Freeman only accepts payment information electronically. Place your order on FreemanOnline or follow the steps below to provide your payment information electronically and submit your order forms.

**Freeman will no longer accept cash payments for any Freeman Services.**

1. **Submit your payment information**
   Proceed to our electronic Freeman Pay site to securely submit your payment information
   
   [https://www.freemanpay.com/494579](https://www.freemanpay.com/494579)

2. **Submit your order**
   Upload your order forms through the same link used to submit your payment information

- Both your order and your payment must be received by the discount deadline date to guarantee discount pricing.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.
ELECTRICAL OUTLETS

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

<table>
<thead>
<tr>
<th>Quantity (For Show Hours Only)</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>1500 Watts (15 amps)</td>
<td>99.00</td>
<td>135.00</td>
</tr>
<tr>
<td>2000 Watts (20 amps)</td>
<td>133.00</td>
<td>179.00</td>
</tr>
</tbody>
</table>

### 208 Volt Single Phase (Labor Required for Connection)

<table>
<thead>
<tr>
<th>Amps</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Amps</td>
<td>194.00</td>
<td>261.00</td>
</tr>
<tr>
<td>30 Amps</td>
<td>238.00</td>
<td>321.00</td>
</tr>
<tr>
<td>60 Amps</td>
<td>353.00</td>
<td>478.00</td>
</tr>
<tr>
<td>100 Amps</td>
<td>564.00</td>
<td>760.00</td>
</tr>
<tr>
<td>200 Amps</td>
<td>1148.00</td>
<td>1549.00</td>
</tr>
</tbody>
</table>

### 208 Volt Three Phase (Labor Required for Connection)

<table>
<thead>
<tr>
<th>Amps</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Amps</td>
<td>254.00</td>
<td>344.00</td>
</tr>
<tr>
<td>30 Amps</td>
<td>304.00</td>
<td>411.00</td>
</tr>
<tr>
<td>60 Amps</td>
<td>520.00</td>
<td>701.00</td>
</tr>
<tr>
<td>100 Amps</td>
<td>855.00</td>
<td>1155.00</td>
</tr>
<tr>
<td>200 Amps</td>
<td>1711.00</td>
<td>2310.00</td>
</tr>
<tr>
<td>400 Amps</td>
<td>3619.00</td>
<td>4603.00</td>
</tr>
</tbody>
</table>

Transformer to Boost 208V to Approx. 230V - $0 per Amp (20 Amp Min.)

Qty of Amps X Price $5.00 = $

### 480 Volt Three Phase (Labor Required for Connection)

<table>
<thead>
<tr>
<th>Amps</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Amps</td>
<td>453.00</td>
<td>611.00</td>
</tr>
<tr>
<td>30 Amps</td>
<td>574.00</td>
<td>775.00</td>
</tr>
<tr>
<td>60 Amps</td>
<td>1104.00</td>
<td>1491.00</td>
</tr>
<tr>
<td>100 Amps</td>
<td>1711.00</td>
<td>2310.00</td>
</tr>
</tbody>
</table>

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

Double Light Stand (400w) 187.00 254.00 = $

*May require labor and/or lift at additional charge. Please contact Houston.utilities@freemanco.com

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

Booth 410

Aisle 400

IN-LINE BOOTH / 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.

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 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.
4. 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.
5. 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.
6. Exhibitors’ equipment will be modified to conform to NRG Park receptacles. Labor and materials to install or change a cord cap will be billed on a time and material basis.
7. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
8. Power sharing is not permitted between exhibitors.
NAME OF SHOW: ________________________________________________________________________________________
COMPANY NAME: ___________________________ BOOTH #: ____________
CONTACT NAME: __________________________ PHONE #: ___________________________
E-MAIL ADDRESS: ________________________________________________________________

For Assistance, please call 832-667-2651 to speak with one of our experts.

ELECTRICAL LABOR

LABOR RATES & SCHEDULE:

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrician</td>
<td>$ 87.00</td>
<td>$ 113.00</td>
</tr>
</tbody>
</table>

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 NRG 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. Reliant 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: ________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________