

F R E E M A N

445 E. Glendale Avenue
Sparks, NV 89431
Ph:(775) 355-4600 • Fax: (775) 356-6236

DISCOUNT PRICE
DEADLINE DATE
NOVEMBER 22, 2006

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

NAME OF SHOW: **NLC Congress of Cities & Exposition • December 6 - 8, 2006**

FACILITY: **RENO SPARKS CONVENTION CENTER**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE #: _____

SIGNATURE _____ FAX #: _____

E-MAIL ADDRESS: _____

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

ELECTRICAL OUTLETS (Double Price for 24 Hr Service)

110/120 VOLT

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
500 Watts (5 amps)	_____	_____	75.00	112.50 = \$	_____
1000 Watts (10 amps)	_____	_____	157.00	235.50 = \$	_____
1500 Watts (15 amps)	_____	_____	183.00	274.50 = \$	_____
2000 Watts (20 amps)	_____	_____	209.00	313.50 = \$	_____

208 VOLT SINGLE PHASE (Labor Required for Connection)

5 Amps	_____	_____	185.00	277.50 = \$	_____
10 Amps	_____	_____	276.00	414.00 = \$	_____
15 Amps	_____	_____	313.00	469.50 = \$	_____
20 Amps	_____	_____	393.00	589.50 = \$	_____
30 Amps	_____	_____	470.00	705.00 = \$	_____
60 Amps	_____	_____	617.00	925.50 = \$	_____
100 Amps	_____	_____	814.00	1,221.00 = \$	_____

208 VOLT THREE PHASE (Labor Required for Connection)

5 Amps	_____	_____	278.00	417.00 = \$	_____
10 Amps	_____	_____	366.00	549.00 = \$	_____
15 Amps	_____	_____	422.00	633.00 = \$	_____
20 Amps	_____	_____	528.00	792.00 = \$	_____
30 Amps	_____	_____	632.00	948.00 = \$	_____
60 Amps	_____	_____	828.00	1,242.00 = \$	_____
100 Amps	_____	_____	1,092.00	1,638.00 = \$	_____
150 Amps	_____	_____	1,303.00	1,954.50 = \$	_____
200 Amps	_____	_____	1,644.00	2,466.00 = \$	_____
400 Amps	_____	_____	3,005.00	4,507.50 = \$	_____

Transformer to Boost 208V to Approx. 230V - \$4.25 per Amp (20 Amp Min.)

Qty _____ Amps _____ = \$ _____

480 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	633.00	949.50 = \$	_____
30 Amps	_____	_____	758.00	1,137.00 = \$	_____
60 Amps	_____	_____	993.00	1,489.50 = \$	_____
100 Amps	_____	_____	1310.00	1,965.00 = \$	_____

LIGHTING (Price Includes Power & Labor for Installation)

Single Light Stand	_____	103.00	154.50 = \$	_____
Double Light stand	_____	158.00	237.00 = \$	_____
4' Track with 3 Lights	_____	175.00	262.50 = \$	_____
Arm Light	_____	115.00	172.50 = \$	_____

*May require labor and or lift at additional charge.

Extension cords and power strips are available for rent at the Show Service Desk.

LABOR (Minimum Charge for Orders - 1 Hour)

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.

Straight Time.....\$ 89.00 per hour
Monday - Friday, 8:00 am - 5:00 pm
(Excluding Holidays)

Overtime.....\$178.00 per hour
Monday - Friday, 5:00 pm - 8:00 am
All day Saturday, Sunday and Holidays

ADDITIONAL INFORMATION

- To honor discount prices we must receive your order with full payment prior to the deadline date along with a floor plan indicating the main power location and distribution points, if applicable. (see below)
- A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided 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.
- Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.
- If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power.
- If a dedicated circuit is required, please order 2000 watts/20 amps.
- Separate outlets should be ordered for each piece of equipment and/or each power location.
- A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

TOTAL COST

Outlet(s)	\$ _____
Lighting	\$ _____
Tax	\$ <u>N/A</u>
GRAND TOTAL	\$ _____

FREEMAN ELECTRICAL

ELECTRICAL INSTRUCTIONS & CONDITIONS

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.

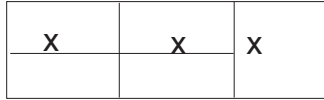
For Lighting

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

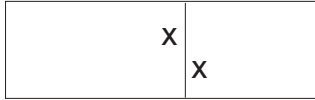
LOCATION OF POWER IN YOUR BOOTH

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

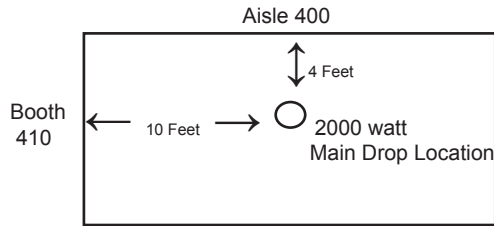


BACK TO BACK PENINSULA

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.

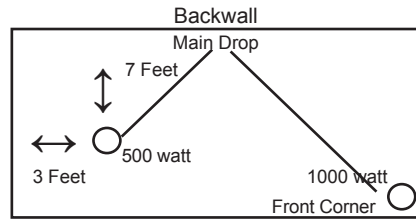
Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. Floor plans must indicate the location of the main power drop and any secondary distribution if applicable. See examples below: A grid is available at freemanco.com to print as a base layout.



Island Booth with one outlet

Aisle or booth numbers are very important to help determine booth orientation.



10 X 20 Booth with multiple outlets
Labor Required

Please indicate power by amperage or wattage, as shown, rather than X.

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.

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.
2. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show.
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 Freeman receptacles. Labor 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. The first ninety feet of cabling provided to deliver power to your booth is included in the cost of the outlet. 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.
10. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
11. Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event.
12. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

FREEMAN

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**INCLUDE THE FREEMAN METHOD
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FREEMAN ELECTRICAL LABOR

NAME OF SHOW: **NLC Congress of Cities & Exposition • December 6 - 8, 2006**

FACILITY: **RENO SPARKS CONVENTION CENTER**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE #: _____

SIGNATURE _____ FAX #: _____

E-MAIL ADDRESS: _____

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

LABOR RATES

Straight Time..... **\$ 89.00 per hour**
 Monday - Friday, 8:00 am - 5:00 pm (Excluding Holidays)

Overtime..... **\$178.00 per hour**
 Monday - Friday, 5:00 pm - 8:00 am All day Saturday, Sunday and Holidays

Step 1

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, I & D Houses or Exhibitors, as it falls under electrical jurisdiction. Time and material charges will apply.

Labor Is Required For:

- 1 Floorwork - Distribution of electrical under carpet and flooring.
- 2 Boothwork - Distribution of electrical overhead (more than one drop location in your booth) and/or through booth structure.
- 3 Hook Up - Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment.
- 4 Lighting -
 - a) Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts or more than 4 lights.
 - b) Assembly, installation and dismantle of electrical headers and/or light boxes.
- 5 Truss Work -
 - a) Assembly and installation of all lighting hung from truss or beams (including assembly and hanging of the truss), overhead lighting and distribution of power cables throughout the truss.
 - b) Assembly of ground support truss specifically for lighting (more than 4 lights or greater than 2000 watts).
- 6 Signage -
 - a) Installation of ground supported or hanging electrical or rotating signs.
 - b) Wiring of overhead signs.
- 7 Inspection - All Exhibitor's power panels and equipment pre-wired to plug into Freeman systems.
- 8 Lift Services -
 - a) Forklift
 - b) Scissorlift
 - c) Boom Lift
- 9 Miscellaneous-
 - a) Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
 - b) Mounting of single monitors over 6' (to include plasma screens, LCD & CRT) and installation of hanging brackets.
 - c) Changes to or the addition of electrical connectors to electrical apparatus.
 - d) If the combination of all outlets is greater than 2000 watts/20amps or voltage is higher than 120 volt.

STEP 2 (Applicable to Floorwork only)

Complete the authorization below and 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. Please also submit the Freeman Method of Payment Form with credit card information. Floor work 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.

Authorized to proceed without supervision based on accompanying floor plan. Method of Payment attached.

Installation to be complete by Date _____ Time: _____

Authorized Signature: _____ Print Name: _____

If a company representative prefers to be present during electrical distribution, please complete Step 3 indicating Floor Work or #1 as Type of Work.

NLC CONGRESS OF CITIES & EXPOSITION • DECEMBER 6 - 8, 2006

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

STEP 3

Indicate the preferred date and time that labor and/or lift is required. (Start times cannot always be guaranteed). If no time is provided, work will be performed on a first-come, first served basis only upon request. Please visit the Freeman service desk to confirm that you are ready for service. If electricians are dispatched at time of request and no supervision is available, a minimum one hour labor charge per electrician will apply.

NAME OF ON-SITE AUTHORIZED REPRESENTATIVE _____

(Enter applicable # from Step 1)

Labor Request Day _____ Date _____ Time _____ # of Electricians _____ Type of Work _____
 Day _____ Date _____ Time _____ # of Electricians _____ Type of Work _____

Lift Request Day _____ Date _____ Time _____ Est. # of Hours _____ Type of Lift _____

CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

TERMS & CONDITIONS

- 1 Straight time rates apply to labor calls between the hours of 8:00 am and 5:00 pm, Monday through Friday. Overtime rates apply to labor calls before 8:00 am and after 5:00 pm, Monday through Friday, Saturdays, Sundays and Holidays.
- 2 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 3 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour. Labor and lift service charges for dismantle will be one-half of the installation charge and will be automatically applied to your invoice.
- 4 Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 5 Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 6 Every effort will be made to dispatch electricians as requested but start times cannot be guaranteed. 8:00 am calls will be filled on a first come first served basis as orders are received.
- 7 The first 90 feet of cable required to deliver power to your booth is provided at no charge. Additional cabling will be supplied on a time and material basis. Exhibitors may supply their own 14 gauge, 3 wire extension cords and/or power strips, both of which must be grounded and UL approved.
- 8 Lift equipment required for installation and dismantle purposes can be rented on an hourly basis, with a one hour minimum. At least one crew will be required to operate the equipment.
- 9 Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 10 Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement. directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattages/amperages.
3. Booth orientation - please provide surrounding aisle and/or booth numbers

