

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **NADA Show 2020 / February 15-17, 2020**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://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 Electrical Labor 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

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
500 Watts (5 amps)	_____	_____	149.00	223.50 = \$	_____
1000 Watts (10 amps)	_____	_____	263.00	394.50 = \$	_____
2000 Watts (20 amps)	_____	_____	346.00	519.00 = \$	_____

#### 208 VOLT SINGLE PHASE (Labor Required for Connection)

20 Amps	_____	_____	651.00	976.50 = \$	_____
30 Amps	_____	_____	778.00	1,167.00 = \$	_____
60 Amps	_____	_____	1,026.00	1,539.00 = \$	_____
100 Amps	_____	_____	1,349.00	2,023.50 = \$	_____
200 Amps	_____	_____	2,490.00	3,735.00 = \$	_____

#### 208 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	876.00	1,314.00 = \$	_____
30 Amps	_____	_____	1,044.00	1,566.00 = \$	_____
60 Amps	_____	_____	1,370.00	2,055.00 = \$	_____
100 Amps	_____	_____	1,808.00	2,712.00 = \$	_____
200 Amps	_____	_____	2,722.00	4,083.00 = \$	_____
400 Amps	_____	_____	4,974.00	7,461.00 = \$	_____

Transformer to Boost 208V to Approx. 230V - \$8.00 per Amp (20 Amp Min.)

Qty \_\_\_\_\_ Amps \_\_\_\_\_ = \$ \_\_\_\_\_

#### 480 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	1,045.00	1,567.50 = \$	_____
30 Amps	_____	_____	1,253.00	1,879.50 = \$	_____
60 Amps	_____	_____	1,644.00	2,466.00 = \$	_____
100 Amps	_____	_____	2,166.00	3,249.00 = \$	_____
200 Amps	_____	_____	3,267.00	4,900.50 = \$	_____

#### SPECIAL LIGHTING (Price Includes Power & Labor for Installation)

Single Light Stand	_____	_____	167.50	251.25 = \$	_____
Double Light Stand	_____	_____	259.50	389.25 = \$	_____
4' Track with 3 Lights	_____	_____	284.00	426.00 = \$	_____
Arm Light	_____	_____	188.25	282.50 = \$	_____
Overhead Quartz Light*	_____	_____	428.00	642.00 = \$	_____

\* Overhead quartz lights include labor to install and first focus.

\* May require labor and/or lift at additional charge. Please contact [FreemanLasVegasES@freeman.com](mailto:FreemanLasVegasES@freeman.com) for estimated charges.

For single or double light stand, price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

Extension cords and power strips are available for rental at the Freeman Service Desk.

(450762) LV-C1 19/20

### 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 21, 2020**

#### 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 labor 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.

#### HANGING SIGNS

Show site prices will apply if your hanging sign is not received in advance at the warehouse prior to the warehouse shipping deadline date.

#### CANCELLATION

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

#### OVERHEAD POWER

If you require your power from overhead, additional materials and labor may be incurred. Please contact [FreemanLasVegasES@freeman.com](mailto:FreemanLasVegasES@freeman.com).

### TOTAL COST

Outlet(s)	\$ _____
Lighting	\$ _____
Tax	\$ <u>N/A</u>
<b>GRAND TOTAL</b>	\$ _____

# ELECTRICAL INSTRUCTIONS

## HOW TO CALCULATE YOUR 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 280 volt power.

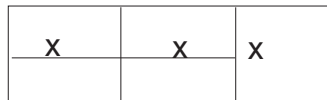
### For Lighting

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

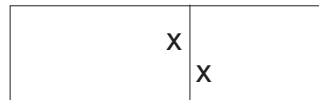
## LOCATION OF POWER IN YOUR BOOTH:

### Inline 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

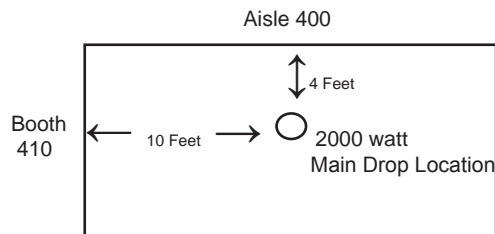


BACK TO BACK PENINSULA

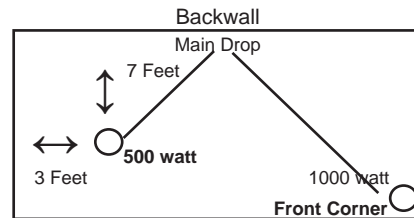
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

### Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. 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 [www.freeman.com](http://www.freeman.com) to print as a basic layout.



Island Booth with one outlet



10 X 20 Booth with multiple outlets  
Labor Required

## 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 Order Form for complete details. Please complete the labor order form.
2. Dismantle labor 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 as well as any applicable local recognized electrical authorities and standards. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes and proper permitting. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code and permitting.
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. If an outage is the result of an exhibitors's equipment, then a labor charge may be assessed. Labor and materials to install or change a cord cap or fix an outage 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.

February 17, 2020 is  
a recognized holiday.  
Overtime rates will  
apply.

DISCOUNT PRICE  
DEADLINE DATE  
JANUARY 21, 2020

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## ELECTRICAL LABOR

### LABOR RATES & SCHEDULE

**Straight Time** - Monday - Friday, 8:00 am - 5:00 pm (Excluding Holidays)

**Overtime** - Monday - Friday, 5:00 pm - 8:00 am All day Saturday, Sunday and Holidays

Description	Advance Price	Show Site Price
Electrician - ST .....	\$ 147.00	\$ 206.00
Electrician - OT .....	\$ 294.00	\$ 412.00
Forklift w/operator - ST .....	\$ 324.50	\$ 454.50
Forklift w/operator - OT .....	\$ 447.00	\$ 626.00
Man Cage .....	\$ 40.00	\$ 56.00

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

\* Show site price applies to all labor orders placed at show site.

\* Start time guaranteed only at start of working day.

Please refer to the "Hanging Sign Labor Order Form" and/or the "Truss & Theatrical Lighting Equipment & Labor Order Form" for all hanging signs, truss, chain motors and other hanging needs.

Review the list of work below to determine if electrical labor 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.
- Mounting of plasmas/LCD monitors and lights.
- Connection or hard wiring of all exhibitor equipment.
- Lighting used as spot or flood lights.
- 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 \_\_\_\_\_

#### LABOR 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 \_\_\_\_\_ # Electrician \_\_\_\_\_ Est. # Hours \_\_\_\_\_ Floor Work \_\_\_\_\_ Booth Work \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ # Electrician \_\_\_\_\_ Est. # Hours \_\_\_\_\_ Floor Work \_\_\_\_\_ Booth Work \_\_\_\_\_

NAME OF ON-SITE CONTACT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

## 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 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 flat cable, 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 wattages/amperages.
3. Booth orientation - please provide surrounding aisle and/or booth numbers

