

**INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK**

NAME OF SHOW:	OTTAWA HOME & REMODELLING SHOW		
COMPANY NAME:	BOOTH#:		
ADDRESS:	BOOTH SIZE	X	
CITY/STATE/ZIP:			
CONTACT NAME:	PHONE #:		
CONTACT EMAIL:			

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/487105>

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 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.

FREEMAN method of payment

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

OTTAWA HOME & REMODELLING SHOW

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		TOTAL
	(For Show Hours Only)	(For 24 hrs/day Double Price)	Price	Price	
	Show	24 Hr.	Price	Price	
750 Watts duplex outlet (40-7-7/8)	_____	_____	\$118.50	\$165.90 = \$	_____
1500 Watts duplex outlet (40-7-15/16)	_____	_____	\$149.75	\$209.65 = \$	_____
15 A dedicated quad outlet (40-7-17)	_____	_____	\$163.75	\$229.25 = \$	_____
20 A dedicated quad outlet (40-7-20/21)	_____	_____	\$209.25	\$292.95 = \$	_____

208 VOLT SINGLE PHASE (Labour Required for Connection)

20 Amps (40-9-20/21)	_____	_____	\$430.25	\$602.35 = \$	_____
30 Amps (40-9-30/31)	_____	_____	\$575.50	\$805.70 = \$	_____
60 Amps (40-9-60/61)	_____	_____	\$781.75	\$1094.45 = \$	_____
100 Amps (40-9-100/101)	_____	_____	\$1105.75	\$1548.05 = \$	_____

Please specify the NEMA code on your plug: _____

208 VOLT THREE PHASE (Labour Required for Connection)

20 Amps (40-10-20/21)	_____	_____	\$457.25	\$640.15 = \$	_____
30 Amps (40-10-30/31)	_____	_____	\$607.00	\$849.80 = \$	_____
60 Amps (40-10-60/61)	_____	_____	\$855.00	\$1197.00 = \$	_____
100 Amps (40-10-100/101)	_____	_____	\$1238.75	\$1734.25 = \$	_____

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)*

Double Light Stand (LED) (40-19-132)	_____	_____	\$90.75	\$127.05 = \$	_____
Power Strip (40-30-5)	_____	_____	\$30.00	\$42.00 = \$	_____
Extension Cord (40-30-15)	_____	_____	\$30.00	\$42.00 = \$	_____

* 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.

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 7, 2020**

MULTIPLE OUTLET LOCATIONS

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 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.

INLINE AND PENINSULA BOOTHS

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

POSITIONING FLOOR WORK (Installation & Dismantle)

If power is to be installed anywhere other than along the back drape of the booth or if power is to be installed under the carpet, there is a charge of \$65 for straight time (\$90 for overtime) per location drop

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.

EUROPEAN EQUIPMENT

Please inform us if you are using European equipment and supply technical sheets

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@freemano.com.

TOTAL

Subtotal	+	13% HST	=	Total
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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.

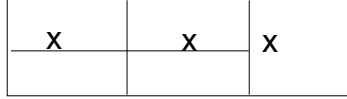
For Lighting

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

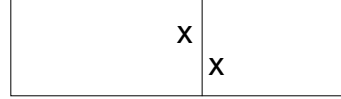
LOCATION OF POWER IN YOUR BOOTH

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

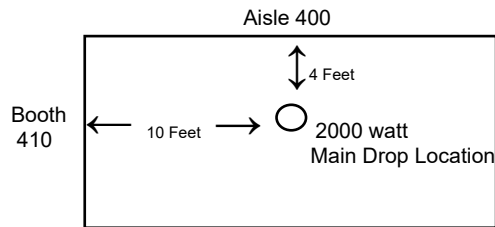


BACK TO BACK PENINSULA

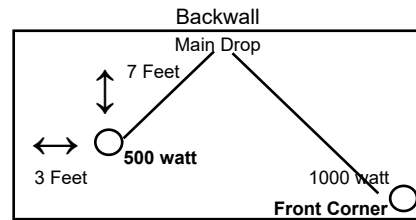
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labour Order Form with your power order, along with a floor plan as described below.

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.

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