

F R E E M A N

9258 Park South View, Suite 100
Houston, Texas 77051
Ph: 832-667-2651 • Fax: 469-621-5613
houston.utilities@freemanco.com



**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 4, 2019**

**INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK**

FREEMAN method of payment

NAME OF SHOW: **HOUSTON LIVESTOCK SHOW & RODEO / February 25 – March 17, 2019**

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____ BOOTH SIZE _____ X

CITY/STATE/ZIP: _____ CUSTOMER # _____

PHONE #: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL _____

E-MAIL FOR INVOICE _____ CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

COMPANY CHECK Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("US. FUNDS" MUST BE PRE-PRINTED on Canadian checks.) Please reference (464858) on your remittance.

BANK TRANSFER Bank Transfer to Bank of America, N.A.; Dallas, TX
Wire Transfer
ABA#: 026009593 ACCT #1252039192 Freeman
International Wire Transfer
Swift Code: BOFAUS3N ACCT #1252039192 Freeman
ACH Direct Deposit
ABA# 121000012 ACCT #1252039192 Freeman

CREDIT/DEBIT CARD For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

AMERICAN EXPRESS **MASTERCARD** **VISA** **We do not accept credit card information via email.**

Please reference Name of Show & Booth Number so we can properly credit your account.
Note: Customers are responsible for any bank processing fees.

Account No.: _____ Exp. Date: _____

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

ENTER TOTALS HERE

ELECTRICAL							
LABOR							

							GRAND TOTAL
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- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freemanco.com/store.
- 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 Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.

FREEMAN

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HOUSTON LIVESTOCK SHOW & RODEO / FEBRUARY 25-MARCH 17, 2019

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT) _____

EXHIBITOR SIGNATURE: _____

DATE: _____

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: _____

BOOTH #: _____

EXHIBITING COMPANY ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

EXT. _____

FAX: _____

CONTACT'S E-MAIL: _____

Indicate which services are to be invoiced to the Third Party:

ALL FREEMAN SERVICES

OTHER _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME: _____

CONTACT NAME: _____

THIRD PARTY ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

EXT. _____

FAX: _____

CONTACT'S E-MAIL: _____

E-MAIL FOR INVOICE: _____

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

AMERICAN EXPRESS

MASTERCARD

VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO: _____

EXP. DATE: _____

CARDHOLDER NAME (PLEASE PRINT): _____

CARD TYPE: _____

AUTHORIZED SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

07/15 (464858)

FREEMAN third party authorization

FREEMAN

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E-mail: Houston.utilities@freemanco.com



**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 5, 2018**

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

FREEMAN electrical

NAME OF SHOW: HOUSTON LIVESTOCK SHOW & RODEO / FEBRUARY 57-MARCH 17, 2019

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

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

	Quantity (For Show Hours Only)	Discount	Standard	
	Show	Price	Price	TOTAL
1500 Watts (15 amps)	_____	98.94	134.69	= \$ _____
2000 Watts (20 amps)	_____	132.60	178.50	= \$ _____

208 VOLT SINGLE PHASE (Labor Required for Connection)

20 Amps	_____	193.80	260.10	= \$ _____
30 Amps	_____	237.66	320.28	= \$ _____
60 Amps	_____	352.92	477.36	= \$ _____
100 Amps	_____	563.04	759.90	= \$ _____
200 Amps	_____	1147.50	1548.36	= \$ _____

208 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	253.98	343.74	= \$ _____
30 Amps	_____	303.96	410.04	= \$ _____
60 Amps	_____	519.18	700.74	= \$ _____
100 Amps	_____	854.76	1154.64	= \$ _____
200 Amps	_____	1710.54	2309.28	= \$ _____
400 Amps	_____	3618.96	4602.24	= \$ _____

Transformer to Boost 208V to Approx. 230V - \$0.00 per Amp (20 Amp Min.)

Qty of Amps _____ X Price \$ 4.15 = \$ _____

480 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	452.88	610.98	= \$ _____
30 Amps	_____	573.24	774.18	= \$ _____
60 Amps	_____	1103.04	1490.22	= \$ _____
100 Amps	_____	1710.54	2309.28	= \$ _____

LIGHTING (Price Includes Power & Labor for Installation)

Double Light Stand (400w) _____ 186.66 253.16 = \$ _____

*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.

ADDITIONAL INFORMATION

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.

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 Houston.utilities@freemanco.com

TOTAL COST

Outlet(s)	\$ _____
Tax 8.25%	\$ _____
GRAND TOTAL	\$ _____

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.

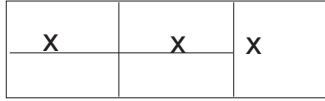
For Lighting

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

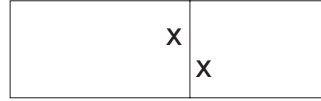
LOCATION OF POWER IN YOUR BOOTH

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

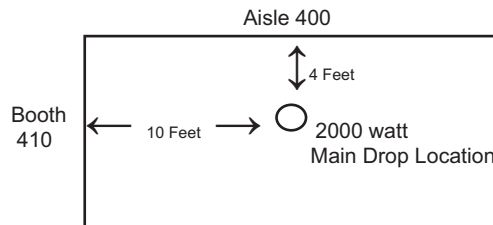


BACK TO BACK PENINSULA

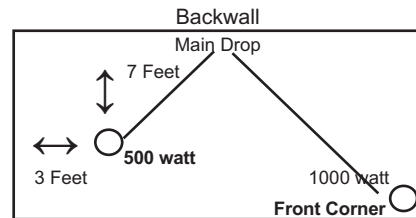
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

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 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.