

## IMPORTANT ELECTRICAL EXHIBITING INFORMATION

Exhibitors requiring electrical services should thoroughly read and understand the rules and regulations posted in the Exhibitor Service Kit.

All questions or concerns can be directed to Freeman's electrical department for clarification at 773-379-5040 or faxed to 773-379-5042.

All exhibitor provided equipment for connection to Freeman electrical or for distribution of power within the exhibit may require an inspection to ensure compliance with all Federal, State and Local Codes as listed on the Electrical Order Form.

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 any exhibits.

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 15 or 20 Amp Cord Cap / 515 or 520

20 Amp 120/208 5 Wire - Hubbel Male - HBL 2511 / L2120P

30 Amp 120/208 5 Wire – Hubbel Male – HBL 2811/L2130P

30 Amp Y277 / 480 5 Wire - Hubbel Male - HBL 2821 / L2230P

60 Amp 208v & 480v Daniel Woodhead 5 Wire - Male Y560P

100 Amp 208v & 480v Mini-Cam - Male Leviton 15SDM - Female 15SDF  
(Hots – Male Neutral & Ground – Female)

200 / 400 Amp 208v & 480v Large-Cam - Male Hubbel HBL 400PT EKE - Female  
Hubbel HBL 400CT (Hots – Male Neutral & Ground – Female)

All of the above listed items may be found at your local electrical wholesale houses. Should you require additional information, please contact Freeman's electrical department.

Hopefully, you find this information useful in planning your event. If we can provide further assistance, please don't hesitate to contact Freeman's electrical department.

**We appreciate your business.**

# F R E E M A N

## ELECTRICAL SERVICES

The grid below may be printed to lay out your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
2. **Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where power is required.*
3. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

SHOW NAME \_\_\_\_\_

DATES \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

BOOTH # \_\_\_\_\_

Adjacent Aisle or Booth# \_\_\_\_\_

Adjacent Aisle or Booth # \_\_\_\_\_

A measurement scale can be applied as necessary to reflect the size of your booth.


10 x 10 use 1 square = 1/4 foot

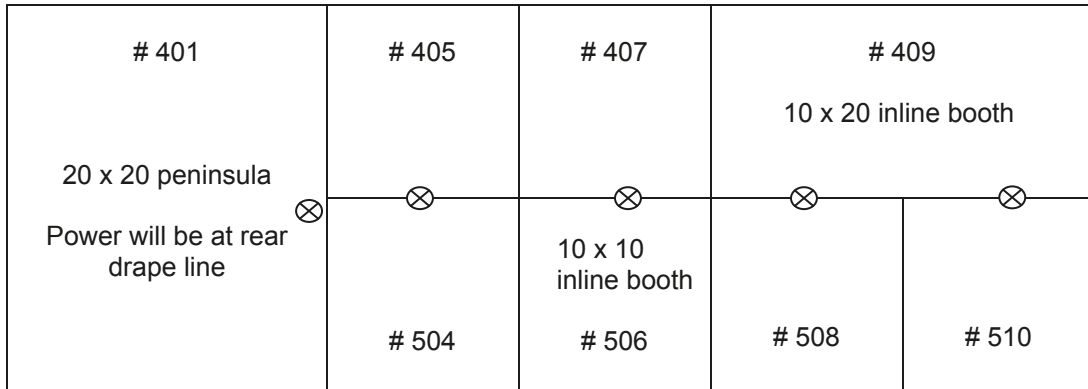
20 x 20 use 1 square = 1/2 foot

40 x 40 use 1 square = 1 foot

# SAMPLE LAYOUTS

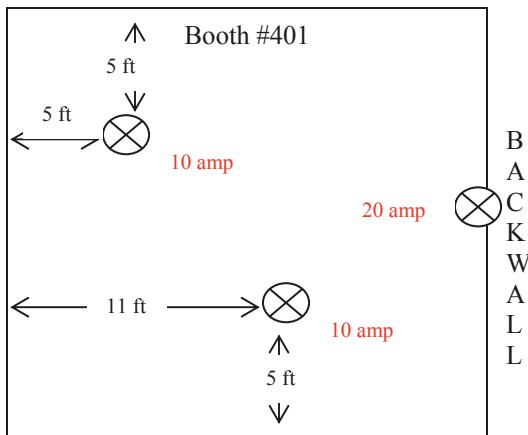
## INLINE BOOTHS

Power is run or dropped to inline booths along the back walls or drape line of multi booth sections. The “main power locations” therefore are always located at the back of inline and peninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths. Example: Outlet = 

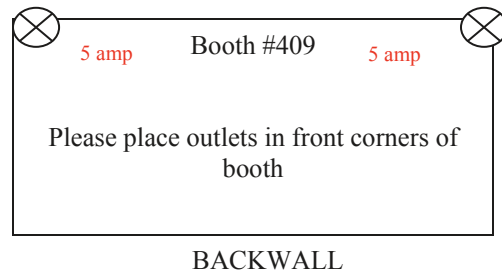


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on above floor plan:

20 x 20 Peninsula – Booth # 401  
Order = 2-10 amp, 1-20 amp outlets



10 x 20 Inline – Booth # 409  
Order = 2 x 5 amp outlets



## ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

### 1. Main Drop.

Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

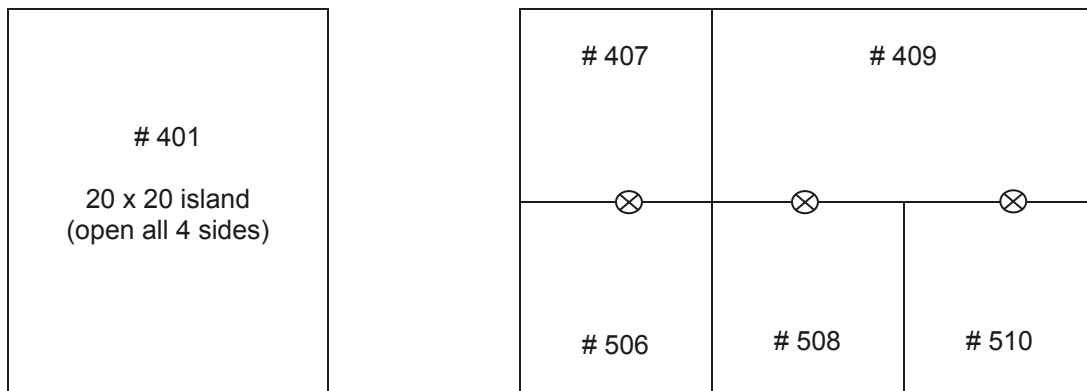
### 2. Location and load of all outlets.

Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

### 3. Booth orientation.

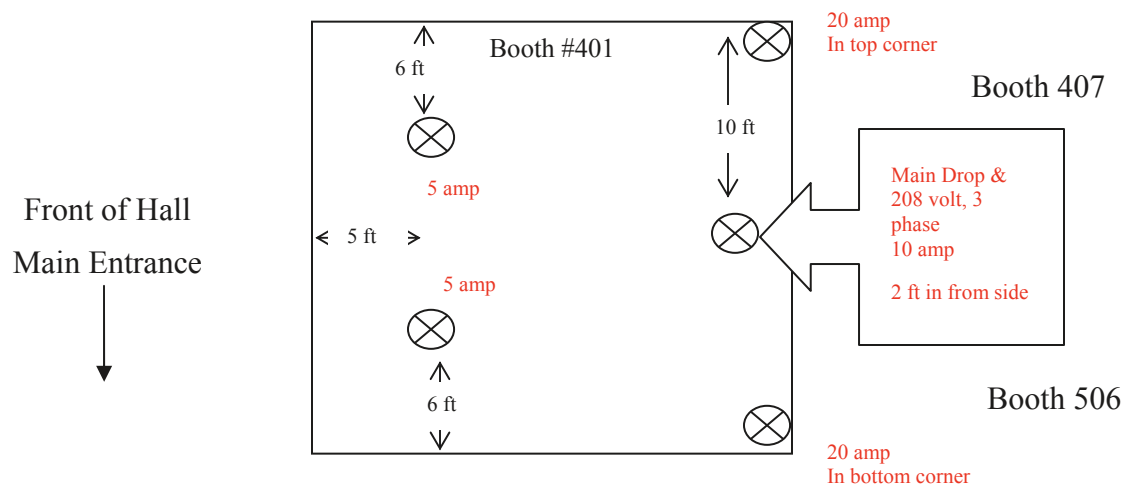
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island – Booth # 401

Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets



## ELECTRICAL USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. We recommend that you refer to a specification sheet or the electrical stamp or label usually located on the back or bottom of any electrical apparatus and order one outlet for each piece of equipment to avoid tripping/power outages during the event.

**100 WATTS = 1 AMP**

WATTAGE		WATTAGE	
Blender	1000	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700 - 1100
Credit Card Reader / Lead Retrieval	100	Juicer	
Cash Register	100 - 200	Single	500
Coffee Pot		Double	1000
Household size	1200	Laminator	2000
Large Brewer	1500 - 2000	Lead Retrieval / Card Reader	100
Computers		Lights with Freeman rental booths	200 each
Desk Top (monitor & CPU)	200 - 900	Microwave Oven	500 – 2000
Lap Top	150 - 300	Mixer	500 – 1000
Monitor (independent)	50 - 200	Photocopier	dependent upon size – may require 208v
Computer Printer		Pizza Oven (small)	30 amp/120 volt Special Connection
Dot Matrix	100 - 500	Plasma TV – 32” to 50”	1000
Laser	400 - 1000	Popcorn Maker	2000
Crock Pot	200 -1000	Projector (May be dependent upon size)	1000
DVD Player	100	Refrigerator	
Electric Frying Pan	1200 - 2000	Small	100
Fax Machine	1000	Regular	700
Food Processor	500 – 2000	Meat Slicer	500 - 1000
Glue Gun	300	Steamer	2000
Griddle	1500	Stereo (amplifier)	100 - 500
Hair Dryer	1000 - 1900	Television	100 - 500
Heat Lamps (per lamp)	250	Toaster	1000
Heater (portable)	1500 - 2000	Toaster Oven	1500
Hot Plate		Typewriter	100
Single	1000	Vacuum Cleaner	1500
Double	1500 – 2000	Water Cooler	100
Hot Water Heater	30 amp/208 volt/Single Phase		

# F R E E M A N

8201 West 47th Street  
 McCook, Illinois 60525  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: FreemanChicagoES@freemanco.com

**DISCOUNT PRICE**  
**DEADLINE DATE**  
**OCTOBER 27, 2016**

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

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / November 27 - December 1, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please email our experts at [chicagoelectrical@freemanco.com](mailto:chicagoelectrical@freemanco.com) or call 773-473-7080.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## ELECTRICAL LABOR

### LABOR RATES & SCHEDULE:

Straight Time - 8:00 am - 4:30 pm Monday through Friday (Excluding Holidays)  
 Overtime - 4:30 pm to Midnight Monday through Friday; First (8) hours at work on Saturday up to 4:30 pm.  
 Double Time - After (8) hours at work on Saturday, or after 4:30 pm on Saturday; regardless of starting time.  
 ALL DAY Sunday and Holidays and Midnight to 6:00 am Monday through Friday  
**Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.**

Advance Price

Description	Advance Price
Electrician - ST.....	\$101.70
Electrician - OT .....	\$151.40
Electrician - DT .....	\$202.20

Scissor Lift..... **Contact Freeman for Quote**  
 Condor..... **Contact Freeman for Quote**

**Dismantle labor will be charged at 40% 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):**

Date \_\_\_\_\_ Time \_\_\_\_\_ # of Electricians \_\_\_\_\_

NAME OF ON-SITE CONTACT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### BOOTH WORK:

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.
- Mounting of plasmas/LCD monitors and lights.
- 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

Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # Hours \_\_\_\_\_ # Electrician \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # Hours \_\_\_\_\_ # Electrician \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # Hours \_\_\_\_\_ Lift Type \_\_\_\_\_

NAME OF ON-SITE CONTACT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FREEMAN electrical labor

**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 half (1/2) 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 one half (1/2) 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 half (1/2) 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.

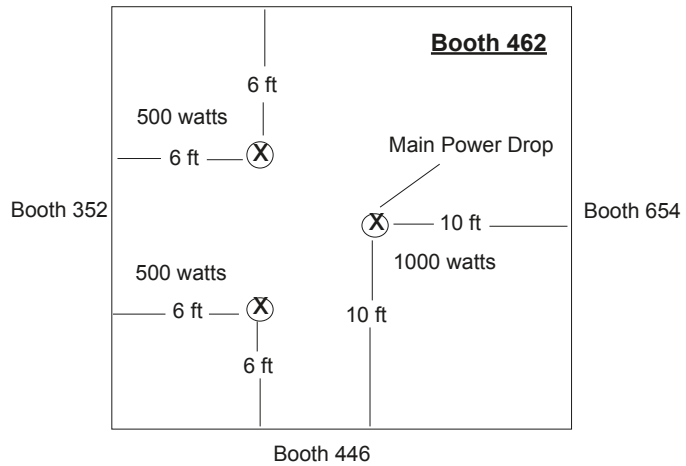
**CANCELLATION POLICY**

**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.



# F R E E M A N

RADIOLOGICAL SOCIETY OF NORTH AMERICA / November 27 - December 1, 2016

## FREEMAN ELECTRICAL MATERIALS PRICE LIST

The following materials will be available for Rental onsite. If there is a specific item you will require that is not shown on this list, please contact one of our Electrical experts at: 773-473-7080.

**NOTE:**

Exhibitors may use their own plug strips provided they are UL listed and incorporate overload protection.

### Extension Cords

15'	\$ 23.40
25'	\$ 30.05
50'	\$ 48.85
75'	\$ 65.10
100'	\$ 81.45

### Plug Strips/Quad Boxes

Power Strip	\$ 22.10
Euro Power Strip	\$ 59.70
Quad Box	\$ 38.00
6-Way Box	\$172.30

### Cord Caps

3 Wire, 15a	\$ 16.65
5 Wire, 20a	\$ 41.35
5 Wire, 30a	\$ 52.45
5 Wire, 60a	\$137.90
5 wire, 100a Mini-Cam	\$ 82.75
5 wire, 200/400 Cam	\$138.90

### Machine Tails

10/5, 20a or 30a	\$ 55.15
6/5, 60a	\$124.05
4/5, 100a	\$171.40
2/0, 200a	\$172.30
4/0, 400a	\$206.85

### Feeder Cable

10/5, 20a or 30a Round	\$ 3.25/ft
10/5, 20a or 30a Flat	\$ 7.05/ft
6/5, 60a Round	\$ 4.40/ft
6/5, 60a Flat	\$ 8.20/ft
4/5, 100a	\$ 4.40/ft
2/0, 200a	\$ 2.80/ft
4/0, 400a	\$ 3.55/ft

### Transformers/Switches

Buck/Boost	\$ 6.80/amp
Disconnects	\$ 4.15/amp
Transformer	\$ 82.90

For additional information please contact Freeman Electrical Inc. at 773-473-7080.



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## 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.

### 110/120 VOLT

	Quantity (For Show Hours Only)	Quantity (For 24 hrs/Day Double Price)	Discount	Standard	
	Show	24 Hr.	Price	Price	TOTAL
500 Watts (5 amps)	_____	_____	107.30	160.95	= \$ _____
1000 Watts (10 amps)	_____	_____	214.65	322.00	= \$ _____
1500 Watts (15 amps)	_____	_____	232.70	349.05	= \$ _____
2000 Watts (20 amps)	_____	_____	251.90	377.85	= \$ _____
3000 Watts (30 amps)	_____	_____	478.55	717.85	= \$ _____

### 208 VOLT SINGLE PHASE (Labor Required for Connection)

30 Amps	_____	_____	500.60	750.90	= \$ _____
60 Amps	_____	_____	547.25	820.90	= \$ _____
100 Amps	_____	_____	1,095.70	1,643.55	= \$ _____
200 Amps	_____	_____	2,098.55	3,147.85	= \$ _____

### 208 VOLT THREE PHASE (Labor Required for Connection)

30 Amps	_____	_____	654.55	981.85	= \$ _____
60 Amps	_____	_____	708.80	1,063.20	= \$ _____
100 Amps	_____	_____	1,156.00	1,734.00	= \$ _____
200 Amps	_____	_____	2,311.85	3,467.80	= \$ _____
400 Amps	_____	_____	4,336.85	6,505.30	= \$ _____

Transformer to Boost 208V to Approx. 230V - \$6.80 per Amp (20 Amp Min.)

Qty of Amps \_\_\_\_\_ X Price \$ \_\_\_\_\_ = \$ \_\_\_\_\_

### 480 VOLT THREE PHASE (Labor Required for Connection)

30 Amps	_____	_____	755.80	1,133.70	= \$ _____
60 Amps	_____	_____	1,025.80	1,538.70	= \$ _____
100 Amps	_____	_____	1,188.55	1,782.85	= \$ _____
200 Amps	_____	_____	2,375.75	3,563.65	= \$ _____
400 Amps	_____	_____	4,716.85	7,075.30	= \$ _____

### LIGHTING (Price Includes Power & Labor for Installation)

Single Light Stand (200w)	_____	_____	145.25	217.90	= \$ _____
Double Light Stand (400w)	_____	_____	223.15	334.75	= \$ _____
Arm Light	_____	_____	140.00	210.00	= \$ _____
Overhead LED Par Cam*	_____	_____	424.10	636.15	= \$ _____

\*Overhead LED Par Cam lights include labor and equipment to install and first focus.

\*May require labor and/or lift at additional charge. Please contact [chicagoelectrical@freemanco.com](mailto:chicagoelectrical@freemanco.com) for estimated charges.

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.

## 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:  
 OCTOBER 27, 2016**

### 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.

### CANCELLATION

A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

### OVERHEAD POWER

If you require your power from overhead, additional materials and labor may be incurred. Please contact [chicagoelectrical@freemanco.com](mailto:chicagoelectrical@freemanco.com).

### EXTENSION CORDS AND POWER STRIPS

Extension cords and power strips are available for rental at the Freeman Service Desk. Extension cords and power strips owned and used by Exhibitors MUST comply with the City of Chicago Electrical Code. Please contact us for additional information.

## TOTAL COST

Outlet(s) \$ \_\_\_\_\_

Lighting \$ \_\_\_\_\_

Tax 9% Rental \$ \_\_\_\_\_

**GRAND TOTAL** \$ \_\_\_\_\_

FREEMAN electrical

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CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 773-473-7080 to speak with one of our experts.

For fast, easy ordering go to [www.myfreemanonline.com](http://www.myfreemanonline.com)

## Freeman Electrical Services

Please note that 24 hour power orders are for SHOW DAYS only. 24 hour power begins at 5:00pm on Saturday, November 26th and the power is turned off at 2:30pm on Thursday, December 1st.

Power is available during move in from 8:00am until 5:00pm (see the following chart for exact hours). If you need 24 hour power during move in, or more than 30 minutes after the show closes on December 1st, additional fees apply. Please contact Freeman Electrical at (773) 473-7080 for additional information and pricing.

### Power Schedule

Power will be on during the following times:

#### Move in:

Thursday	Nov 17	8:00am-5:00pm
Friday	Nov 18	8:00am-5:00pm
Saturday	Nov 19	8:00am-5:00pm
Sunday	Nov 20	<b>HALL IS DARK</b>
Monday	Nov 21	8:00am-5:00pm
Tuesday	Nov 22	8:00am-5:00pm
Wednesday	Nov 23	8:00am-5:00pm
Thursday	Nov 24	<b>HALL IS DARK</b>
Friday	Nov 25	8:00am-5:00pm
Saturday	Nov 26	8:00am-5:00pm

#### Move out:

Power is turned off at 2:30pm on Thursday, December 1st. If power is needed after this time, you must notify Freeman Electrical and additional fees will apply.

## 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.

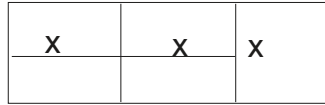
#### For Lighting

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

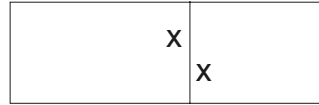
### LOCATION OF POWER IN YOUR BOOTH

#### 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

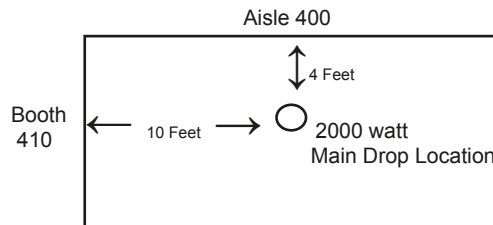


BACK TO BACK PENINSULA

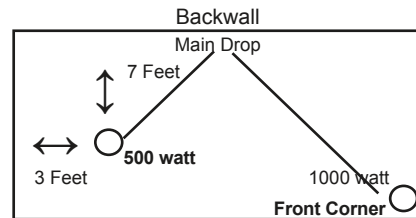
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

#### 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 [freemanco.com](http://freemanco.com) 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 40% of the applicable install labor 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. Labor 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.

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

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / November 27 - December 1, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please email our experts at [chicagoelectrical@freemanco.com](mailto:chicagoelectrical@freemanco.com) or call 773-473-7080.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## HANGING TRUSS & THEATRICAL LIGHTING EQUIPMENT AND LABOR

- All rigging must comply with MPEA and Show Management rules and regulations and facility limitations.
- All overhead rigging and flown objects must be assembled and disassembled by FREEMAN. Exhibitor's display company and/or I & D representatives may supervise only and will not be allowed to assemble/disassemble or install and remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts.
- FREEMAN requires an engineered print of all truss and lighting rigging, including rigging point loads per our facility agreement. Failure to provide a DWG file of the rigging plot with load and required information three (3) weeks prior to move-in may prohibit your rig from being hung.
- All electrical components provided by outside vendors are considered freight and may be subject to material handling charges.
- Time will commence per exhibitors request. Failure to start at the requested time will result in a 4 hour minimum charge per labor person requested, unless 24-hour advance notice is provided in writing.
- Freeman labor installs/dismantles all programmable dimmable lighting fixtures, video walls, audio, and projection equipment.
- For Pre Rigging: Please contact FREEMAN for availability.

**Straight Time: 8:00 A.M. to 4:30 P.M. Monday through Friday**

**Overtime: 4:30 P.M. to Midnight Monday through Friday; First (8) hours at work on Saturday up to 4:30 P.M.**

**Double Time: After (8) hours at work on Saturday, or after 4:30 P.M. on Saturday; regardless of starting time.**

**ALL DAY Sunday and Holidays and Midnight to 6:00 a.m. Monday through Friday**

**• Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.**

### LIGHTING DESIGNER INFORMATION:

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Company Name: \_\_\_\_\_

Description	Price
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### RIGGING EQUIPMENT

- Rates are per lift and crew, per hour

Condor crew consists of 1 Operator and 1 Ground Man	
Condor - per hour (Crew must be ordered separately).....	Contact Freeman for Quote
Condor Crew - ST .....	203.40
Condor Crew - OT .....	302.80
Condor Crew - DT .....	404.40

Scissor Lift consists of 1 Operator ONLY	
Scissor Lift - per hour (Operator must be ordered separately).....	Contact Freeman for Quote
Scissor Lift Operator - ST .....	101.70
Scissor Lift Operator - OT .....	151.40
Scissor Lift Operator - DT .....	202.20

### RIGGING LABOR (high riggers, ground riggers and electricians)

Please contact Freeman Exhibitor Services at (773) 473-7080 for details.

Electrical Rigger - ST.....	\$ 101.70
Electrical Rigger - OT .....	151.40
Electrical Rigger - DT .....	202.20

### MISCELLANEOUS EQUIPMENT

_____ One Ton Hoist (power not included - complete Electrical Order Form).....	\$ 546.40
_____ Half Ton Hoist (power not included - complete Electrical Order Form).....	\$ 384.35
_____ 12" x 12" Box Truss (per foot) - Silver or Black.....	\$ 21.85
_____ 12" x 18" Box Truss (per foot) - Black.....	\$ 25.00
_____ 20.5" Box Truss (per foot) - Black .....	\$ 28.00
_____ Small Rotator .....	\$ 273.25
_____ Large Rotator.....	\$ 546.40
_____ Design Fee.....	\$ 218.60
_____ Corner Blocks .....	\$ 105.10

- Dismantle labor will be charged at 40% of the total install time rounded to the next half hour.
- Show site price applies to all labor orders placed at show site.
- If exhibitors are providing their own hanging hardware, it must be made in the United States and stamped with the Working Load Limit Capacity on the hardware for Freeman to use this equipment in the installation of your booth. If the hardware does not meet this criteria, Freeman will provide the appropriate hardware at an additional charge.
- Exhibitors will be allotted (1) one Condor Crew per 20 hoists.
- Please attach a detailed production schedule that includes a daily list of labor and equipment needed for the duration of the show.

**\* One Design Fee is required for all Hoist orders and any booth bringing in hoists from outside vendors.**

FREEMAN hanging truss & chain hoist

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / November 27 - December 1, 2016**  
 COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_

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**HANGING TRUSS & THEATRICAL LIGHTING EQUIPMENT AND LABOR**

**INSTALLATION LABOR**

**SUPERVISION BY FREEMAN ELECTRIC RIGGING LABOR**

**Please complete the information on the reverse side**

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is the total installation labor bill, with **\$120.00 per hour charge**.

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**SUPERVISION BY EXHIBITOR PERSONNEL**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
						Freeman Supervision (\$120.00) = \$ _____
						Total Installation = \$ _____

**DISMANTLE LABOR**

**SUPERVISION BY FREEMAN ELECTRIC RIGGING LABOR**

**Please complete the information on the reverse side**

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is the total dismantle labor bill, with **\$120.00 per hour charge**.

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**SUPERVISION BY EXHIBITOR PERSONNEL**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
						Freeman Supervision (\$120.00) = \$ _____
						Total Dismantle = \$ _____

**PLEASE NOTE:**  
**IF EXHIBITOR APPOINTED CONTRACTOR (EAC) DOES NOT SHOW UP AT THE DESIGNATED TIME, THE CLIENT COULD BE RESPONSIBLE FOR THE ORDERED ELECTRICAL LABOR.**

FREEMAN hanging truss & chain hoist

# F R E E M A N

8201 West 47th Street  
McCook, IL 60525  
(773) 473-7080 • Fax (469) 621-5603  
Email: FreemanChicagoES@freemanco.com

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## **IMPORTANT INFORMATION - PLEASE READ PRIOR TO ORDERING**

### **HANGING TRUSS & LIGHTING EQUIPMENT**

#### **OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES**

- Freeman personnel/employees must operate all chain motors, including the final trim.
- Freeman personnel/employees only will be allowed in aerial lifts.
- Freeman personnel/employees only will be allowed to operate mechanized equipment.
- Freeman personnel/employees must assemble and disassemble any and all overhead rigging. This includes, but is not limited to:
  - \* The assembly of all truss
  - \* The attachment and disassembly of light fixtures to truss
  - \* The installation and dismantle of power sources, programmable dimmable lighting packages, chain motors and span sets.
- The Electrical Contractor will run all initial power sources and Freeman personnel will make all connections to the dimmable power sources.
- Freeman Electricians install/dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- Complete the Electrical Order Form for chain hoist power
- Complete the Electrical Labor Order Form for chain hoist power
- Include Rigging Plot in a DWG format with the order forms - plot must reflect the following:
  1. Hang point locations
  2. Height above the floor of each hang point
  3. Weight that will be suspended from each hang point
  4. Exhibit plan showing the location of the hang points and the structure as it pertains to the exhibit plan
- **Complete the Structural Integrity Statement.**
- Send the above information to Freeman at the address on the order forms

### **GROUND-SUPPORTED TRUSS & LIGHTING EQUIPMENT**

#### **OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES**

- Freeman Electricians will provide installation and dismantle labor of self-climbing and/or mechanized truss systems.
- Freeman Electricians must install and dismantle any programmable dimmable lighting fixtures that are attached to any ground-supported truss.
- Freeman Electricians must assemble and disassemble as well as install and dismantle all electrical hanging signs.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- **Complete the Structural Integrity Statement**
- Send the above information to Freeman at the address on the order forms

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## IMPORTANT INFORMATION (continued)

### NON-ELECTRICAL HANGING SIGNS (UNDER 250 POUNDS)

#### OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES

- Freeman personnel/employees must assemble and disassemble, install and dismantle all hanging signs.

#### PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the “Hanging Sign” shipping labels provided
- Send the above information to Freeman at the address on the order forms

### NON-ELECTRICAL HANGING SIGNS

(OVER 250 POUNDS - CHAIN HOIST OR FALL IS REQUIRED)

#### OFFICIAL CONTRACTOR RESPONSIBILITIES

- Freeman personnel/employees must assemble and disassemble all hanging signs.
- Freeman personnel/employees must install and dismantle all hanging signs.

#### PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Complete the Hanging Truss & Chain Hoist Order Form
- Complete the Electrical Order Form for chain hoist power
- Complete the Electrical Labor Order Form for chain hoist power
- Include Assembly Instructions
- All rigging plans must be submitted in a DWG format to Freeman Rigging Manager three (3) weeks prior to move-in.
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the “Hanging Sign” shipping labels provided
- Send the above information to Freeman at the address on the order forms

### ELECTRICAL HANGING SIGNS

#### OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES

- Electrical contractor will assemble and disassemble all electrical hanging signs.
- Electrical contractor will install and dismantle all electrical hanging signs.
- Electrical contractor will install chain hoist and attach sign to the hoist for signs over 250 pounds.
- Power for chain hoist must be included with your order for electrical services.

#### PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Hanging Sign Order Form
- Complete the Electrical Labor Order Form
- Complete the Electrical Services Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the “Hanging Sign” shipping labels provided.
- Send the above information to electrical contractor at the address on the order forms

# F R E E M A N

8201 West 47th Street  
 McCook, Illinois 60525  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: FreemanChicagoES@freemanco.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 27, 2016**

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

NAME OF SHOW: **RADIOLOGICAL SOCIETY OF NORTH AMERICA / November 27 - December 1, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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### COMPRESSED AIR: 90-100 lbs. PSI (Rental tax of 9% applies)

	QTY.	Discount Price	Standard Price	TOTAL
Service charge for 1st outlet (includes up to 90 feet of air line) .....	_____	584.85	877.30 = \$	_____
Additional outlets within 15 feet. ....	_____	290.25	435.40 = \$	_____
Additional footage per foot (after 1st 90 feet).....	_____	4.80	4.80 = \$	_____

**Total** \_\_\_\_\_

Standard connection is a 1/4" AMFLO C-1 quick disconnect. **Note:** Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.

### WATER (Rental tax of 9% applies)

Service Charge for water outlet (includes first 90 feet of water line)..	_____	519.10	778.65 = \$	_____
Additional footage per foot (after 1st 90 feet).....	_____	4.80	4.80 = \$	_____

**Total** \_\_\_\_\_

**Note:** Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.

### DRAINS (Rental tax of 9% applies)

Service Charge for first drain outlet at rear of booth (includes 1st 90 ft.)	_____	519.10	778.65 = \$	_____
Additional Footage per foot (after 1st 90 ft.).....	_____	4.80	4.80 = \$	_____

**Total** \_\_\_\_\_

### FILL & DRAINS (Purchase tax of 10.25% applies)

0 - 200 Gallons .....	_____	238.85	358.50 = \$	_____
201 - 400 Gallons .....	_____	298.55	448.00 = \$	_____
Each Additional 100 Gallons (after 400 Gallons).....	_____	45.00	67.50 = \$	_____

**Total** \_\_\_\_\_

**NOTE:** Plumbing Contractor not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Prices for fill & drains are based on straight time, one hour minimum. Additional labor charges may be incurred if equipment leaks and/or endangers other property.

Ramps over utility lines in a booth are provided on a time and material basis. A minimum of 1/2 hour additional labor charge will apply to lay lines under the carpet. A minimum of 1/2 hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

### GASES & MISCELLANEOUS EQUIPMENT

(Rental tax of 9% applies to equipment and material - purchase tax of 10.25% applies to Gas Type)

Please call for an estimate and complete the following:

Gas Type \_\_\_\_\_ \$ \_\_\_\_\_

Equipment/Material \_\_\_\_\_ \$ \_\_\_\_\_

### LABOR (Tax not applicable)

	Price
Straight Time.....	\$ 103.85
Overtime.....	\$ 151.90
Double Time.....	\$ 201.10

Straight Time: 8:00 A.M. to 4:30 P.M. Monday through Friday

Overtime: 4:30 P.M. to 8:00 A.M. Monday through Friday; First (8) hours at work on Saturday up to 4:30 P.M.

Double Time: After (8) hours at work on Saturday, or after 4:30 P.M. on Saturday; regardless of starting time.

ALL DAY Sunday and Holidays.

• Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

PURCHASE TOTAL COST		
Subtotal	+	10.25% Tax
		= \$ Total Cost

RENTAL TOTAL COST		
Subtotal	+	9% Tax
		= \$ Total Cost

FREEMAN air / water / drain / gas



## PLUMBING CONDITIONS AND REGULATIONS

1. To receive discount prices, order must be received by Freeman with full payment.
2. Credit will not be given for connections installed and not used.
3. All material and equipment furnished by Freeman for this service order shall remain Freeman property and shall be removed **ONLY BY FREEMAN** at the close of the show.
4. All equipment must comply with state and local safety codes.
5. Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.
6. Under no circumstances shall anyone other than "Qualified Plumbing Personnel" make service connections.
7. All equipment using water must have inlet and outlet properly tagged.
8. Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.
9. Connection rates listed cover bringing service from main line to booth and do not include connecting equipment.
10. Service outlet size will be determined by the volume required.
11. All work performed within booth attaching lines to equipment will be charged on a time and material basis.
12. All outlets will be installed on the floor at the backwall of booth.
13. Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
14. Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.
15. All utility outlets include up to 90 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rate.
16. Exhibitors are not allowed to bring air compressors on the show floor.
17. Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
18. Please contact our Plumbing Department at 773-473-7080 for an estimate regarding labor or additional footage.

### ATTENTION:

**Most bottled gases are required to be removed nightly from the show floor per MPEA regulations. Additional charges for removal and re-installation will apply. If you have questions regarding this, please contact our plumbing department at: 773-473-7080.**

**Natural gas lines are required to be installed with hard piping. Additional labor charges will apply to the outlet pricing. Please contact our plumbing department at: 773-473-7080 for quotation.**

**Certain areas require overhead drops for air, water and gas lines. Additional labor charges will apply for overhead work. Please contact our plumbing department at: 773-473-7080 for information.**

- **Electricity or electrical labor to connect and operate any plumbing apparatus is NOT INCLUDED.**
- **All electrical requirements must be ordered on the Electrical Order Form.**