

NAME OF SHOW: **COUTURE 2023 / June 1-4, 2023**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

ELECTRICAL

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 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.

| | Quantity Show (For Show Hours Only) | Quantity 24 Hr. (For 24 hrs/day Double Price) | Discount Price | Standard Price | TOTAL |
|----------------------|--|--|----------------|----------------|------------|
| 110/120 VOLT | | | | | |
| 500 Watts (5 amps) | _____ | _____ | 158.25 | 237.40 | = \$ _____ |
| 1000 Watts (10 amps) | _____ | _____ | 253.50 | 380.25 | = \$ _____ |
| 2000 Watts (20 amps) | _____ | _____ | 357.50 | 536.25 | = \$ _____ |

208 VOLT SINGLE PHASE (Labor Required for Connection)

| | | | | | |
|----------|-------|-------|----------|----------|------------|
| 20 Amps | _____ | _____ | 388.00 | 582.00 | = \$ _____ |
| 30 Amps | _____ | _____ | 463.50 | 695.25 | = \$ _____ |
| 60 Amps | _____ | _____ | 686.25 | 1,029.40 | = \$ _____ |
| 100 Amps | _____ | _____ | 983.00 | 1,474.50 | = \$ _____ |
| 200 Amps | _____ | _____ | 1,727.00 | 2,590.50 | = \$ _____ |

208 VOLT THREE PHASE (Labor Required for Connection)

| | | | | | |
|--|-------|-------|----------|----------|------------|
| 20 Amps | _____ | _____ | 453.00 | 679.50 | = \$ _____ |
| 30 Amps | _____ | _____ | 633.25 | 949.90 | = \$ _____ |
| 60 Amps | _____ | _____ | 916.75 | 1,375.15 | = \$ _____ |
| 100 Amps | _____ | _____ | 1,314.25 | 1,971.40 | = \$ _____ |
| 200 Amps | _____ | _____ | 2,306.00 | 3,459.00 | = \$ _____ |
| 400 Amps | _____ | _____ | 6,039.25 | 9,058.90 | = \$ _____ |
| Transformer to Boost 208V to Approx. 230V - \$8.25 per Amp (20 Amp Min.) | | | | | |
| Qty of Amps _____ X Price \$ _____ = \$ _____ | | | | | |

480 VOLT THREE PHASE (Labor Required for Connection)

| | | | | | |
|----------|-------|-------|----------|----------|------------|
| 20 Amps | _____ | _____ | 1,040.75 | 1,561.15 | = \$ _____ |
| 30 Amps | _____ | _____ | 1,238.25 | 1,857.40 | = \$ _____ |
| 60 Amps | _____ | _____ | 1,833.75 | 2,750.65 | = \$ _____ |
| 100 Amps | _____ | _____ | 2,627.25 | 3,940.90 | = \$ _____ |
| 200 Amps | _____ | _____ | 4,610.75 | 6,916.15 | = \$ _____ |

LIGHTING (Price Includes Power & Labor for Installation)

| | | | | | |
|--------------------|-------|-------|--------|--------|------------|
| Single Light Stand | _____ | _____ | 204.10 | 306.15 | = \$ _____ |
| Double Light Stand | _____ | _____ | 315.90 | 473.85 | = \$ _____ |

Please refer to the Track Lighting Order Form for additional lighting options.

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 **MAY 1, 2023**.

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

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

Temporary hoist power must be ordered separately and cannot be ordered in conjunction with any other outlet.

OVERHEAD POWER

If you require your power from overhead, additional materials and labor may be incurred. Please contact Freeman.

EXTENSION CORDS & POWER STRIPS

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

LIGHT STAND PLACEMENT

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.

TOTAL COST

Total Cost = \$ _____

Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.

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.

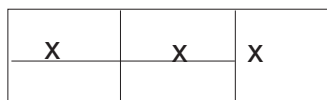
For Lighting

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

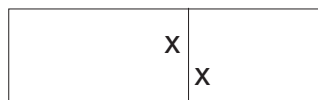
LOCATION OF POWER IN YOUR BOOTH

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

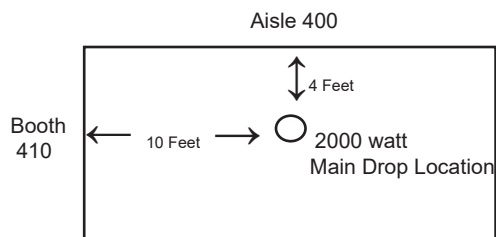


BACK TO BACK PENINSULA

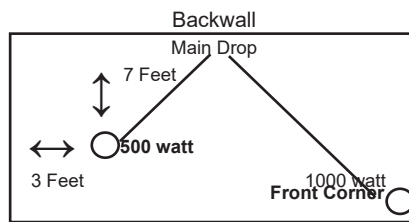
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

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/store to print as a base 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 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 next 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' 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.

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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 recognized holidays

| Description | Advance Price | Show Site Price |
|-------------------------------|---------------|-----------------|
| Electrician - ST | \$145.00 | \$203.00 |
| Electrician - OT..... | \$218.00 | \$305.25 |
| Forklift w/operator - ST..... | \$394.25 | \$552.00 |
| Forklift w/operator - OT..... | \$542.25 | \$759.25 |

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 Center to confirm that you are ready for service.

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

| FLOOR WORK: | BOOTH WORK: |
|--|---|
| Floor work is the distribution of electrical under carpet and flooring. <input type="checkbox"/> 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: _____ <input type="checkbox"/> EXHIBITOR SUPERVISION (DO NOT PROCEED) | Booth work is any of the following. Please check all that apply: <input type="checkbox"/> Distribution of electrical overhead (more than one drop location in your booth). <input type="checkbox"/> Distribution of electrical through booth structure. <input type="checkbox"/> Mounting of plasmas/LCD monitors and lights. <input type="checkbox"/> Connection or hard wiring of all exhibitor equipment. <input type="checkbox"/> Lighting used as spot or flood lights. <input type="checkbox"/> Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss). <input type="checkbox"/> Wiring of overhead signs. <input type="checkbox"/> Installation of electrical headers and/or light boxes. <input type="checkbox"/> 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 _____ |
| Name of On-Site Contact: _____ | | | Cell Phone: _____ | | |
| Special Instructions: _____ | | | | | |

| |
|--|
| TOTAL COST |
| Total Cost = \$ _____ |
| Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters. |

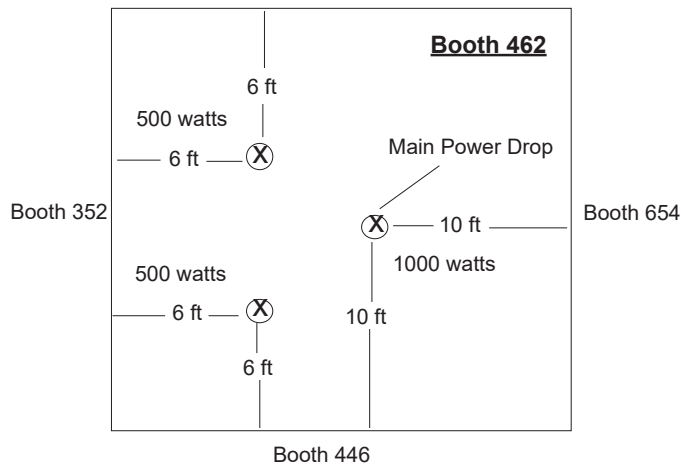
ELECTRICAL INSTRUCTIONS

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 Center. 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.

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.



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/515902>

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.**