**
A 50% refund will be applied to electrical services cancelled prior to the event after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

If you have electrical requirements or have questions regarding electrical, please call Exhibitor Support at 888-508-5054 or email ExhibitorSupport@freeman.com

**ELECTRICAL OUTLETS**
(Double Price for 24 Hour Service)

<table>
<thead>
<tr>
<th>120 VOLT</th>
<th>QTY</th>
<th>QTY 24 Hr</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Amp / 500 Watts</td>
<td>___</td>
<td>___</td>
<td>132.45</td>
<td>198.70</td>
<td>$___</td>
</tr>
<tr>
<td>10 Amp / 1000 Watts</td>
<td>___</td>
<td>___</td>
<td>202.35</td>
<td>303.55</td>
<td>$___</td>
</tr>
<tr>
<td>15 Amp / 1500 Watts</td>
<td>___</td>
<td>___</td>
<td>237.20</td>
<td>355.80</td>
<td>$___</td>
</tr>
<tr>
<td>20 Amp / 2000 Watts</td>
<td>___</td>
<td>___</td>
<td>271.95</td>
<td>407.95</td>
<td>$___</td>
</tr>
</tbody>
</table>

**EQUIPMENT**
(Power not included)

| Extension Cords - 25' | 35.15 | 52.75 | $___ |
| Power Strip (15 amp rated) | 35.15 | 52.75 | $___ |

**CALL FOR QUOTE ON ANY 208 VOLT SINGLE / 3 PHASE**
(Labor Required for all 208V Connections)

**LABOR SCHEDULE**
- **Straight Time**: Monday - Friday, 8:00 am - 5:00 pm (Excluding Holidays)
- **Overtime**: Monday - Friday, 5:00 pm - 8:00 am and all day Saturday, Sunday and Holidays

**ELECTRICAL LABOR**
(Minimum 1 hour)

<table>
<thead>
<tr>
<th>Labor Type</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrician - ST</td>
<td>$108.50</td>
<td>$153.50</td>
</tr>
<tr>
<td>Electrician - OT</td>
<td>$164.25</td>
<td>$230.00</td>
</tr>
<tr>
<td>Scissor Lift w/crew - ST</td>
<td>$436.75</td>
<td>$611.50</td>
</tr>
<tr>
<td>Scissor Lift w/crew - OT</td>
<td>$541.25</td>
<td>$757.75</td>
</tr>
</tbody>
</table>

- Show site price applies to all labor orders placed at show site.
- Start time guaranteed only at start of working day.
- Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

Review the list of work below to determine if electrical labor is required in your booth; time and material charges apply.

Please visit the Freeman Service Center to confirm that you are ready for labor service.

None of the following services may be performed by other Unions/I & D houses as it falls under electrical jurisdiction

- Floor Work: The distribution of electrical across/underneath booths or flooring
- Booth Work: Distribution or wiring of electrical overhead (including signs) or hard wiring of exhibitor equipment

**TOTAL COST**

<table>
<thead>
<tr>
<th>Item</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outlet(s)**</td>
<td></td>
</tr>
<tr>
<td>Equipment**</td>
<td>+</td>
</tr>
<tr>
<td><strong>11.45% Tax</strong></td>
<td>+</td>
</tr>
<tr>
<td>Labor*</td>
<td>+</td>
</tr>
<tr>
<td><em>2.00% Tax</em>*</td>
<td>+</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>

(507316) FY22

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**DISCOUNT PRICE DEADLINE DATE**
October 14, 2021

**NAME OF SHOW:** SNMMI Therapeutics Conference / November 11-13, 2021

**COMPANY NAME:**

**CONTACT NAME:**

**PHONE #:**

**E-MAIL ADDRESS:**

For fast, easy ordering, go to www.freeman.com/store.

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For fast, easy ordering, go to www.freeman.com/store.
NAME OF SHOW: SNMMI Therapeutics Conference / November 11-13, 2021

COMPANY NAME: 

CONTACT NAME: 

E-MAIL ADDRESS: 

For fast, easy ordering, go to www.freeman.com/store.

ELECTRICAL GRID

To ensure that your electrical and plumbing outlets, telephones and internet services are properly placed, a Booth Floorplan must be submitted with your order forms. If you do not have a plan, please use the grid on this page and submit it with your order forms.

To use this grid:
- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (e.g. 1 square = 10 feet) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers on aisle numbers. This will help us orient your service correctly.
- Mark outlet locations, expressed in watts or amps and voltage in each location. Mark telephone and internet lines in each location. Locations marked should accurately reflect services ordered.
- Return this form with your prepaid order forms.

<table>
<thead>
<tr>
<th>Aisle Number</th>
<th>Aisle Number</th>
<th>Aisle Number</th>
<th>Aisle Number</th>
<th>Aisle Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aisle Number</td>
<td>Aisle Number</td>
<td>Aisle Number</td>
<td>Aisle Number</td>
<td>Aisle Number</td>
</tr>
<tr>
<td>Aisle Number</td>
<td>Aisle Number</td>
<td>Aisle Number</td>
<td>Aisle Number</td>
<td>Aisle Number</td>
</tr>
</tbody>
</table>

Adjacent booth or Aisle Number: ____________
ELECTRICAL INSTRUCTIONS & CONDITIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS

For Equipment
All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

For Lighting
Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

LOCATION OF POWER IN YOUR BOOTH

In-Line and Peninsula Booths
Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle)

- IN-LINE BOOTHS / PENINSULA
- BACK TO BACK PENINSULA

If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

Island Booths/Multiple Outlets
Floor plans are always required for Island Booths and orders for multiple outlet locations. Floor plans must indicate the location of the main power drop and any secondary distribution if applicable. See examples below: A grid is available at freemanco.com to print as a base layout.

Island Booth with one outlet

10 X 20 Booth with multiple outlets

Please indicate power by amperage or wattage, as shown, rather than X.

If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

OTHER:
1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details.
2. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show.
3. All equipment regardless of power source, must comply with Federal, State and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
4. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
5. Exhibitors’ cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Exhibitors’ equipment will be modified to conform to Freeman receptacles. Labor to install or change a cord cap will be billed on a time and material basis.
7. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
8. The first ninety feet of cabling provided to deliver power to your booth is included in the cost of the outlet. If additional cable is necessary to power your booth, it will be charged on a time and material basis.
9. Power sharing is not permitted between exhibitors.
10. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
11. Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event.
12. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys’ fees) arising out of or in any way connected with Exhibitor’s actions or omissions under this Agreement.
ELECTRICAL INSTRUCTIONS

1. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.

2. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.

3. Labor must be picked up at the Freeman service desk. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.

4. Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.

5. Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.

2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.

3. Booth orientation - please provide surrounding aisle and/or booth numbers.