

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

OTTAWA HOME & GARDEN 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)	_____	_____	\$115.00	\$161.00 = \$	_____
1500 Watts duplex outlet (40-7-15/16)	_____	_____	\$145.25	\$203.35 = \$	_____
15 A dedicated quad outlet (40-7-17)	_____	_____	\$158.75	\$222.25 = \$	_____
20 A dedicated quad outlet (40-7-20/21)	_____	_____	\$203.00	\$284.20 = \$	_____

208 VOLT SINGLE PHASE (Labour Required for Connection)

20 Amps (40-9-20/21)	_____	_____	\$417.50	\$584.50 = \$	_____
30 Amps (40-9-30/31)	_____	_____	\$558.50	\$781.90 = \$	_____
60 Amps (40-9-60/61)	_____	_____	\$758.75	\$1062.25 = \$	_____
100 Amps (40-9-100/101)	_____	_____	\$1073.50	\$1502.90 = \$	_____

Please specify the NEMA code on your plug: _____

208 VOLT THREE PHASE (Labour Required for Connection)

20 Amps (40-10-20/21)	_____	_____	\$443.75	\$621.25 = \$	_____
30 Amps (40-10-30/31)	_____	_____	\$589.25	\$824.95 = \$	_____
60 Amps (40-10-60/61)	_____	_____	\$830.00	\$1162.00 = \$	_____
100 Amps (40-10-100/101)	_____	_____	\$1202.50	\$1683.50 = \$	_____

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)*

Arm Light "hardwall exhibits only" (40-19-101)	_____	_____	\$35.25	\$49.35 = \$	_____
Double Light Stand (LED) (40-19-132)	_____	_____	\$88.00	\$123.20 = \$	_____
4' Track Light "hardwall exhibits only" (40-19-4)	_____	_____	\$122.25	\$171.15 = \$	_____
Power Strip (40-30-5)	_____	_____	\$23.75	\$33.25 = \$	_____
Extension Cord (40-30-15)	_____	_____	\$23.75	\$33.25 = \$	_____

* 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.

IMPORTANT NOTICE FOR RV'S:

- For exhibitors at the show for the **one week period (5 days)** the 30 Amp, 120 Volt service will be \$ 202.00. Minimum ½ hour labour on install and ½ hr. labour on dismantle is applicable to all RV orders.
- For 60 Amps/208V three phase service, the cost is \$688.00
- If you require your RV to be disconnected the day after the last move-out and staff is **NOT** on site, additional labour charges are applicable. Prior arrangements are required for this service. If the provided power trips and requires a reset, an additional service charge of \$325.00 is applicable.
- Exhibitors are not to tamper with the power equipment under any circumstances. Only an authorized Freeman employee may access the power service.**
- To order an electrical hook up for RVs, please contact Exhibitor Services at: FreemanOttawaES@freemanco.com or 613-748-7180 ext. 234

TOTAL

Subtotal + 13% HST = Total

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:
FEBRUARY 25, 2019**

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 labour 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.

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@freemanco.com.

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.

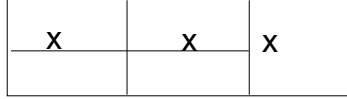
For Lighting

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

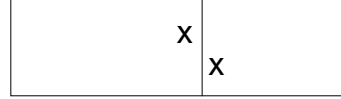
LOCATION OF POWER IN YOUR BOOTH

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

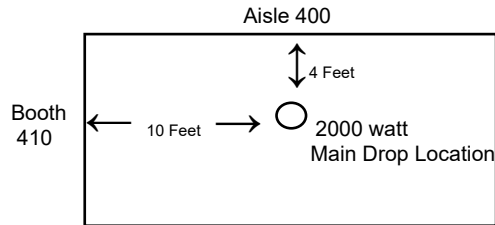


BACK TO BACK PENINSULA

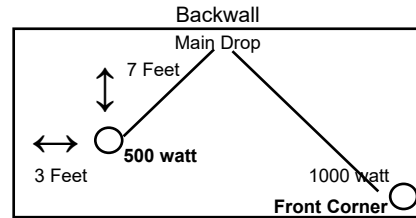
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labour Order Form with your power order, along with a floor plan as described below.

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.