

FREEMAN

245 S. Spruce Ave., Ste. 100
 South San Francisco, CA 94080
 (775) 355-4670 • Fax: (469) 621-5607

DEADLINE DATE
NOVEMBER 7, 2017

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

NAME OF SHOW: **WORLD CONGRESS OF SCIENCE & FACTUAL PRODUCERS / NOV 29 - DEC 1, 2017**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: **X**

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (775) 355-4670 to speak with one of our experts.

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

ELECTRICAL LABOR

LABOR RATES & SCHEDULE:

Straight Time - Monday - Friday, 8:00 am - 3:30 pm (Excluding Holidays)
 Overtime - Monday - Friday, 3:30 pm - 8:00 am and all day Saturday, Sunday and Holidays

Description	Advance Price	Show Site Price
Electrician - ST.....	\$ 144.75	\$ 202.65
Electrician - OT	\$ 244.50	\$ 342.30

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.

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 floorplan 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

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.
- Lighting requirements of 2000w or greater require labor to balance & distribute.
- 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 _____

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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: _____

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.

