

# FREEMAN

245 S. Spruce Ave., Ste. 100  
 South San Francisco, CA 94080  
 (650) 878-6100 Fax: (469) 621-5607

**DISCOUNT PRICE  
 DEADLINE DATE  
 JANUARY 22, 2020**

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

NAME OF SHOW: **2020 Genitourinary Cancers Symposium / February 13 - 15, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X \_\_\_\_\_

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

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

For Assistance, please call (650) 878-6100 to speak with one of our experts.

### 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)	_____	_____	160.50	240.75	= \$ _____
1000 Watts (10 amps)	_____	_____	278.25	417.40	= \$ _____
2000 Watts (20 amps)	_____	_____	374.50	561.75	= \$ _____

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

20 Amps	_____	_____	603.00	904.50	= \$ _____
30 Amps	_____	_____	721.75	1,082.65	= \$ _____
60 Amps	_____	_____	944.50	1,416.75	= \$ _____
100 Amps	_____	_____	1,243.50	1,865.25	= \$ _____
200 Amps	_____	_____	1,579.25	2,368.90	= \$ _____

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

20 Amps	_____	_____	804.25	1,206.40	= \$ _____
30 Amps	_____	_____	961.75	1,442.65	= \$ _____
60 Amps	_____	_____	1,258.00	1,887.00	= \$ _____
100 Amps	_____	_____	1,656.75	2,485.15	= \$ _____
200 Amps	_____	_____	2,368.50	3,552.75	= \$ _____
400 Amps	_____	_____	3,335.00	5,002.50	= \$ _____

Transformer to Boost 208V to Approx. 230V - \$8.25 per Amp (20 Amp Min.)

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

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

20 Amps	_____	_____	965.50	1,448.25	= \$ _____
30 Amps	_____	_____	1,154.75	1,732.15	= \$ _____
60 Amps	_____	_____	1,511.25	2,266.90	= \$ _____
100 Amps	_____	_____	1,986.25	2,979.40	= \$ _____
200 Amps	_____	_____	2,841.25	4,261.90	= \$ _____

#### LIGHTING (Price Includes Power Consumed)\*\*\*\*

Single Light Stand (200w)**	_____	_____	132.00	198.00	= \$ _____
Double Light Stand (400w)**	_____	_____	222.25	333.40	= \$ _____
Arm Light***	_____	_____	163.25	244.90	= \$ _____
Overhead Quartz Light*	_____	_____	884.50	1,326.75	= \$ _____

\* May require labor and/or lift at additional charge. Please contact FreemanSanFranciscoES@freeman.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.

\*\*\* Requires a hard wall surface for installation.

Extension cords and power strips are available for rental at the Freeman Service Center  
 \*\*\*\*Applicable sales tax applies to all Lighting orders.

11/17 (487829) 19-20 SF Primary(r)

### 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:  
 JANUARY 22, 2020**

#### 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.

#### HANGING SIGNS

Show site prices will apply if your hanging sign is not received in advance at the warehouse prior to the warehouse shipping deadline date.

#### 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 FreemanSanFranciscoES@freeman.com.

### TOTAL COST

Outlet(s)	\$ _____
Lighting	\$ _____
8.5% Tax (Lighting only)	\$ _____
<b>GRAND TOTAL</b>	<b>\$ _____</b>

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.

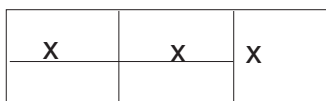
#### For Lighting

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

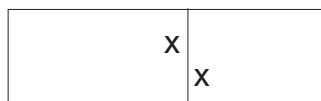
### LOCATION OF POWER IN YOUR BOOTH

#### 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

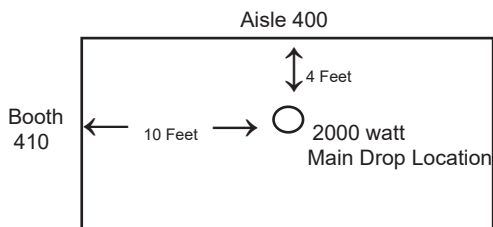


BACK TO BACK PENINSULA

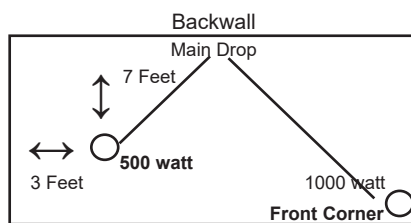
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

#### 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](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 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 as well as any applicable local recognized electrical authorities and standards. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes and proper permitting. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code and permitting.
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. Exhibitor' equipment will be modified to conform to Freeman receptacles. If an outage is the result of an exhibitors' equipment, then a labor charge may be assessed. Labor and materials to install or change a cord cap or fix an outage 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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NAME OF SHOW: **2020 Genitourinary Cancers Symposium / February 13 - 15, 2020**

COMPANY NAME: _____	BOOTH #: _____	BOOTH SIZE: X
CONTACT NAME: _____	PHONE #: _____	
E-MAIL ADDRESS: _____		

For Assistance, please call (650) 878-6100 to speak with one of our experts.

**ELECTRICAL LABOR**

**LABOR RATES & SCHEDULE:**

Straight Time - Monday - Friday, 8:00 am - 3:30 pm (Excluding Holidays)  
 Overtime - Monday - Friday, 3:30 pm - 8:00 am and all day Saturday, Sunday and Holidays

Description	Advance Price	Show Site Price
Electrician - ST.....	\$ 167.75	\$ 235.00
Electrician - OT.....	\$ 335.50	\$ 469.75
Stagehand - ST.....	\$ 167.75	\$ 235.00
Stagehand - OT.....	\$ 335.50	\$ 469.75
Scissor Lift (labor not included).....	\$ 226.00	
Boom Lift (labor not included).....	\$ 460.25	

- All lifts require labor to operate and a ground person in order to meet safety standards.
  - Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.
  - Video Walls require IATSE (Stagehand) stand by labor for each show day, with an 8 hour minimum per day. This labor is billed at the prevailing labor rate. When there are multiple video walls on the show floor, the labor minimum and charges will be allocated between the exhibiting companies with video walls.
  - Truss with lighting rigs require IATSE (Stagehand) stand by labor for each show day, with an 8 hour minimum per day. This labor is billed at the prevailing labor rate. When there are multiple truss lighting rigs on the show floor, the labor minimum and charges will be allocated between the exhibiting companies with truss lighting rigs.
- 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)**

**BOOTH**

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.

Lighting requirements of 2000w or greater require labor to balance & distribute.

Connection or hard wiring of all exhibitor equipment.

Lighting used as spot or flood lights.

Assembly, installation and dismantle of all lighting from truss or beams may be subject to an 8 hour minimum per day.

Wiring of overhead signs.

Installation of electrical headers and/or light boxes.

Other \_\_\_\_\_

<b>LABOR REQUEST</b>	<b>SELECT WORK TYPE</b>
Date _____ Time _____ # Electrician _____ Est. # Hours _____	Floor Work _____ Booth Work _____
Date _____ Time _____ # Electrician _____ Est. # Hours _____	Floor Work _____ Booth Work _____
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 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 desk. 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 Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

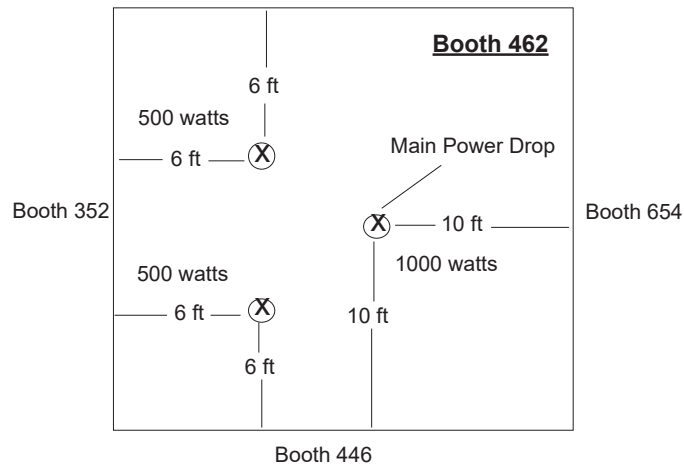
### CANCELLATION POLICY

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

## ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts),  
 5 - 100 watt light bulbs = (5x100 = 500 watts)

	WATTAGE		WATTAGE
Blender	475-1000	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700-1100
Card Reader (credit) / Lead Retrieval	100	Juicer - Single	500
Cash Register	100-200	Juicer - Double	1000
Coffee Pot - Household Size	600-1200	Laminator	2000
Coffee Pot - Large Brewer	1500-2000	Lights with Freeman Rental Booths	200 each
Computer - Monitor (independent)	120-200	Meat Slicer	500-1000
Computer - Desktop (monitor & CPU)	200-900	Microwave Oven	500-2000
Computer - Laptop	100-300	Mixer	500-1000
Computer Printer - Dot Matrix	100-500	Photocopier	dependent upon size - may require 208 volt
Computer Printer - Laser	400-1000	Pizza Oven (small)	30amp/120 volt Special Connection
Crock Pot	200-1000	Popcorn Maker	2000
DVD Player	50-100	Projector (dependent upon size)	1000
Electric Frying Pan	1200-2000	Refrigerator - Small	400
Fax Machine	1000	Refrigerator - Full Size	750
Flat Screen TV - 32" to 50"	1000	Sewing Machine	1000
Food Processor	500-2000	Steamer	2000
Glue Gun	300	Stereo (amplifier)	100-500
Griddle	1500-2000	Television	100-500
Hair Dryer	1000-2000	Toaster	1000
Heat Lamps (per lamp)	250	Toaster Oven	1500
Heater (portable)	1500-2000	Vacuum Cleaner	1500
Hot Plate Single	1000	VCR	100
Hot Plate Double	1500-2000	Water Cooler - Cold Water	1000
Hot Water Heater	30amp/208 volt/Single Phase	Water Cooler - Hot/Cold Water	2000

FREEMAN electrical services usage guide

# F R E E M A N

## ELECTRICAL SERVICES

The grid below may be printed to layout 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.

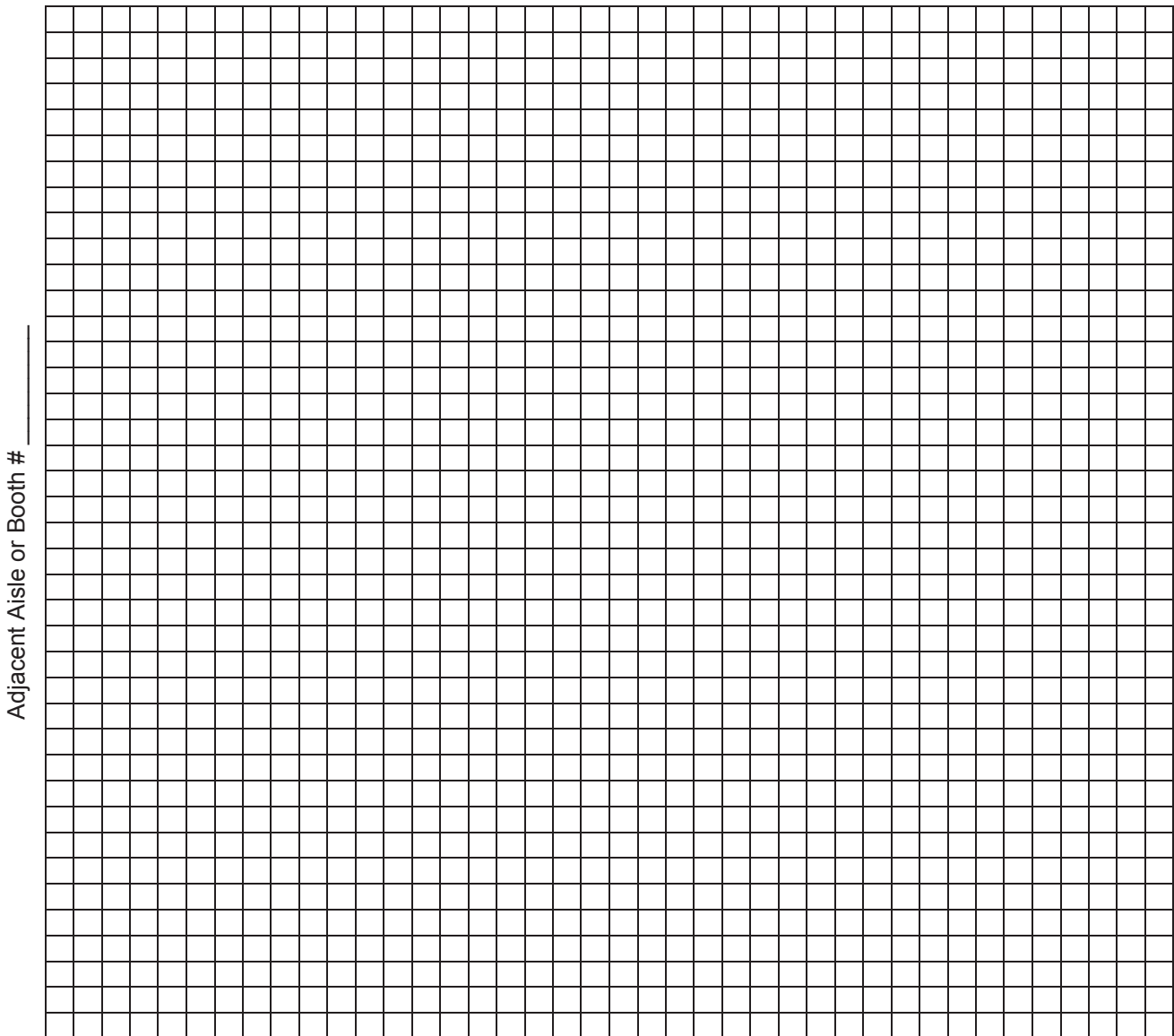
SHOW NAME \_\_\_\_\_

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

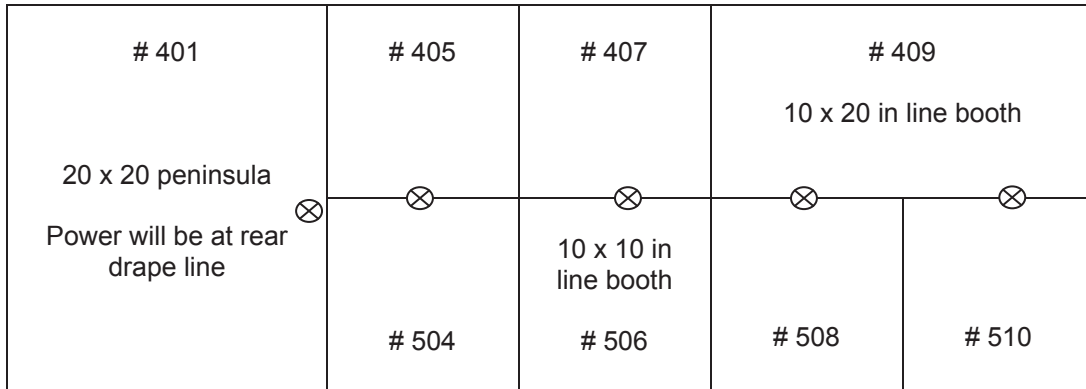
20 x 20 use 1 square = 1/2 foot

40 x 40 use 1 square = 1 foot

# SAMPLE LAYOUTS

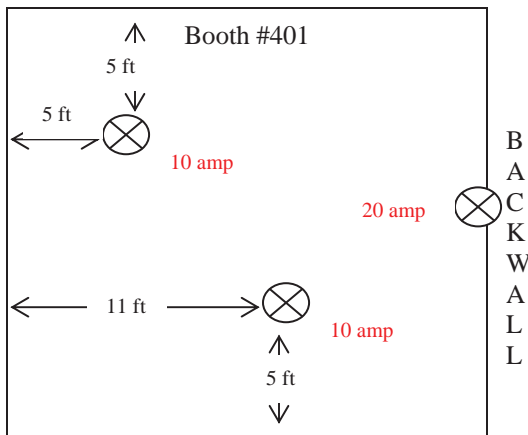
## IN LINE BOOTHS

Power is run or dropped to in line booths along the back walls or drape line of multi booth sections. The “main power locations” therefore are always located at the back of in line 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 = 

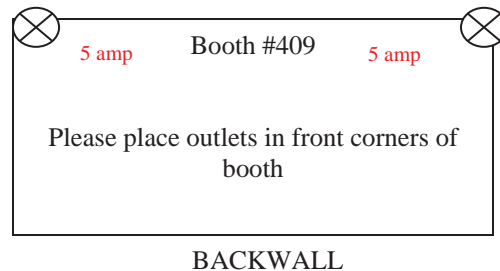


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on above floor plan:

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



10 x 20 In Line – 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 (no larger than? x? x?) 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.

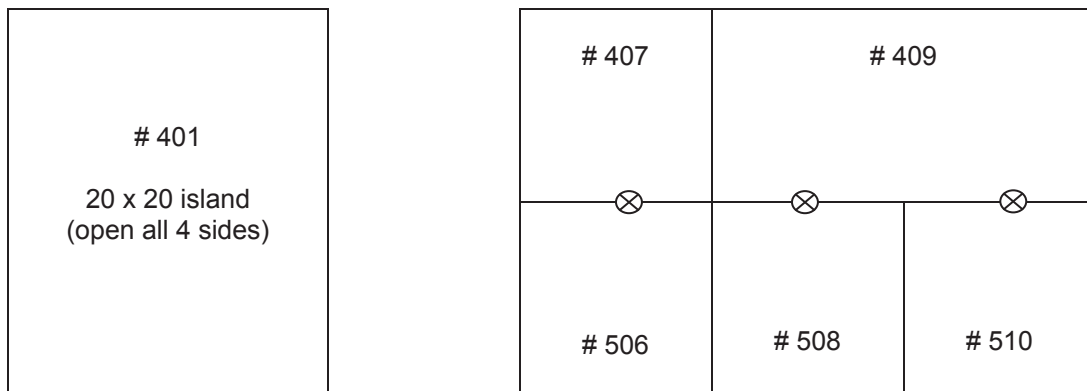
### 2. Location and load of all outlets.

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

