

F R E E M A N

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

NAME OF SHOW: SC08 / NOVEMBER 17-20, 2008

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 210-227-0341 to speak with one of our Electrical Coordinators.

ELECTRICAL SERVICES

Note: Electrical outlets and distribution of electrical under carpet and flooring must be ordered through the Austin Convention Center Utilities Department. Electrical labor needed for distribution of this power may be ordered through Freeman Electric (certified IBEW Electricians) or supplied by the exhibitor.

Materials required to perform this service will be charged accordingly. For assistance, please contact one of our Electrical Coordinators at the number noted above.

ELECTRICAL LABOR RATES

LABOR RATES

Straight Time..... **\$75.00 per hour**
Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)

Overtime..... **\$ 150.00 per hour**
Monday - Friday, 4:30 pm - 8:00 am All day Saturday, Sunday and Holidays

Sales Tax (applied if used in conjunction with materials) 8.25% tax..... **\$ ____ sales tax**

TYPES OF ELECTRICAL LABOR

Review the list of work below to determine if electrical labor is required in your booth.

Types of Labor:

- 1 Boothwork - Distribution of electrical overhead (more than one drop location in your booth) and/or in booth area.
- 2 Hook Up - Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment
- 3 Lighting -
 - a) Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts or more than 4 lights.
 - b) Assembly, installation and dismantle of electrical headers and/or light boxes
- 4 Truss Work -
 - a) Assembly and installation of all lighting hung from truss or beams (including assembly and hanging of the truss), overhead lighting and distribution of power cables throughout the truss.
 - b) Assembly of ground support truss specifically for lighting (more than 4 lights or greater than 2000 watts)
- 5 Signage -
 - a) Installation of ground supported or hanging electrical or rotating signs
 - b) Wiring of overhead signs.
- 6 Lift Services -
 - a) Forklift
 - b) Scissorlift
 - c) Boom Lift
- 7 Miscellaneous-
 - a) Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
 - b) Mounting of single monitors over 6' (to include plasma screens, LCD & CRT) and installation of hanging brackets
 - c) Changes to or the addition of electrical connectors to electrical apparatus

Additional Information and Conditions to follow

FREEMAN electrical labor

LABOR SUPERVISION CHOICES

A. FREEMAN SUPERVISED ELECTRICAL LABOR

Complete the authorization below and submit a scaled floor plan indicating a main power drop, exact outlet locations (with wattage or amperage) complete with dimensions and booth orientation indicating surrounding aisle or booth numbers. See example on reverse. Please also submit the Freeman Method of Payment Form with credit card information. Freeman electrical labor can only be completed in advance with a credit card on file and upon receipt of an acceptable floor plan and authorization to proceed. It is highly recommended to choose this option so that work is completed prior to your arrival and booth set up can begin immediately.

Authorized to proceed without supervision based on accompanying floor plan. Method of Payment attached.

Installation to be complete by Date _____ Time: _____

Authorized Signature: _____ Print Name: _____

B. EXHIBITOR SUPERVISED ELECTRICAL LABOR

If a company representative prefers to be present during electrical distribution, please complete Exhibitor Supervised Electrical Labor below. Indicate the preferred date and time that labor and/or lift is required. (Start times cannot always be guaranteed). If no time is provided, work will be performed on a first-come, first served basis only upon request. Please visit the Freeman service desk to confirm that you are ready for service. If electricians are dispatched at time of request and no supervision is available, a minimum one hour labor charge per electrician will apply.

NAME OF ON-SITE AUTHORIZED REPRESENTATIVE _____

					<i>(Reference type of labor)</i>
Labor Request	Day _____	Date _____	Time _____	# of Electricians _____	Type of Work _____
	Day _____	Date _____	Time _____	# of Electricians _____	Type of Work _____
Lift Request	Day _____	Date _____	Time _____	Est. # of Hours _____	Type of Lift _____

TERMS & CONDITIONS

- 1 Straight time rates apply to labor calls between the hours of 8:00 am and 4:30 pm, Monday through Friday. Overtime rates apply to labor calls before 8:00 am and after 4:30 pm, Monday through Friday, Saturdays, Sundays and Holidays.
- 2 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.
- 3 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. Labor charges for dismantle will be one-half of the installation charge and will be automatically applied to your invoice.
- 4 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.
- 5 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.
- 6 Every effort will be made to dispatch electricians as requested but start times cannot be guaranteed.
8:00 am calls will be filled on a first come first served basis as orders are received.
- 7 Cabling will be supplied on a time and material basis unless supplied by the Exhibitor. Exhibitors may supply their own 14 gauge, 3 wire extension cords and/or power strips, both of which must be grounded and UL approved.
- 8 Lift equipment required for installation and dismantle purposes can be rented on an hourly basis, with a one hour minimum. At least one crew will be required to operate the equipment.
- 9 Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 10 Exhibitor agrees to indemnify and hold harmless Freeman, its officers, directors, employees and agents from and against, any and all losses caused by loss of power beyond Freeman's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by the Exhibitor.
- 11 Cancellation Policy: 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 wattages/amperages.
3. Booth orientation - please provide surrounding aisle and/or booth numbers

