

NAME OF SHOW: **SHOW NAME / SHOW DATE** _____

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

ELECTRICAL LABOR

LABOR RATES & SCHEDULE

Straight Time: Monday - Friday, 8:00 AM - 4:30 PM (Excluding Holidays)

Overtime: Monday - Friday, after 8 hours, All day Saturday

Double Time: All day Sunday and Holidays

Description	Advance Price	Show Site Price
Electrician - ST	\$107.25	\$150.25
Electrician - OT	\$161.00	\$225.50
Electrician - DT	\$214.50	\$300.50
Boom Lift w/2 man crew - ST	\$499.25	\$699.00
Boom Lift w/2 man crew - OT	\$618.25	\$865.75
Boom Lift w/2 man crew - DT	\$736.75	\$1,031.50

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

- Price is per person/per hour, with 1/2 hour minimum per person
- Show Site price applies to all labor orders placed at show site.
- Start time guaranteed only at start of working day.
- All rigging orders require an accompanying labor call for installation and dismantle. Submission deadline for guaranteed start time two business days prior to requested start date and time.

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 Center 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:	BOOTH WORK:
Floor work is the distribution of electrical under carpet and flooring. <input type="checkbox"/> 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: _____ <input type="checkbox"/> EXHIBITOR SUPERVISION (DO NOT PROCEED)	Booth work is any of the following. Please check all that apply: <input type="checkbox"/> Distribution of electrical overhead (more than one drop location in your booth). <input type="checkbox"/> Distribution of electrical through booth structure. <input type="checkbox"/> Mounting of plasmas/LCD monitors and lights. <input type="checkbox"/> Connection or hard wiring of all exhibitor equipment. <input type="checkbox"/> Lighting used as spot or flood lights. <input type="checkbox"/> Assembly and installation of all static lighting from truss or beams (including assembly and hanging of truss). <input type="checkbox"/> Wiring of overhead signs. <input type="checkbox"/> Installation of electrical headers and/or light boxes. <input type="checkbox"/> Other _____

LABOR REQUEST	SELECT WORK TYPE
Date _____ Time _____ # Electrician _____ Est. # Hours _____	Floor Work _____ Booth Work _____
Date _____ Time _____ # Electrician _____ Est. # Hours _____	Floor Work _____ Booth Work _____
Date _____ Time _____ # Electrician _____ Est. # Hours _____	Floor Work _____ Booth Work _____
Name of On-Site Contact: _____ Cell Phone: _____	
Special Instructions: _____	

TOTAL COST
Total Cost = \$ _____
Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.

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 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 Center. 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. Electrical permits for booth displays are subject to permitting fee(s), including electrical, fire alarm and building permits and associated drawing review and inspection fees.

ELECTRIC JURISDICTION

1. Freeman provides and installs all equipment for electrical distribution whether concealed in wall, under floor or above ceiling, except for specialty systems such as Euro power systems.
2. Exhibitors may provide their own distribution system, but only with advance written permission of Freeman. Such use shall be subject to additional fees and must conform to applicable code.
3. Freeman installs all motor and equipment hook-ups requiring hard wiring connections.
4. Freeman performs all installations and/or repair of electrical fixtures.
5. Freeman performs all installations of all electrical motors and electrical apparatus to be energized.
6. Prior to installation, exhibitors must submit for inspection by Freeman all pre-wired equipment that connects to our distribution systems, along with notice of intended use. Freeman reserves the right to reject any equipment for any reason; however, the exhibitor, not Freeman, shall be solely responsible for any loss or damage caused by the use or installation of pre-wired equipment, whether such equipment is accepted or rejected by Freeman.
7. Freeman provides labor for all overhead truss rigging and overhead booth lighting for exhibit booths except theatrical, stage and press lighting.
8. Freeman provides labor for installation of monitors, not including those used for press or live feed and/or LED wall/panel.
9. Lighting and A/V distribution equipment shall not be stored on building electrical platforms and/or catwalks. If overhead storage space is required, the exhibitor must provide platform. Freeman provides labor for installation of platforms used only to support electrical equipment. Engineered drawings and bill of materials are to be provided with each platform to be installed.

RIGGING JURISDICTION

1. Rigging includes all motorized rigging-to-building structures except theatrical, stage and press lighting.
2. All exhibit hall rigging must provide a floor plan for approval by Freeman.
3. All motors for rigging must be approved through Freeman.
4. All labor for rigging-to-building structures for exhibit booths will be provided through Freeman.
5. No other contractor or persons may attach motorized equipment for rigging to building except theatrical, stage and press lighting.
6. Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man, per hour of delay.
7. A four-hour minimum charge will apply per rigging labor call.
8. Lighting and A/V distribution equipment shall not be stored on building electrical platforms and/or catwalks. If overhead storage space is required, the exhibitor must provide platform. Freeman provides labor for installation of platforms used only to support electrical equipment. Engineered drawings and bill of materials are to be provided with each platform to be installed.

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.

