

FREEMAN

8201 West 47th Street
McCook, Illinois 60525

(773) 473-7080 • Fax (469) 621-5603

Email: FreemanChicagoES@freeman.com

2018 ASCO ANNUAL MEETING

OFFICIAL CONTRACTOR

DISCOUNT PRICE

DEADLINE DATE

MAY 4, 2018

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

NAME OF SHOW: **2018 ASCO ANNUAL MEETING / JUNE 2 - 4, 2018**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please email our experts at chicagoelectrical@freemanco.com or call 773-473-7080.

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

LIGHTS OUT REQUEST

All exhibitors may request the lights located directly over their booth be turned off. Shrouding of lights (fabric hung around light to screen light from certain areas) and turning off of individual lights are done on a time, material and equipment basis. For the purposes of lights out, there are three categories of requests:

- 1. Over Booth** - Lights directly over exhibitor's booth. This request should be done in advance.
- 2. Partial Over Booth** - Lights partially over exhibitor's booth and partially over adjacent aisle or exhibitor.
- 3. Adjacent Aisle Lights** - Lights completely over adjacent aisle. The exhibitor that is closest to the light has the right to determine if the light may be turned off. However, the final decision for any lights being turned off always reverts to Show Management and the Fire Safety Office.

Freeman and Show Management cannot confirm lights out categories 2 or 3 until all affected exhibitors are on site. Lights in categories 2 and 3 must be approved by Show Management and Fire Safety officials. Category 3 lights must also be approved by affected neighboring exhibitors. In these instances, lights in question may possibly be shrouded.

INSTRUCTIONS

- All eligible companies must submit the "Lights Out Request" to Show Management and Freeman by MAY 4, 2018. With the completion of this form, the exhibitor accepts any applicable charges associated with this request.
- The MCC lighting system is set up in light banks of two (2) lights and/or individual circuits depending upon the location in the hall.
- Lights in the East, North & South Exhibit Hall may require a condor and crew to turn lights off.
- It may not be possible to turn off individual lights without turning off all lights in a particular bank.
- If the lights you have requested to be turned off are in a bank of lights, it may be possible to delete individual lights if accessible.

ASSISTANCE

- For questions regarding the placement and number of lights above your booth, please contact the Freeman Electrical Department at (773) 473-7080.
- To determine whether a condor and crew will be needed, please contact the Freeman Electrical Department at (773) 473-7080.

LIGHTS OUT REQUEST

Please Note: If you have requested that a bank of two (2) lights be shut off, you will be charged for two (2) lights - **not** one (1) bank.

___ Lights Shrouded @ \$87.50 per light = \$ _____

___ Individual Lights Turned Off @ \$76.00 per light = \$ _____

Light Numbers: _____ Date Required: _____ Time Required: _____

LIGHTS REQUIRING CONDOR

Please Note: Shrouding requests will require a condor. Please see rates below. (Rates do not include materials.)

	DISCOUNT PRICE	SHOW SITE PRICE
Condor and crew Straight Time (per hour).....	\$559.50	\$783.50
Condor and crew Overtime (per hour).....	\$660.50	\$924.75
Condor and crew Doubletime (per hour).....	\$760.50	\$1064.75

ESTIMATE CONDOR CHARGES

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

Light Numbers: _____ Date Required: _____ Time Required: _____

Total: _____ x Tax (9%) _____ = _____