

F R E E M A N

ELECTRICAL SERVICES

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.

SHOW NAME _____

DATES _____

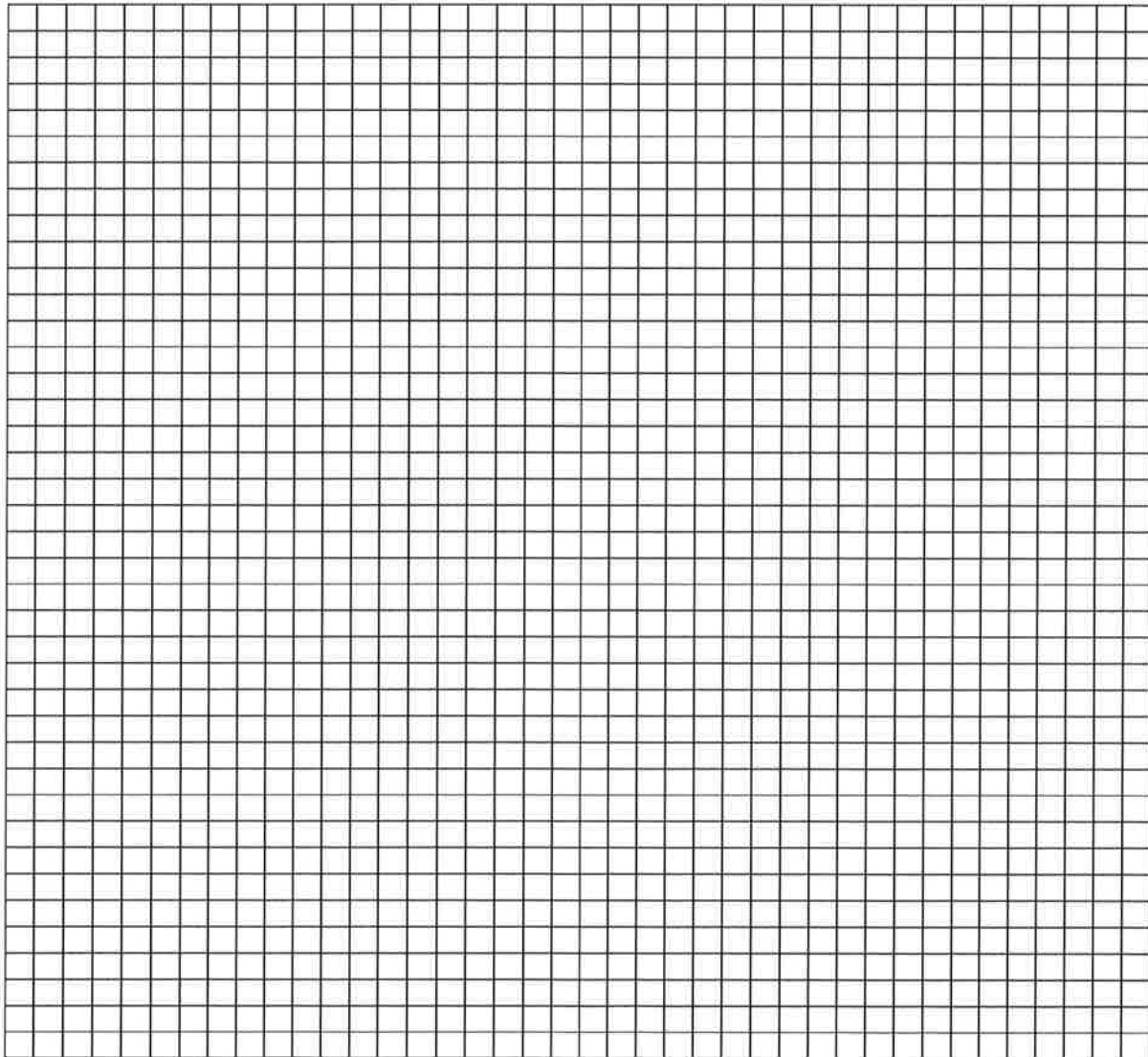
COMPANY NAME _____

BOOTH # _____

Adjacent Aisle or Booth# _____

Adjacent Aisle or Booth # _____

Adjacent Aisle or Booth # _____



Adjacent Aisle or Booth # _____

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

10 x 10 use 1 square = 1/4 foot

20 x 20 use 1 square = 1/2 foot

40 x 40 use 1 square = 1 foot

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.

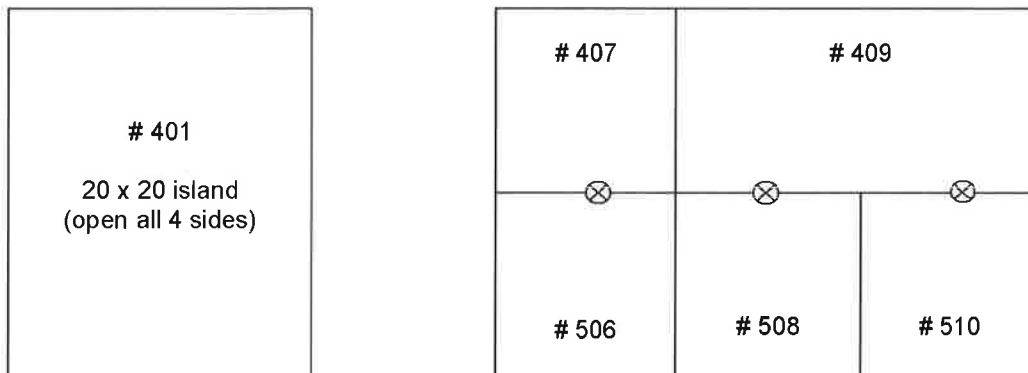
2. Location and load of all outlets.

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.

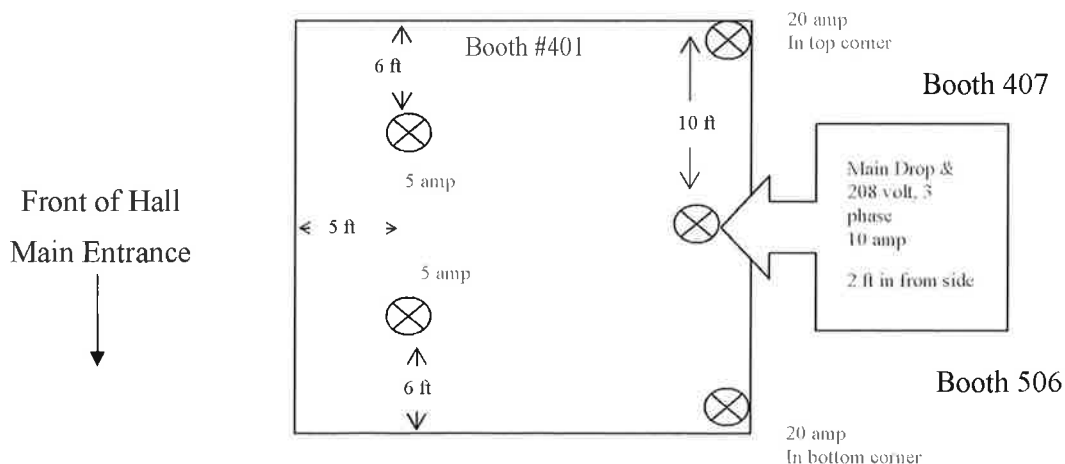
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



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



F R E E M A N

ELECTRICAL SERVICES USAGE GUIDE

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)

Please feel free to contact our electrical specialists at FreemanES@freemanco.com with any additional questions.

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

FREEMAN electrical services usage guide

FREEMAN[®]

940 Belfast Road
Ottawa, Ontario, K1G 4A2
(613) 748-7180 • Fax: (613) 748-5977

**DISCOUNT PRICE
DEADLINE DATE
JANUARY 16, 2019**

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

FREEMAN electrical

OTTAWA RV EXPO & SALE 2019

NAME OF SHOW: _____
COMPANY NAME: _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS: _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

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

ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labour order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

110/120 VOLT (Power to be placed at back-centre of exhibit space)

| | Quantity | Quantity | Discount Standard | |
|---|-----------------------|-------------------------------|-------------------|--------------------|
| | (For Show Hours Only) | (For 24 hrs/day Double Price) | Price | Price TOTAL |
| 750 Watts duplex outlet (40-7-7/8) | _____ | _____ | \$115.00 | \$161.00 = \$_____ |
| 1500 Watts duplex outlet (40-7-15/16) | _____ | _____ | \$145.25 | \$203.35 = \$_____ |
| 15 A dedicated quad outlet (40-7-17) | _____ | _____ | \$158.75 | \$222.25 = \$_____ |
| 20 A dedicated quad outlet (40-7-20/21) | _____ | _____ | \$203.00 | \$284.20 = \$_____ |

208 VOLT SINGLE PHASE (Labour Required for Connection)

| | | | | |
|-------------------------|-------|-------|-----------|---------------------|
| 20 Amps (40-9-20/21) | _____ | _____ | \$417.50 | \$584.50 = \$_____ |
| 30 Amps (40-9-30/31) | _____ | _____ | \$558.50 | \$781.90 = \$_____ |
| 60 Amps (40-9-60/61) | _____ | _____ | \$758.75 | \$1062.25 = \$_____ |
| 100 Amps (40-9-100/101) | _____ | _____ | \$1073.50 | \$1502.90 = \$_____ |

Please specify the NEMA code on your plug: _____

208 VOLT THREE PHASE (Labour Required for Connection)

| | | | | |
|--------------------------|-------|-------|-----------|---------------------|
| 20 Amps (40-10-20/21) | _____ | _____ | \$443.75 | \$621.25 = \$_____ |
| 30 Amps (40-10-30/31) | _____ | _____ | \$589.25 | \$824.95 = \$_____ |
| 60 Amps (40-10-60/61) | _____ | _____ | \$830.00 | \$1162.00 = \$_____ |
| 100 Amps (40-10-100/101) | _____ | _____ | \$1202.50 | \$1683.50 = \$_____ |

Transformer to Boost 208V to Approx. 230V - \$3.75 per Amp (20 Amp Min.)

Qty of Amps _____ X Price \$ _____ = \$ _____

Please specify the NEMA code on your plug: _____

LIGHTING (Price Includes Power & Labour for Installation)*

| | | | | |
|---|-------|-------|----------|--------------------|
| Arm Light *hardwall exhibits only* (40-19-101) | _____ | _____ | \$35.25 | \$49.35 = \$_____ |
| Double Light Stand (LED) (40-19-132) | _____ | _____ | \$88.00 | \$123.20 = \$_____ |
| 4' Track Light *hardwall exhibits only* (40-19-4) | _____ | _____ | \$122.25 | \$171.15 = \$_____ |
| Power Strip (40-30-5) | _____ | _____ | \$23.75 | \$33.25 = \$_____ |
| Extension Cord (40-30-15) | _____ | _____ | \$23.75 | \$33.25 = \$_____ |

* For double light stands, price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labour and materials. Please contact Freeman for estimated charges.

IMPORTANT NOTICE FOR RV'S:

- For exhibitors at the show for the **one week period (5 days)** the 30 Amp, 120 Volt service will be \$ 202.00. Minimum ½ hour labour on install and ½ hr. labour on dismantle is applicable to all RV orders.
- For 60 Amps/208V three phase service, the cost is \$688.00
- If you require your RV to be disconnected the day after the last move-out and staff is **NOT** on site, additional labour charges are applicable. Prior arrangements are required for this service. If the provided power trips and requires a reset, an additional service charge of \$325.00 is applicable.
- Exhibitors are not to tamper with the power equipment under any circumstances. Only an authorized Freeman employee may access the power service.**
- To order an electrical hook up for RVs, please contact Exhibitor Services at: FreemanOttawaES@freemanco.com or 613-748-7180 ext. 234

TOTAL

Subtotal + 13% HST = Total

ADDITIONAL INFORMATION

FOR ADVANCE 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:

**DEADLINE DATE OF:
JANUARY 16, 2019**

MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop 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.

ISLAND BOOTHS

For island booths with no labour ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

INLINE AND PENINSULA BOOTHS

Power will be placed in the back of the booth unless otherwise specified.

24 HOUR SERVICES

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

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 after installation. Refunds will not be issued for materials and/or labour charges related to the installation.

OVERHEAD POWER

If you require your power from overhead, additional materials and labour may be incurred. Please contact freemanottawaES@freemanco.com.

ELECTRICAL INSTRUCTIONS

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.

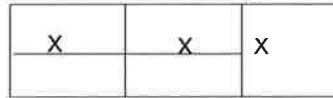
For Lighting

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

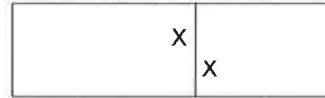
LOCATION OF POWER IN YOUR BOOTH

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

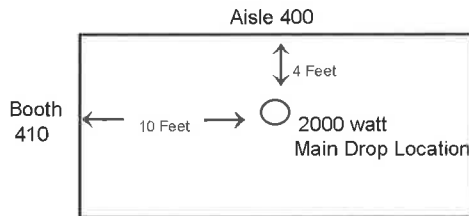


BACK TO BACK PENINSULA

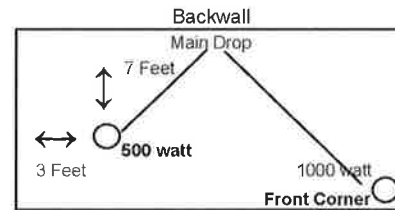
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labour Order Form with your power order, along with a floor plan as described below.

Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. 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. 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
Labour Required

OTHER:

1. Labour is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labour form for complete details. Please complete the labour order form.
2. Dismantle labour will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. 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 by Freeman.
4. 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.
5. 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.
6. 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.
7. Exhibitors' equipment will be modified to conform to Freeman receptacles. Labour and materials to install or change a cord cap will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.

FREEMAN*

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OTTAWA RV EXPO & SALE 2019

NAME OF SHOW: _____
 COMPANY NAME: _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS: _____

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LABOUR RATES & SCHEDULE:

Straight Time - 8:00 am - 4:00 pm Monday through Friday
 Overtime - 6:00 am - 8:00am and 4:00pm - 12:00 midnight Monday through Friday
 6:00 am - 12:00 midnight Saturday and Sunday
 Double Time - 12:00 midnight to 6:00 am and recognized Holidays

| Description | Advance Price/Hr | Show Site Price/Hr |
|------------------------|------------------|--------------------|
| Electrician - ST | \$91.00 | \$ 127.25 |
| Electrician - OT | \$ 136.25 | \$ 190.75 |
| Electrician - DT | \$ 181.75 | \$ 254.50 |

Dismantle labour will be charged at 50% of the total install time rounded to the next half hour.

- Show site price applies to all labour orders placed at show site.
- Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labour is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman service desk to confirm that you are ready for service.

Note: For more information and an example of a completed floor plan please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

OK TO PROCEED WITHOUT EXHIBITOR PRESENT:

Complete Before: Date _____ Time _____

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____

EXHIBITOR SUPERVISION (DO NOT PROCEED):

BOOTH WORK:

Booth work is any of the following. Please check all that apply:

- Distribution of electrical overhead (more than one drop location in your booth).
- Distribution of electrical through booth structure.
- Connection or hard wiring of all exhibitor equipment.
- Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- Wiring of overhead signs.
- Installation of electrical headers and/or light boxes.
- Other _____

LABOUR REQUEST

SELECT WORK TYPE

| | | | | | |
|------------|------------|---------------------|--------------------|------------------|------------------|
| Date _____ | Time _____ | # Electrician _____ | Est. # Hours _____ | Floor Work _____ | Booth Work _____ |
| Date _____ | Time _____ | # Electrician _____ | Est. # Hours _____ | Floor Work _____ | Booth Work _____ |
| Date _____ | Time _____ | # Electrician _____ | Est. # Hours _____ | Floor Work _____ | Booth Work _____ |
| Date _____ | Time _____ | Est. # Hours _____ | Lift Type _____ | | |
| Date _____ | Time _____ | Est. # Hours _____ | Lift Type _____ | | |

NAME OF ON-SITE CONTACT: _____

CELL PHONE: _____

Special Instructions: _____

FREEMAN electrical labour

ELECTRICAL INSTRUCTIONS

- 1 Labour 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 labour 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 Labour must be picked up at the Freeman service desk. Charges for labour commence at time of dispatch to service the labour 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 Labour 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 labour 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.

