

F R E E M A N

5040 West Roosevelt Road
 Chicago, Illinois 60644-1436
 (773) 473-7080 • Fax (469) 621-5603
 Email: FreemanChicagoES@freemanco.com

**DISCOUNT PRICE
 DEADLINE DATE
 DECEMBER 28, 2009**

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

IHE CONNECTATHON

January 11-15, 2010 • Hyatt Regency Chicago

NAME OF SHOW: _____
 COMPANY NAME _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS _____

For Electrical Assistance, please contact Bob Schuenemann at 312-239-4678 or email at:bschuene@hyatt.com.

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

ELECTRICAL OUTLETS (Single Phase)

Part #	Description	QTY	Discount Price	Standard Price	TOTAL
40715	1500 Watts (120 volts) (Standard Service Quad Box)	_____	173.60	225.00	= \$ _____
40915	15 Amps (208 volts) (1 HP)	_____	Quoted on	Request	= \$ _____
40930	30 Amps (208 volts) (5 HP)	_____	Quoted on	Request	= \$ _____

ELECTRICAL OUTLETS (Three Phase)

Part #	Description	QTY	Discount Price	Standard Price	TOTAL
401015	15 Amps (208 volts) (Heavy Duty Service Unit)	_____	Quoted on	Request	= \$ _____
401030	30 Amps (208 volts) (Heavy Duty Service Unit)	_____	Quoted on	Request	= \$ _____

Above 30 Amps or 208 Volts Call for Quote.

Special Instructions:

ELECTRICAL EQUIPMENT

Part #	Description	QTY	Discount Price	Standard Price	TOTAL
403010	Extension Cord	_____	19.30	32.05	= \$ _____
4019155	8' Light Tree (150 Watts) (W/ 2 Floods--Includes Power)	_____	141.40	180.00	= \$ _____
40305	Power Strip - #40-30-5 (5 HP)	_____	26.25	34.45	= \$ _____

TOTAL COST

Outlet(s)	\$ _____
Equipment	\$ _____
Tax 8% (Rental)	\$ _____
GRAND TOTAL	\$ _____

PLEASE NOTE

• Outlet prices for 120 Volt power include delivery of the service to one location at the rear of the booth in peninsula and in-line booths. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements please see the Electrical Labor order form for rates and instructions.

• **A scaled floor plan is required for orders with multiple outlet locations and/or island booths.** 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. If a 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.

• 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.

Labor Is Required For:

- Floorwork** - Distribution of electrical under carpet and flooring.
- Boothwork** - Distribution of electrical overhead (more than one drop location in your booth) and/or through booth structure.
- Hook Up** - Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment.
- Lighting** -
 - Assembly and installation of all lighting to exhibit structure.
 - Assembly, installation and dismantle of electrical headers and/or light boxes.
- Cabling** - Coaxial and/or communication cable distribution within booth. (Exhibitor must supply cable).
- Mounting** of single monitors over 6' (to include plasma AV screens, LCD & CRT) and installation of hanging brackets.
- Please also submit the Freeman Method of Payment Form with credit card information.** Floorwork 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.

FREEMAN electrical service

F R E E M A N

Attn: Bob Schuenemann
c/o Hyatt Regency Chicago

151 East Wacker Drive, Chicago, IL 60601
Phone: 312-239-4678 Fax: 312-239-4682
Email: bschuene@hyatt.com

ELECTRICAL SERVICES

The grid below may be printed to layout your electrical requirements for booths up to 40' x 40' or used 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 to all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where your 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 # _____

The grid is a large square divided into a 40x40 grid of smaller squares. The top edge is labeled 'Adjacent Aisle or Booth # _____'. The bottom edge is labeled 'Adjacent Aisle or Booth # _____'. The left edge is labeled 'Adjacent Aisle or Booth # _____'. The right edge is labeled 'Adjacent Aisle or Booth # _____'.

Adjacent Aisle or Booth # _____

A measurement scale can be applied as necessary to reflect the size of your booth. (Minimum: 1 square = 1 foot)

SCALE: 1 SQUARE = _____ FOOT/FEET or _____ INCHES

ELECTRICAL SERVICES Conditions and Regulations

1. **Deadline Date:** Your order must be received not later than 14 days before opening day to insure installation in time for the opening of the show. A 35% penalty on basic charges will apply on all orders received after the deadline date. Saturdays, Sundays, and Holidays are not included in this 14 day period.
2. Wall, column, and permanent utility outlets are not to be used by the exhibitor and are not part of the booth space.
3. All lighting displays, electrical appliances, motors, and other types of electrical equipment, must be wired to meet the City of Chicago Electrical Code.
4. All motors must be equipped with a safety switch as a point of disconnect and overload protection.
5. All equipment and material must use 3-wire grounded type cord. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Use of open clip sockets, latex or lamp cord wire duplex or triplex attachment plugs in exhibits are prohibited.
7. Claims will not be considered unless filed in writing by the exhibitor by the close of the exhibition.
8. Under no circumstances shall anyone other than the show electrician make electrical connections.
9. Rates are based on prevailing union contracts and are subject to change without notice.
10. Installing of ball lights, hanging of electrical headers, or any other type of electrical fixtures, special wiring etc. must be done by show electrician on a time and material basis.
11. Electrical power for show lights and displays will be turned on one hour prior to show opening time, and turned off at show closing time daily. If power is required before or after, special arrangements must be made at least 24 hours in advance. Minimum labor charges is 1 hour.
12. The chief Electrician has the power to refuse connection where wiring constitutes a fire hazard.
13. All material and equipment furnished by the contractor on this service order shall remain its property and shall be removed by the contractor after the close of the show. All equipment on a rental basis only.
14. Rates quoted for all connections cover the bringing of service (unless otherwise noted) to the booth in the most convenient manner and do not include connecting equipment or special wiring.
15. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, and/or wattage.
16. Exhibitors must check in at the electrical service desk before assembling their exhibits requiring electrical power or labor.

Electrical Labor

All work Done after 4:00 p.m. Monday thru Friday, and all day Saturday, Sunday, and holidays is at Double Time Rates. Labor will be charged in one half hour increments.

Full payment of rental charges must accompany your order to qualify for discount rates. All others received at service desk will be charged at standard prices. Service charge of 1-1/2% per month on unpaid balance will be made starting 30 days after date of invoice. American Express, VISA, and MasterCard welcome. All prices applicable to 6% transaction tax.

50% Charge for cancellations.

Electrical Regulations for Temporary Wiring of Booths and Exhibits

In addition to the provisions of Section 88-750 of the Chicago Electrical Code the following regulations shall be enforced by the electrical inspectors or the Electrical Inspection Section on all booths or temporary exhibits in all locations in the City of Chicago where such exhibits, shows, or meetings are held.

1. No exhibitor shall make any electrical installation, nor shall he make any electrical connection of any appliance or equipment to the building electrical system.
2. All electrical connections to the building electrical system or extension thereto shall be made by the building electrician.
3. If outside electrical contractor is to be used, (a) Licensed by the City, and (b) before any work is started, an electrical permit must be secured from the Electrical Inspection Section.
4. Extensions to the building electrical system shall be made by three wire flexible cord, Type SO, or equal, in lengths so arranged that there will be more than one coil, 2 feet in diameter, of excess cord.
5. No cord shall be run across any space where subject to traffic unless the cord is encased in a substantial enclosure, specially approved for the purpose.
6. Termination of extensions to the building electrical system shall be in assemblies specifically approved for the purpose by the Electrical Inspection Section.
7. All electrical equipment or appliances connected to the building electrical system or extensions thereto in booths or displays shall be (a) listed and labeled by a nationally recognized standard testing laboratory, or (b) specifically approved by the Electrical Inspection Section.
8. No electrical equipment shall be attached to or supported from booth dividers.
9. Permanently installed wiring on all booths or displays shall be encased in an approved metal raceway, where flexibility is necessary, such as between booth sections and at connection points to the building electrical system or supply points. Type SO cord or equal in lengths not to exceed six feet, equipped approved attachment plugs may be utilized.
10. All splices and terminations shall be made in an approved metal enclosure.
11. There shall be no exposed live metal parts.
12. All flexible cords shall be three wire, Type SO or equal, unless such cord is a component part of an assembly which specifically approved. No two wire extension cords are allowed.
13. All exposed, non-current carrying metal parts of the electrical installation shall be effectively grounded.
14. No electrical equipment or appliances which under normal operating conditions attain a surface temperature in excess of 90 degrees C or 194 degrees F shall be mounted on or supported from any combustible material, unless separated therefrom by a substantial non-combustible material.
15. Lighting fixtures or other appliances or equipment equipped with other than Type SO cord or its equal will be accepted provided the complete assembly including the cord is listed and labeled by a nationally recognized standard testing laboratory.
16. No clamp-on fixtures of any type will be allowed.
17. The exhibitor is responsible for all electrical equipment and is totally responsible for any liability involving same.
18. All exhibits using electrical equipment and wiring are subject to final inspection by the Electrical Inspection Section.

Freeman offers rental of extension cords and plug molds which provide safety approved multiple plug-in capacity.

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DEADLINE DATE
DECEMBER 28, 2009

IHE CONNECTATHON

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NAME OF SHOW:		January 11-15, 2010 • Hyatt Regency Chicago	
COMPANY NAME:	BOOTH #:		
ADDRESS:	BOOTH SIZE:	X	
		CUSTOMER #	
PHONE #:	EXT.:	FAX# :	
SIGNATURE:	PRINT NAME:		
E-MAIL:			
E-MAIL FOR INVOICE:			

METHOD OF PAYMENT

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

COMPANY CHECK

Please make check payable to: Hyatt Regency. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)
Please reference (241977) on your remittance.

CREDIT CARD

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. Please complete the information requested below:

AM EXPRESS DISCOVER MASTERCARD VISA DINERS CLUB

Account No.: _____ Exp. Date: _____
 Personal Credit Card Company Credit Card

Cardholder Name: (Print) _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

E-MAIL ADDRESS FOR INVOICE NOTIFICATION: _____

ENTER TOTALS HERE

ELECTRICAL/
PLUMBING

GRAND
TOTAL

FREEMAN Method of payment