

F R E E M A N

940 Belfast Road
 Ottawa, Ontario, Canada K1G 4A2
 Ph: 613.241.6555 • Fax: 613.748.5977
 E: electrical.ottawa@freemanco.com

**DISCOUNT PRICE
 DEADLINE DATE
 January 30, 2012**

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

Green Trade Expo 2012

CE Centre, February 15, 2012

Project# 277441| WT#19870

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____

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

SIGNATURE: _____ PRINT NAME: _____

E-MAIL FOR INVOICE: _____

CUSTOMER # _____ OR CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

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

ELECTRICAL OUTLETS

110/120 VOLT

QTY		Discount Price	Standard Price	TOTAL
_____	750 Watts duplex service [40-7-7]	\$ 95.00	\$123.50	=\$ _____
_____	1500 Watts duplex service [40-7-15]	\$120.00	\$156.00	=\$ _____
_____	15 amps dedicated quad circuit [40-7-17]	\$131.00	\$170.30	=\$ _____
_____	20 amps dedicated quad circuit [40-7-20]	\$168.00	\$218.40	=\$ _____

Additional Options which may be added to any of the above 110/120 volt services:

_____	24hrs Continuous Service [40-7-999]	\$ 75.00	\$ 97.50	=\$ _____
_____	Under Carpet/Alternate Location [40-7-999]	\$150.00	\$195.00	=\$ _____

LIGHTING

_____	Arm Light fixture (150 watt C-clamp) [40-19-101]	\$ 29.00	\$ 37.70	=\$ _____
_____	300 watt QUARTZ light stand [40-19-103]	\$ 64.00	\$ 83.20	=\$ _____
_____	300 watt FLOOD light stand [40-19-105]	\$ 69.00	\$ 89.70	=\$ _____
_____	4' Track Light fixture (hardwall exhibits)[40-19-4]	\$101.00	\$131.30	=\$ _____

ACCESSORIES

_____	Extension Cord (15-foot /4.57 metre) [40-30-15]	\$ 22.00	\$ 28.60	=\$ _____
_____	Multi-outlet Power Strip [40-30-5]	\$ 25.00	\$ 32.50	=\$ _____

SPECIAL REQUIREMENTS

Please don't hesitate to contact us at **613.241.6555** or electrical.ottawa@freemanco.com if you require any additional electrical~display lighting information and/or services.

SPECIAL REQUIREMENT:

_____	=\$ _____
_____	=\$ _____
_____	=\$ _____
_____	=\$ _____
_____	=\$ _____
_____	=\$ _____

Additional Information

To honor the Discount Price your order must be remitted **with payment** by the above noted deadline date.

Only an authorized FREEMAN qualified electrical representative is permitted to make a connection to any of the facility's power sources.

No electrical equipment shall be restarted after failure until a FREEMAN qualified electrical representative has been inspected and corrected the malfunction. Service Charges may apply.

CANCELLATION: Cancellation must be made by telephone and accompanied by fax and/or email notification. A 50% refund will be applied on standard listed items on this form if cancelled less than [2] days prior to installation. No refund is applicable to installed services cancelled on-site, and/or special order items (ie. 208 volt, 220 volt, transformers, generators, specialty lighting).

Electrical rates quoted include labour, equipment, service while in use with installation to the back centre wall of booth area. Island Booths must have a scaled floor plan included with orders indicating desired power drop location. If non-standard or undercarpet wiring is required, please select that item in addition to required 110/120 volt service.

Electricity is turned on prior to show opening and turned off at show closing on show days. If you require power at any other time, please select that item in addition to required 110/120 volt service.

Power will be turned off immediately after final show closing. If you require power beyond these time limits, you will need to make special arrangements prior to show opening at an additional cost. Please send these requirements with your advance orders.

Disputes/Claims: All disputes and claims must be settled prior to the official exhibit closing.

TOTAL COST

SUBTOTAL	\$ _____
13% HST Tax HST# R101889426	\$ _____
GRAND TOTAL	\$ _____

Please include complete Method Of Payment and/or Third Party Authorization with this form for processing.

FREEMAN electrical

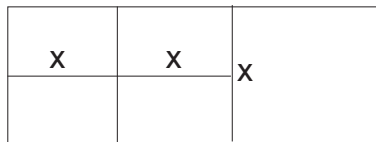
ELECTRICAL INSTRUCTIONS & CONDITIONS

HOW TO CALCULATE YOUR ELECTRICAL REQUIREMENTS:

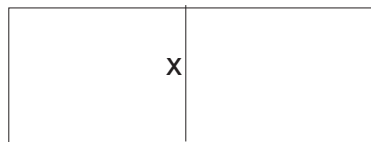
1. To order power for your lights, take the wattage on the bulb and multiply by the number of lights you are using.
2. For equipment, you may place your order by reading the rating plate on each individual piece of equipment. A separate outlet should be ordered for each piece of equipment as well as each location you require power. Rating plates are located on all pieces of electrical equipment and will indicate wattage, amperage or horsepower, voltage and phasing.
3. Separate breakered equipment require a minimum 15 amp or 20 amp dedicated quad-box circuit.

WHERE YOUR OUTLET WILL BE LOCATED IN YOUR BOOTH:

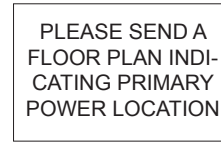
1. Your power will be installed in one location as indicated in the following diagrams, typically outlets will be placed on the floor in the back of the booth.
2. If power is required in locations other than those indicated below, secondary distribution will be billed on a time and material basis.
3. If a location for power in island booths is not provided prior to show move-in, you will be charged time & material for installation of main power as well as secondary distribution.



LINE BOOTHS / PENINSULA



BACK TO BACK PENINSULA



ISLAND BOOTH

Please see #3 above

OTHER:

1. **Additional Labor is required for:** all overhead distribution of electrical wiring, including coaxial cable, fiber optics, CAT5, etc. and the distribution of same from product to booth and from booth to booth, installation of lighting, electrical equipment, lighted signs, etc., when the combination of all outlets is greater than 20 amps or voltage is higher than 120 volts, for inspection of exhibitors power panels and equipment pre-wired to plug into our system. Billing will be done on a time and material basis. Please see Electrical Labor Order Form to place your order.
2. All material and equipment provided by Freeman Electrical Services is for rental purposes only and remains the property of Freeman Electrical Services. The provisions will be removed at the close of the show. The Exhibitor shall be held responsible for its loss and/or damage compensation to Freeman Electrical Services.
3. All equipment regardless of power source, must comply with Federal (Canadian Safety Association), Provincial (Electrical Safety Authority of Ontario), and local Municipal codes. Freeman Electrical Services reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman Electrical Services 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 floor-work. All multi-outlet devices shall 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 Freeman Electrical Service's cord caps and will be billed on a time and material basis.
7. Exhibitors with hardwall displays must arrange for power to be dropped inside the booth or provide access.
8. The first ninety feet of cabling provided to deliver power to your booth is free. If additional cable is necessary to power your booth, it will be charged on a time and material basis.
9. Power sharing is not permitted between exhibitors.

ELECTRICAL SERVICES

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We've answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

How do I know how much power I need?

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it's an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as "load") (100 watts = 1 amp) of each piece of equipment at its location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

Do I need to order labour?

As the official service contractor, electrical installations must be performed by Freeman union labour. Labour is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labour orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labour for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labour order form for further details, rules and regulations.

What is an electrical layout and why do I need one?

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, Freeman makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

Is the price for power per day?

Outlet or connection prices are typically for an entire show.

What is 24 hour power?

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

Where does the power come from?

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

Where will my power be located?

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

What if I need power at another location besides the rear of my booth? What if I have multiple power locations?

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

How many places will I have to plug in? How many things can I plug in?

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 1500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 1500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 1100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only cannot accommodate power strips and require labour for installation.

Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labour is required to lay the cords.)
- All power strips must have circuit protection.

Can I run my extension cords under the carpet myself?

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show's electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

Will my floor work be completed before I arrive?

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labour and material charges apply.

When will my power be turned on?

Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

Do I need lighting?

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

Can I hang my own lights?

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labour. Typically, exhibitors themselves can hang up to 7 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labour is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

Do I need to order power for my lighting?

Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labour may be required to hang the lights.

Do I need to order labour to plug in my lights or equipment?

Most 120 volt connections do not require labour. Exhibitors are welcome to plug in their own standard office devices. Labour is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

How can I save money and frustration when ordering electrical services?

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don't underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labour, call us for direction and if necessary, place a "will call" order before the discount price deadline date. You will only incur a charge if labour is dispatched to your booth but you'll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labour, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

Additional questions?

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to www.myfreemanonline.com.

ELECTRICAL USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. We recommend that you refer to a specification sheet or the electrical stamp or label usually located on the back or bottom of any electrical apparatus and order one outlet for each piece of equipment to avoid tripping/power outages during the event.

100 WATTS = 1 AMP

	WATTAGE		WATTAGE
Blender	1000	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700 - 1100
Credit Card Reader / Lead Retrieval	100	Juicer	
Cash Register	100 - 200	Single	800
Coffee Pot		Double	1200-2000
Household size	1200	Laminator	2000
Large Brewer	1500 - 2000	Lead Retrieval / Card Reader	100
Computers		Microwave Oven	1200 – 2000
Desk Top (monitor & CPU)	400	Mixer	1200 – 1000
Lap Top	200	Plasma TV – 32” to 50”	1000
Monitor (independent)	200	Popcorn Maker	1200-2000
Computer Printer		Refrigerator	
Dot Matrix	500	Small	500
Laser	400 - 1000	Regular	700
Crock Pot	200 -1000	Meat Slicer	1200-2000
DVD Player	100	Steamer	2000
Electric Frying Pan	1200 - 2000	Stereo (amplifier)	250 - 500
Fax Machine	400	Television	400-1200
Food Processor	1200 – 2000	Toaster	1000
Glue Gun	300	Toaster Oven	1500-2000
Griddle	1200-2000	Typewriter	400
Hair Dryer	1200-2000	Vacuum Cleaner	1200-2000
Heat Lamps (per lamp)	250-500	Water Cooler	250-500
Heater (portable)	1500 - 2000		
Hot Plate			
Single	1000		
Double	1500 – 2000		

FREEMAN

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Green Trade Expo 2012

CE Centre, February 15 2012

Project# 277441| WT#19870

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____

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

PRINT NAME: _____

E-MAIL FOR INVOICE: _____

CUSTOMER # _____ OR CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 100 lbs., notify Freeman immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner _____ Metal or Wood _____ Other _____

Shape: Square _____ Triangle _____ Rectangle _____ Other _____

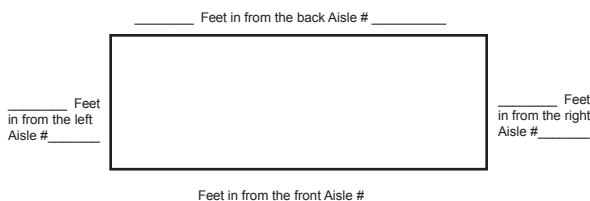
Size: Height _____ Length _____ Width _____

Weight of Sign: _____

Does Your Sign Require Electricity _____ Assembly _____

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to top of sign: _____

EQUIPMENT & LABOR RATES TO HANG SIGNS

Straight Time

8:00 A.M. to 5:00 P.M., Monday through Friday

Overtime

5:00 P.M. to 8:00 A.M. Monday through Friday

ALL DAY Saturday & Sunday

Double Time

ALL DAY recognized holidays

Crew Size - MINIMUM of two people

Materials

Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- Show site prices will apply to all labor orders placed at show site
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	Straight Time	Overtime	Double Time
Scissorlift with crew (up to 500 lbs lift capacity)			
Advance Rate	\$325.00	\$425.00	\$525.00
Show Site Rate	\$406.25	\$531.25	\$656.25
Condor/Boom/Snorkel with crew (up to 200 lbs lift capacity)			
Advance Rate	\$494.00	\$594.00	\$694.00
Show Site Rate	\$617.50	\$742.50	\$867.50
Additional Crew assembly Labor (Per person / Per hour)			
Advance Rate	\$ 98.00	\$118.00	\$196.00
Show Site Rate	\$122.50	\$147.50	\$245.00
Electrical Assembly ground work			
Advance Rate	\$ 69.00	\$ 89.00	\$138.00
Show Site Rate	\$ 86.25	\$111.25	\$172.50

Installation Estimate

Approx... Hours Hourly Rate Total Estimated Cost
 _____ @ _____ = _____

Dismantle Estimate

Approx..... Hours Hourly Rate Total Estimated Cost
 _____ @ _____ = _____

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

_____ No Supervision required _____ Freeman _____ Exhibitor Personnel _____ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

FREEMAN hanging sign labour

F R E E M A N

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Ottawa, Ontario, Canada K1G 4A2

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STRUCTURAL INTEGRITY STATEMENT THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor for the above show and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless the ASSOCIATION, the OTTAWA CONVENTION CENTRE, FREEMAN, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

EXHIBITING COMPANY: _____ BOOTH#: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____ DATE" _____

E-MAIL: _____

DISPLAY HOUSE/BUILDER (if applicable): _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____ DATE" _____

E-MAIL: _____

Please complete and return form to:

FREEMAN Electrical

940 Belfast Road

Ottawa, ON K1G 4A2

Fax# 613.748.5977

FREEMAN structural integrity statement

F R E E M A N

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COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____

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

SIGNATURE: _____ PRINT NAME: _____

E-MAIL FOR INVOICE: _____

CUSTOMER # _____ OR CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

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

MECHANICAL SERVICES

Compressed Air

QTY	Discount Price	Standard Price	TOTAL
_____ 0 to 4 cu.ft. per min.	\$ 285.00	\$370.50	= \$ _____
_____ 5 to 10 cu.ft. per min.	\$ 420.00	\$546.00	= \$ _____
_____ 11 to 20 cu.ft. per min.	\$ 616.00	\$800.80	= \$ _____
_____ 21 to 38 cu.ft. per min.	\$ 724.00	\$941.20	= \$ _____
_____ 24hrs Continuous Service	\$ 75.00	\$ 97.50	= \$ _____

Natural Gas

_____ Initial 1/2" connection to booth	\$ 350.00	\$455.00	= \$ _____
_____ Additional connection to booth	BY QUOTATION		= \$ _____
_____ 24hrs Continuous Service	\$ 75.00	\$ 97.50	= \$ _____

Water

_____ Fill and Drain container up to 1000 gallons	\$ 139.00	\$180.70	= \$ _____
_____ Fill and Drain container up to 5000 gallons	\$ 227.00	\$295.10	= \$ _____
_____ Fill and Drain container exceeding 5000 gallons	\$ 284.00	\$369.20	= \$ _____
_____ 1/2" Valved cold water connection to booth	\$ 316.00	\$410.80	= \$ _____
_____ Drain connector to booth (gravity) minimum	\$225.00	\$292.50	= \$ _____
_____ Drain connector to booth (pumped) minimum	\$332.00	\$431.60	= \$ _____
_____ Additional air, water, or drain outlets	\$134.00	\$174.20	= \$ _____
_____ Hot Water Tank - [6] imperial gallons	BY QUOTATION		= \$ _____
_____ Hot Water Tank - [40] imperial gallons	BY QUOTATION		= \$ _____
_____ 24hrs Continuous Service	\$ 75.00	\$ 97.50	= \$ _____

SPECIAL REQUIREMENTS

Please don't hesitate to contact us at **613.241.6555** or electrical.ottawa@freemanco.com if you require any additional / special services and/or information.

SPECIAL REQUIREMENT:

_____	= \$ _____
_____	= \$ _____
_____	= \$ _____
_____	= \$ _____
_____	= \$ _____
_____	= \$ _____

Additional Information

To honor the Discount Price your order must be remitted **with payment** by the above noted deadline date.

Only an authorized FREEMAN qualified representative is permitted to make a connection to any of the facility's mechanical services sources or termination points.

No mechanical equipment shall be restarted after failure until a FREEMAN qualified representative has found and corrected the malfunction. Service Charges may apply.

CANCELLATION: Cancellation must be made by telephone and accompanied by fax and/or email notification. A 50% refund will be applied on standard listed items on this form if cancelled less than [2] days prior to installation. No refund is applicable to installed services, cancelled on-site, and/or special order items (ie. 208 volt, 220 volt, transformers, generators, compressed air, natural gas, water fill & drain, hot water tanks, etc...).

Service rates quoted include installation to the back centre wall of booth area, services while in use, and removal. If required elsewhere in the booth, a scaled floor plan must be included with orders indicating desired location. Additional labour and material charges may apply.

All services are turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. If you require 24hr service operation, please indicate.

All orders for Natural Gas must comply with current provincial regulations/codes/standards and the manufacturer's certified instructions. Any variation must be accompanied by a certificate/letter from the Technical Standards and Safety Authority approving the variance. Gas Service will not be supplied for any variance unless the above documentation has been provided and TSSA inspection has been completed. The TSSA may be contacted at 1-877-682-8772.

All electrical equipment shall have a nameplate attached thereto showing the operating voltage, phase, hertz, horsepower, kilowatts, full load, and AC or DC current.

Disputes/Claims: All disputes and claims must be settled prior to the official exhibit closing.

TOTAL COST

SUBTOTAL	\$ _____
13% HST Tax HST# R101889426	\$ _____
GRAND TOTAL	\$ _____

Please include complete Method Of Payment and/or Third Party Authorization with this form for processing.

FREEMAN mechanical services

F R E E M A N

940 Belfast Road

Ottawa, Ontario, Canada K1G 4A2

Ph: 613.241.6555 • Fax: 613.748.5977

E: electrical.ottawa@freemanco.com

**INCLUDE THIS FORM
WITH YOUR ORDER**

Green Trade Expo 2012

CE Centre, February 15, 2012

Project# 277441 | WT# 19870

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____

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

SIGNATURE: _____ PRINT NAME: _____

E-MAIL FOR INVOICE: _____

CUSTOMER # _____ OR CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

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

METHOD OF PAYMENT

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

The undersigned expressly consents to the digital processing and transmission of personal data which may be transmitted to the United States of America.

COMPANY CHEQUE

Please make cheque payable to: Freeman. Cheques must be in CDN funds drawn on a Canadian Bank or U.S. funds drawn on a U.S. bank.

Please reference Show# #277441 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. 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

BANK TRANSFER

Bank Transfer to The Bank of Nova Scotia (Scotia Bank)
Bank # 002, 44 King West at Bay
Toronto, Ontario, Canada
Transit or Branch ID: 47696 Freeman ACCT # 800020348619
Foreign Exhibitors wiring funds from Overseas should use:

Swift Code NOSCCATT
Bank ABA #: 026002532

IBAN Number: Canadian Banks do not carry IBAN numbers

Please reference Name of Show & Booth Number on all Bank Transfers so we properly credit your account.

Note: Customers are responsible for any bank processing fees of \$10.00 CDN.

Account No.: _____ Exp. Date _____

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City/Province/Postal Code: _____

ENTER TOTALS HERE

FURNISHINGS	CARPET	RENTAL EXHIBITS	EXHIBIT PACKAGES	EXHIBIT ACCESSORIES	TOTALFLEX	UTILITIES <small>(Include Lighting & Accessories)</small>
PLANTS & FLORAL	SIGNS & GRAPHICS	INSTALLATION LABOUR	DISMANTLE LABOUR	TRANSPORTATION & CUSTOMS	MATERIAL HANDLING	GRAND TOTAL

• Remember to order in advance to save time and money. You may place your order by fax, mail, or use our online ordering service at: www.freemanco.com.

• Orders received without payment or after the deadline date will be charged at the standard price.

• If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

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