

## ELECTRICAL SERVICES USAGE GUIDE

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.

Please note that there is a minimum of 500 watts per outlet. A 500 watt (5 amp) outlet cannot be split. A 1000 watt (10 amp) outlet can only be split one time. A 2000 watt (20 amp) outlet can only be split three times.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts)

Example: 5 - 100 watt light bulbs = (5 x 100 = 500 watts)

The following wattages are approximate and are provided to help you estimate your power usage.

ITEM	ESTIMATED WATTAGE
Arm Lights .....	75-100
Card Reader (credit) / Lead Retrieval.....	50
Charging Furniture – Freeman Event Collection .....	500
Charging Furniture – Freeman Furnishings.....	500 per port (1000 max)
Computer.....	250-500
Computer – Laptop.....	100
Blu-Ray / DVD Player .....	50-100
Heater (Portable).....	500
Heat Press for T-Shirts .....	2000
iPhone/Android .....	20
iPad/Tablet .....	25-50
Kitchen Appliances .....	500-2000
Laminator.....	2000
LED Panels.....	500-1000
Projector .....	1000
Refrigerator (Small) .....	500
Refrigerator (Large).....	1000
Smart Reg Counter by Freeman (lit) .....	500
Steamer .....	2000
Stereo .....	100-500
Vacuum Cleaner .....	1500
Water Cooler .....	1000
TVs/Monitors .....	1000 (update television line)
Espresso Machine .....	30amp/208 volt, single phase

## 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.

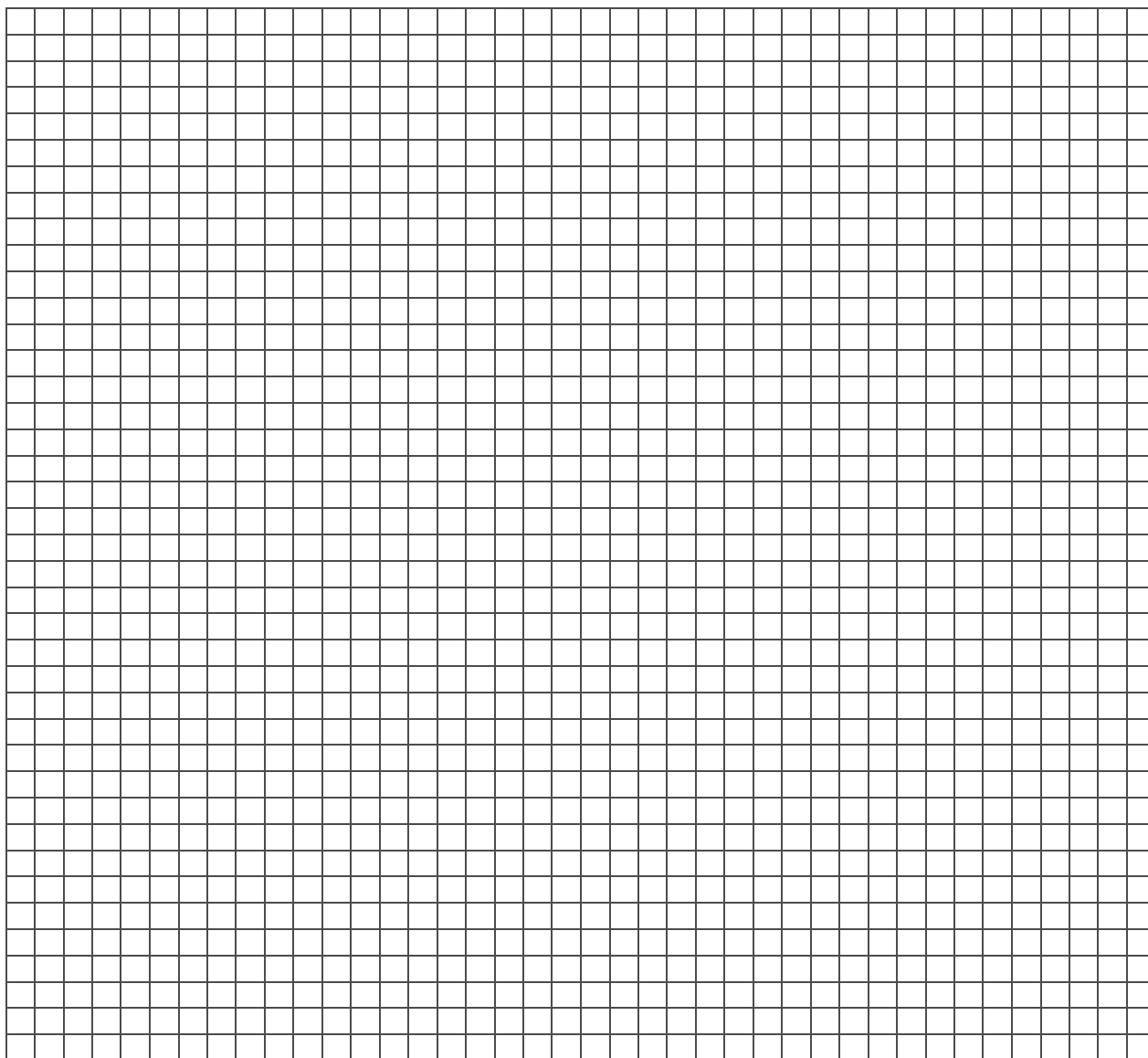
SHOW NAME \_\_\_\_\_ DATES \_\_\_\_\_

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

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

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

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**

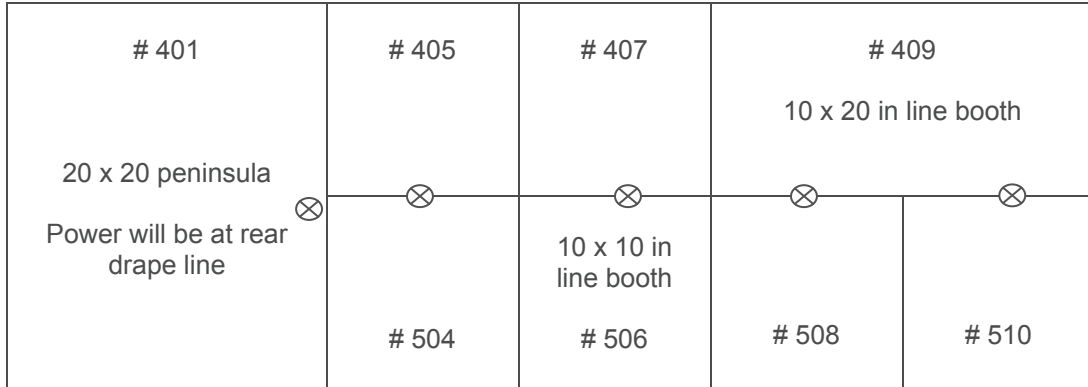
**20 x 20 use 1 square = ½ foot**

**40 x 40 use 1 square = 1 foot**

# SAMPLE LAYOUTS

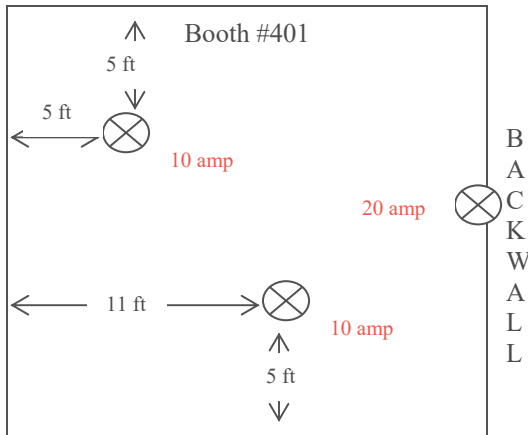
## IN LINE BOOTHS

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 = 

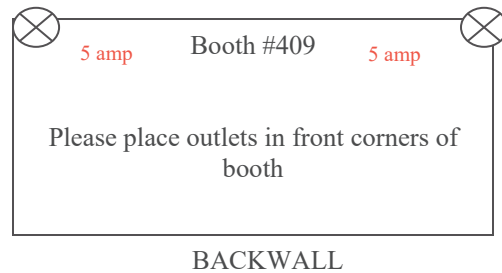


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on above floor plan:

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.

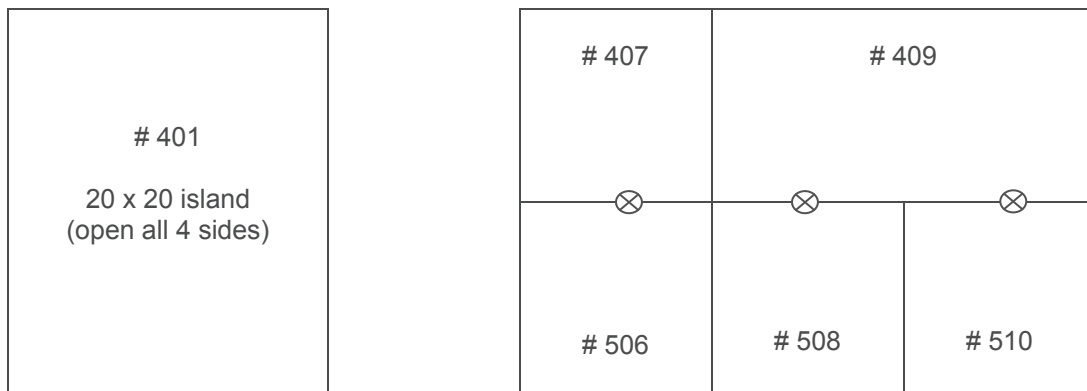
### 2. Location and load of all outlets.

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.

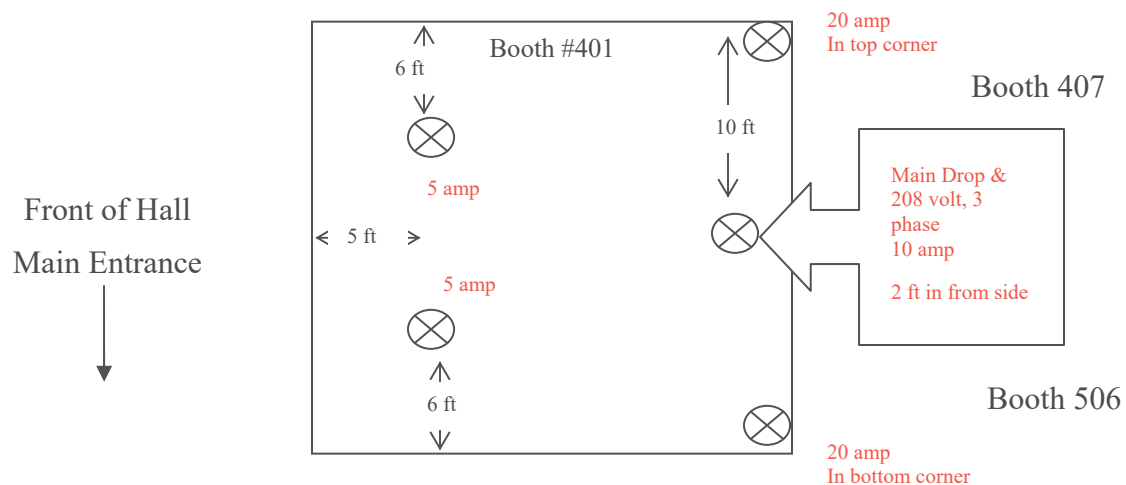
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

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



NAME OF SHOW: **U.S. TRAVEL ASSOCIATION - IPW 2023 / May 20- 24, 2023**

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

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

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

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

## ELECTRICAL

### 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.

	Quantity Show (For Show Hours Only)	Quantity 24 Hr. (For 24 hrs/day Double Price)	Discount Price	Standard Price	TOTAL
<b>110/120 VOLT</b>					
500 Watts (5 amps)	_____	_____	117.00	175.50	= \$ _____
1000 Watts (10 amps)	_____	_____	156.50	234.75	= \$ _____
2000 Watts (20 amps)	_____	_____	213.25	319.90	= \$ _____

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

20 Amps	_____	_____	342.25	513.40	= \$ _____
30 Amps	_____	_____	407.25	610.90	= \$ _____
60 Amps	_____	_____	646.75	970.15	= \$ _____
100 Amps	_____	_____	962.75	1,444.15	= \$ _____

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

20 Amps	_____	_____	441.00	661.50	= \$ _____
30 Amps	_____	_____	536.50	804.75	= \$ _____
60 Amps	_____	_____	884.00	1,326.00	= \$ _____
100 Amps	_____	_____	1,228.50	1,842.75	= \$ _____
Transformer to Boost 208V to Approx. 230V - \$4.95 per Amp (20 Amp Min.)					
Qty of Amps _____ X Price \$ _____ = \$ _____					

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

Single Light Stand (200w)	_____	_____	129.60	194.40	= \$ _____
Double Light Stand (400w)	_____	_____	137.70	206.55	= \$ _____
Arm Light	_____	_____	153.35	230.05	= \$ _____

### 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 **April 24, 2023**.

#### 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.

#### OVERHEAD POWER

If you require your power from overhead, additional materials and labor may be incurred. Please contact Freeman.

#### EXTENSION CORDS & POWER STRIPS

Extension cords and power strips are available for rental at the Freeman Service Center.

#### LIGHT STAND PLACEMENT

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.

### 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

### 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.

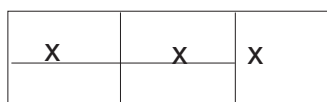
#### For Lighting

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

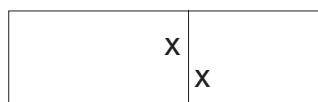
### LOCATION OF POWER IN YOUR BOOTH

#### 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

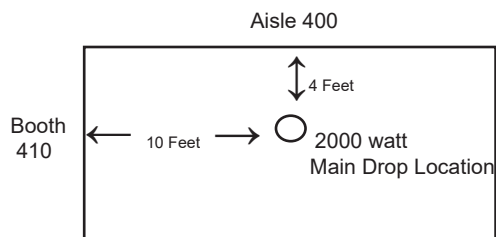


BACK TO BACK PENINSULA

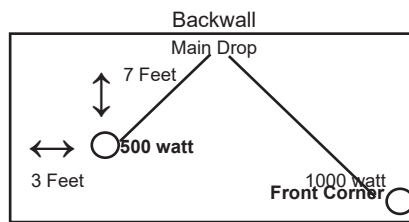
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

#### 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 [www.freeman.com/store](http://www.freeman.com/store) 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 next 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. Exhibitors' 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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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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

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

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## ELECTRICAL LABOR

### LABOR RATES & SCHEDULE

**Straight Time:** Monday - Friday, 8:00 AM - 4:30 PM (Excluding Holidays)  
**Double time:** Monday - Friday, 4:30 PM - 8:00 AM, All day Saturday, Sunday and Holidays

Description	Advance Price	Show Site Price
Electrician - ST .....	\$115.75	\$162.25
Electrician - OT .....	\$231.50	\$324.25
Condor w/crew - ST .....	\$617.25	\$864.25
Condor w/crew - OT .....	\$739.25	\$1035.00
Forklift w/operator - ST .....	\$163.75	\$229.25
Forklift w/operator - OT .....	\$224.75	\$314.75

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 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"/> <b>OK TO PROCEED WITHOUT EXHIBITOR PRESENT:</b> 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"/> <b>EXHIBITOR SUPERVISION (DO NOT PROCEED)</b>	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 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 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. Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

## 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.

