

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 +1(773) 379-5040 or faxed to +1(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.

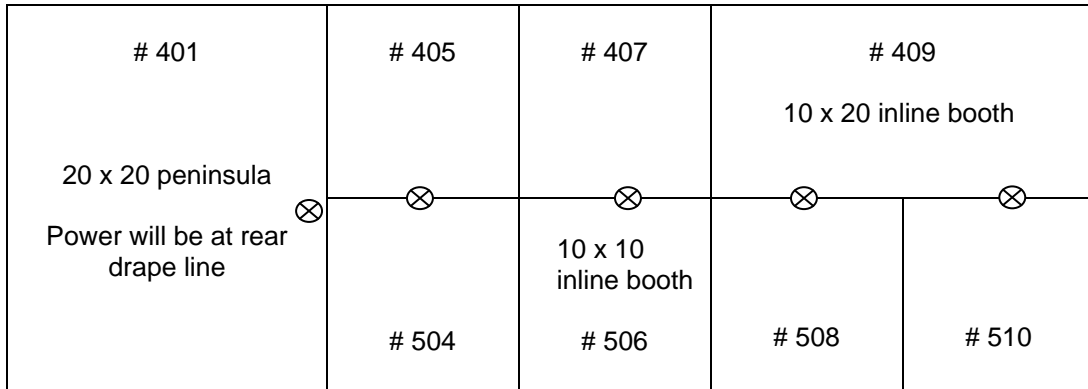
Hopefully, you find this information useful in planning your event. If we can provide further assistance, please don't hesitate to contact Freeman's electrical department.

We appreciate your business.

SAMPLE LAYOUTS

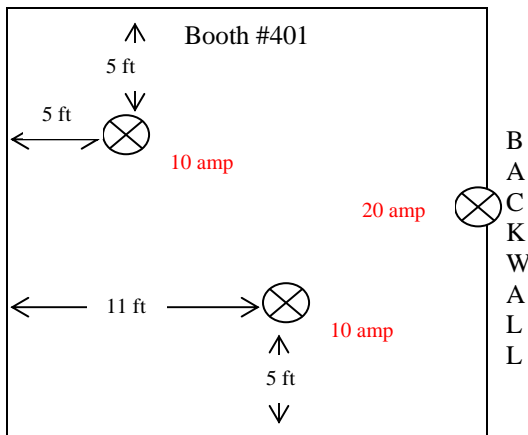
INLINE BOOTHS

Power is run or dropped to inline booths along the back walls or drupe 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 = 

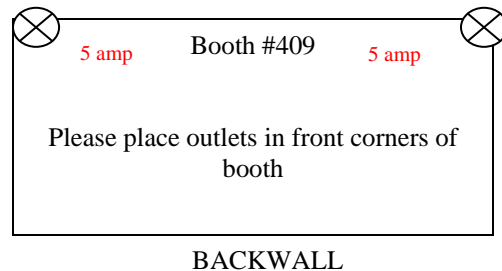


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on above floor plan:

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.

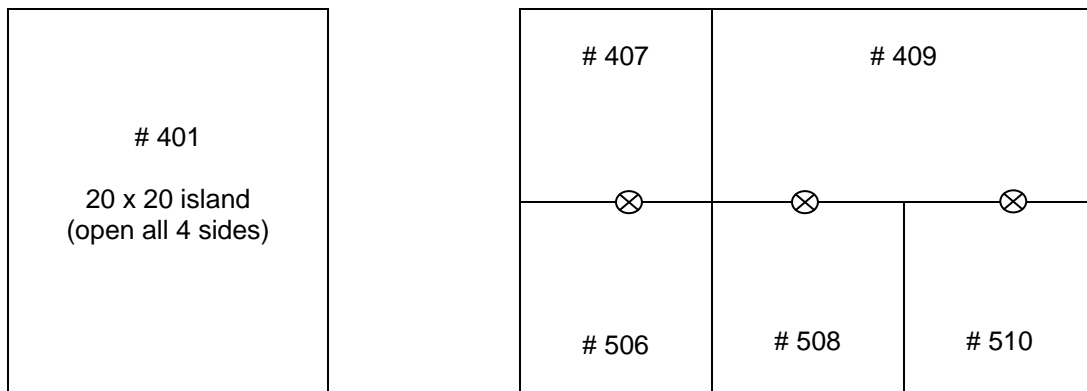
2. Location and load of all outlets.

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.

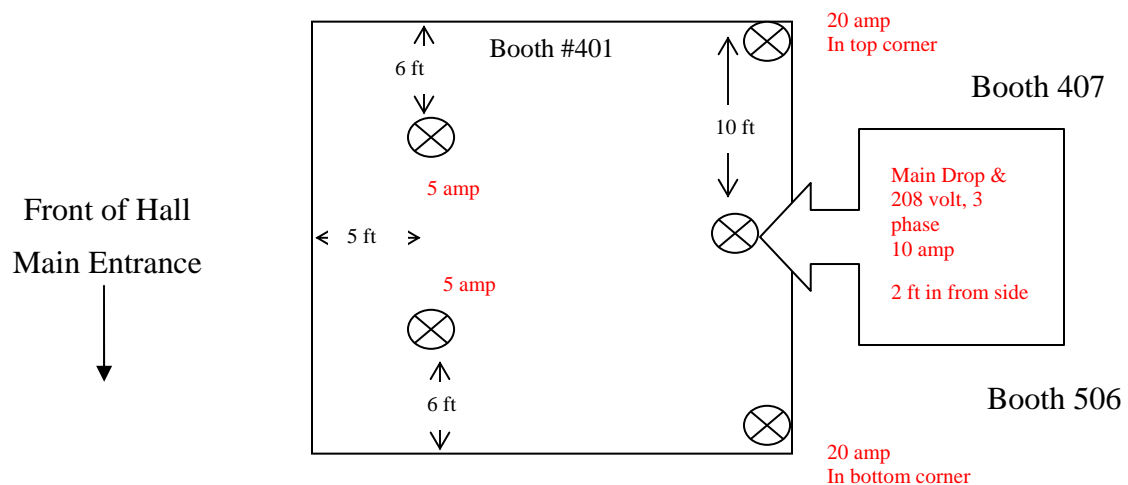
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

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 | | |

FREEMAN

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

DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 27, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CHICAGO COMIC & ENTERTAINMENT EXPO 2019 / March 22-24 , 2019**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please email our experts at chicagoelectrical@freeman.com or call 773-473-7080.

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

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.

| Description | Advance Price | Show Site Price |
|--------------------------------|---------------|-----------------|
| Electrician - ST..... | \$111.00 | \$155.50 |
| Electrician - OT | \$161.00 | \$225.50 |
| Electrician - DT | \$212.00 | \$297.00 |
| Scissor Lift w/crew - ST | \$399.50 | \$559.50 |
| Scissor Lift w/crew - OT..... | \$449.50 | \$629.50 |
| Scissor Lift w/crew - DT..... | \$500.50 | \$700.75 |
| Condor w/crew - ST..... | \$602.75 | \$844.00 |
| Condor w/crew - OT..... | \$703.75 | \$985.25 |
| Condor w/crew - DT..... | \$807.75 | \$1,131.00 |

Dismantle labor will be charged at 50% 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: _____

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 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.

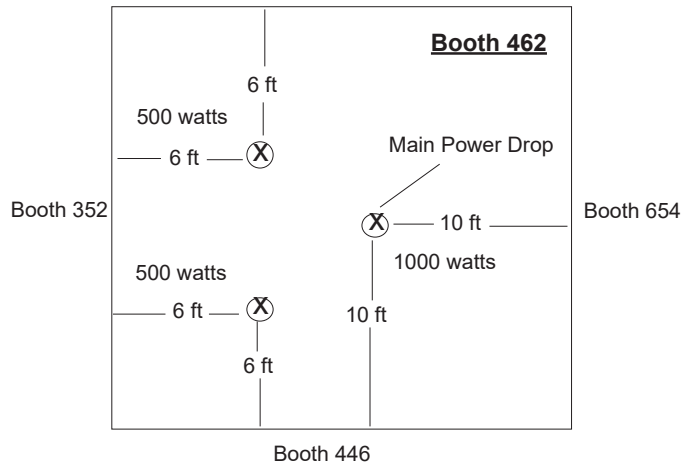
CANCELLATION POLICY

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.



FREEMAN

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

**DISCOUNT PRICE
 DEADLINE DATE
 FEBRUARY 27, 2019**

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

NAME OF SHOW: **CHICAGO COMIC & ENTERTAINMENT EXPO 2019 / March 22-24 , 2019**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please email our experts at chicagoelectrical@freeman.com or call 773-473-7080.

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 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 Price | Standard Price | TOTAL |
|----------------------|--------------------------------------|--|-------------------|-------------------|-------|
| 500 Watts (5 amps) | _____ | _____ | 140.00 | 210.00 = \$ | _____ |
| 1000 Watts (10 amps) | _____ | _____ | 249.00 | 373.50 = \$ | _____ |
| 2000 Watts (20 amps) | _____ | _____ | 386.50 | 579.75 = \$ | _____ |

208 VOLT SINGLE PHASE (Labor Required for Connection)

| | | | | | |
|-----------|-------|-------|----------|---------------|-------|
| 20 Amps | _____ | _____ | 622.00 | 933.00 = \$ | _____ |
| 30 Amps | _____ | _____ | 653.00 | 979.50 = \$ | _____ |
| 60 Amps | _____ | _____ | 717.00 | 1,075.50 = \$ | _____ |
| 100 Amps* | _____ | _____ | 1,430.00 | 2,145.00 = \$ | _____ |

208 VOLT THREE PHASE (Labor Required for Connection)

| | | | | | |
|-----------|-------|-------|----------|---------------|-------|
| 20 Amps | _____ | _____ | 779.00 | 1,168.50 = \$ | _____ |
| 30 Amps | _____ | _____ | 856.00 | 1,284.00 = \$ | _____ |
| 60 Amps | _____ | _____ | 926.00 | 1,389.00 = \$ | _____ |
| 100 Amps* | _____ | _____ | 1,509.00 | 2,263.50 = \$ | _____ |
| 200 Amps* | _____ | _____ | 3,017.00 | 4,525.50 = \$ | _____ |
| 400 Amps* | _____ | _____ | 5,189.00 | 7,783.50 = \$ | _____ |

Transformer to Boost 208V to Approx. 230V - \$9.50 per Amp (20 Amp Min.)

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

480 VOLT THREE PHASE (Labor Required for Connection)

| | | | | | |
|-----------|-------|-------|----------|---------------|-------|
| 20 Amps | _____ | _____ | 936.00 | 1,404.00 = \$ | _____ |
| 30 Amps | _____ | _____ | 988.00 | 1,482.00 = \$ | _____ |
| 60 Amps | _____ | _____ | 1,339.00 | 2,008.50 = \$ | _____ |
| 100 Amps* | _____ | _____ | 1,551.00 | 2,326.50 = \$ | _____ |
| 200 Amps* | _____ | _____ | 3,084.00 | 4,626.00 = \$ | _____ |

LIGHTING (Price Includes Power & Labor for Installation)

| | | | | | |
|---------------------------|-------|-------|--------|---------------|-------|
| Single Light Stand (200w) | _____ | _____ | 197.00 | 295.50 = \$ | _____ |
| Double Light Stand (400w) | _____ | _____ | 302.50 | 453.75 = \$ | _____ |
| Arm Light** | _____ | _____ | 190.00 | 285.00 = \$ | _____ |
| Overhead Light | _____ | _____ | 717.00 | 1,075.50 = \$ | _____ |

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.

*May require labor and/or lift at additional charge. Please contact ChicagoElectrical@Freeman.com for estimated charges.

**Requires a hard wall surface for installation.

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 27, 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 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@freeman.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

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.

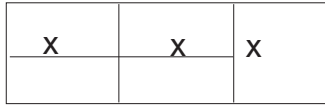
For Lighting

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

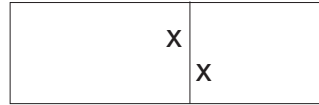
LOCATION OF POWER IN YOUR BOOTH

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

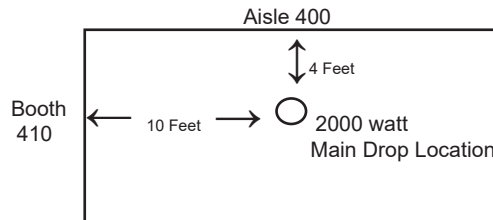


BACK TO BACK PENINSULA

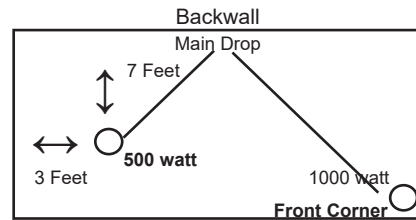
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

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 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 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. 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.

FREEMAN

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

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

Freeman extended power

NAME OF SHOW: CHICAGO COMIC & ENTERTAINMENT EXPO 2019 / March 22-24 , 2019
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

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

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

24 HOUR POWER

Please note that 24 hour power orders are for SHOW DAYS only. If 24 hour power is ordered it will begin 30 min prior to Show Day start time on Friday, March 22, 2019 and runs through 30 min after show end on Sunday, March 24, 2019. Please refer to the Electrical Order Form to place your order for 24 hour power.

EXTENDED POWER

Power is turned on each day per the schedule outlined below. If you require power outside any of the scheduled install days/times below, or during dismantle this is considered Extended Power. Extended Power can be ordered for a **flat fee per day in addition to the outlet price**, see pricing listed below. If you need Extended Power please place an order in advance or during the show.

POWER SCHEDULE

| | | |
|-----------|----------|------------------------|
| Wednesday | March 20 | 8:00 a.m. - 4:30 p.m. |
| Thursday | March 21 | 8:00 a.m. - 4:30 p.m. |
| Friday | March 22 | 10:00 a.m. - 6:00 p.m. |
| Saturday | March 23 | 10:00 a.m. - 6:00 p.m. |
| Sunday | March 24 | 10:00 a.m. - 5:00 p.m. |

EXTENDED POWER

| | | Price (per day) | Dates Needed |
|-----------------|-------|--------------------|--------------|
| 110 Volt | _____ | \$150.00 | _____ |
| 208 Volt | _____ | \$300.00 | _____ |
| 480 Volt | _____ | \$500.00 | _____ |
| Any Combination | _____ | \$800.00 | _____ |

| TOTAL COST | |
|-----------------|------------------------------|
| Sub-Total _____ | + Tax <u>N/A</u> TOTAL _____ |