

Important Electrical Information

General Information

Exhibitors requiring electrical services should thoroughly read and understand the rules and regulations.

Determine your electrical requirements

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.
- Separate outlets should be ordered for each piece of equipment.

Refer to the [Electrical Services Usage Guide](#) for wattage estimates of some common items.

Lighting

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

Uninterrupted power (24-hour power)

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

Location of power in your booth

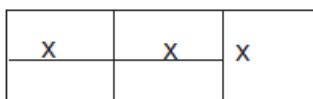
To accommodate possible power requirements, electrical outlets will be installed in every inline booth. When power is not being provided, an audit will be conducted by electricians and onsite charges will apply if the electrical service is utilized without an order on file.

Exhibitors with hard wall displays must arrange for power to be installed inside the booth or provide access.

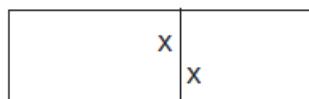
Inline and peninsula booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the below diagrams.

Note: We cannot guarantee that the outlet will be specifically located in the middle.



IN-LINE BOOTHS / PENINSULA



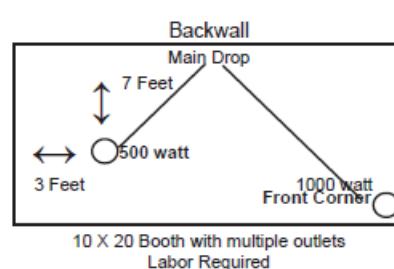
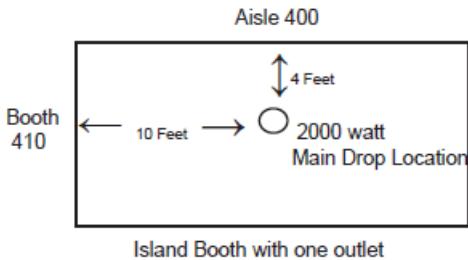
BACK TO BACK PENINSULA

If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please order Electrical Labor and include a floor plan indicating the desired power locations.

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 to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

See examples below



Labor Information

- Labor types include the following:
 - Floor work: the distribution of electrical under carpet and flooring.
 - Booth work: the distribution of electrical overhead and/or throughout the booth structure. Includes but is not limited to: Mounting of plasmas / LCD monitors apparatus and lights, connection or hard wiring of all exhibitor equipment, installation of electrical headers and/or light boxes.
 - Electrician: the labor needed to connect machines to high voltage power.
- Labor is required for all electrical work over and above the installation of the main power drop.
- If you require your power from overhead, additional materials and labor charges may be incurred.
- All high voltage outlets will require labor and materials for installation and hookup. High voltage outlets include but are not limited to: 208v, 220v, 240v, 480v
- Labor must be picked up at the Freeman Service Center. Charges for labor commence at time of dispatch to service the labor call.
- 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.
- Start times are guaranteed only at the start of the workday.

Lighting Information

- Single or double lights stand prices include installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.
- Overhead quartz lights include labor and equipment to install and the first focus. Depending on the venue structure or additional restrictions, there may be additional labor and/or lift charges.

Rates, equipment, and materials

Rate Information

- 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.
- A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in $\frac{1}{2}$ hour increments. Continuations to another day are a minimum of 1 hour.
- Dismantle labor will be automatically charged at 50% of the installation time and rounded to the next half hour. There is no need to order electrical dismantle labor.
- For island booths with no labor ordered, there is a $\frac{1}{2}$ hour minimum installation charge and a $\frac{1}{2}$ hour minimum dismantle charge.
- Power sharing is not permitted between exhibitors.
- Show site rates are applicable to all labor orders placed at show site.

Freeman and venue equipment

- 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.
- 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.

Exhibitor and/or EAC equipment

- 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.

subject to change.

- If electrical services are ordered for LED and/or video display systems, the systems must comply to ANSI E1.50-1. This applies to ground supported and suspended LED and video display systems.
- 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 (e.g., 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. Exhibitors may supply their own 14-gauge 3 wire, extension cords and/or power strips, both of which must be grounded, and UL approved.
- 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.
- Exhibitor provided equipment for electrical distribution or equipment connection shall require Freeman to make the final connection from Freeman's power distribution equipment to the exhibit. This is required only to ensure proper voltage and connection prior to energizing exhibits and exhibit materials.
- As an exhibitor, should you choose to provide equipment with electrical connectors to plug directly into Freeman electrical equipment, the following list provided will ensure the proper connection:
 - 500 Watts to 2000 Watts - Standard U-Ground 20 Amp Cord Cap
 - 20/30 Amp 120/208 5 Wire - Hubbel Male - HBL 2511 / L2120P
 - 60 Amp 208v & 480v Daniel Woodhead 5 Wire - Male Y560P
 - 100 Amp 208v & 480v Mini-Cam - Male Leviton 15SDM - Female 15SDF
 - 200 / 400 Amp 208v & 480v Large-Cam - Male Hubbel HBL 400PT EKE - Female Hubbel HBL 400CT

All of the above listed items may be found at your local electrical wholesale houses.