# FREEMAN

# **ELECTRICAL SERVICES**

The grid below may be printed to layout your electrical requirements for booths up to  $40 \times 40$  or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

- 1. **Location of the main power drop**. Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
- 2. **Location and load of all outlets**. Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where power is required.*
- 3. **Booth orientation**. Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

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Adjacent Aisle or Booth # \_\_\_\_\_

#### ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

# 1. Main Drop.

Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than? x? x?) will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

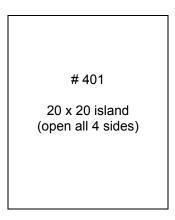
### 2. Location and load of all outlets.

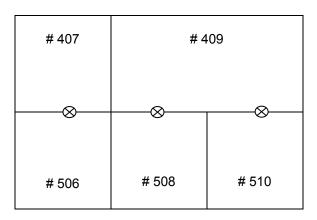
Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

#### 3. Booth orientation.

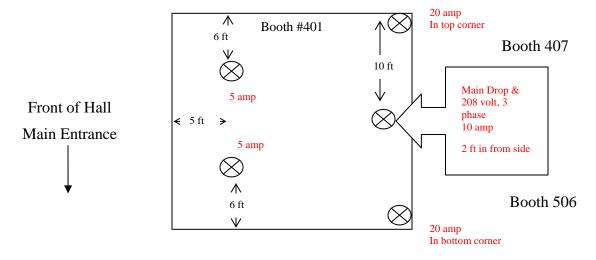
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

## Section of show floor plan





20 x 20 Island – Booth # 401 Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets



# FREEMAN

# **ELECTRICAL SERVICES USAGE GUIDE**

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts), 5 - 100 watt light bulbs = (5x100 = 500 watts)

Please feel free to contact our electrical specialists at FreemanES@freemanco.com with any additional questions.

	WATTAGE		WATTAGE
Blender	475-1000	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700-1100
Card Reader (credit) / Lead	Retrieval 100	Juicer - Single	500
Cash Register	100-200	Juicer - Double	1000
Coffee Pot - Household Siz	e 600-1200	Laminator	2000
Coffee Pot - Large Brewer	1500-2000	Lights with Freeman Rental Booths	200 each
Computer - Monitor (indepe	endent) 120-200	Meat Slicer	500-1000
Computer - Desktop (monit	or & CPU) 200-900	Microwave Oven	500-2000
Computer - Laptop	100-300	Mixer	500-1000
Computer Printer - Dot Mat	rix 100-500	Photocopier dependent upon size - may	require 208 volt
Computer Printer - Laser	400-1000	Pizza Oven (small) 30amp/120 volt Spe	cial Connection
Crock Pot	200-1000	Popcorn Maker	2000
DVD Player	50-100	Projector (dependent upon size)	1000
Electric Frying Pan	1200-2000	Refrigerator - Small	400
Fax Machine	1000	Refrigerator - Full Size	750
Flat Screen TV - 32" to 50"	1000	Sewing Machine	1000
Food Processor	500-2000	Steamer	2000
Glue Gun	300	Stereo (amplifier)	100-500
Griddle	1500-2000	Television	100-500
Hair Dryer	1000-2000	Toaster	1000
Heat Lamps (per lamp)	250	Toaser Oven	1500
Heater (portable)	1500-2000	Vacuum Cleaner	1500
Hot Plate Single	1000	VCR	100
Hot Plate Double	1500-2000	Water Cooler - Cold Water	1000
Hot Water Heater	30amp/208 volt/Single Phase	Water Cooler - Hot/Cold Water	2000

# FREEMAN

940 Belfast Road Ottawa, Ontario, K1G 4A2 (613) 748-7180 • Fax: (613) 748-5977

NAME OF SHOW:

DISCOUNT PRICE DEADLINE DATE APRIL 16, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

CONTACT NAME:	
CONTACT NAME:	PHONE #:_
E-MAIL ADDRESS:	
For Assistance, please call 613-748-7180 to speak with one of our expe	erts.
For fast, easy ord	dering, go to www.freeman
ELECTRICAL OUTLETS (Double Price for 24 Hour Service)	
Power includes delivery of the service to one location at the rear of the boot and inline booths. Please see the Electrical Labour order form for rates and	
require outlets in other locations, have lights or electrical items to hang or e	
power of 208v or higher, or have other electrical requirements.	
110/120 VOLT (Power to be placed at back-centre of exhibit space)	
Quantity (For Show (For 24 hrs/day Hours Only) Double Price)	ndard
Show 24 Hr. Price P	rice TOTAL
1500 Watts duplex outlet (40-7-15/16) \$151.75 \$2	212.45 = \$
15 A dedicated quad outlet (40-7-17) \$166.25 \$2	232.75 = \$
20 A dedicated quad outlet (40-7-20/21) \$212.25 \$2	297.15 = \$
208 VOLT SINGLE PHASE (Labour Required for Connection)	
	611.10 = \$
	316.90 = \$
	10.20 = \$
100 Amps (40-9-100/101) \$1121.75 \$15	570.45 = \$
Please specify the NEMA code on your plug:	
208 VOLT THREE PHASE (Labour Required for Connection)	
· · · · · · · · · · · · · · · · · · ·	649.25 = \$
	362.05 = \$
	214.15 = \$
	759.45 = \$
Transformer to Boost 208V to Approx. 230V - \$3.75 per Amp (20 Amp Min.)	
Qty of Amps X Price \$ = \$	
Please specify the NEMA code on your plug:	
ricase specify the NEWIN Code on your plug.	
LIGHTING (Price Includes Power & Labour for Installation)*	
Arm Light *hardwall exhibits only* (40-19-101) \$37.00	\$51.80 = \$
Double Light Stand (LED) (40-19-132) \$92.00	\$128.80 = \$
	\$178.85 = \$
Power Strip (40-30-5) \$25.00	\$35.00 = \$
· · · · · · · · · · · · · · · · · · ·	\$35.00 = \$
* For double light stands, price includes installation along the side rails of an inlin Placement elsewhere will require additional labour and materials. Please contractions of the standard charges.	
IMPORTANT NOTICE FOR RV'S:	

# ADDITIONAL INFORMATION

man.com

#### FOR ADVANCE PAYMENT PRICE

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to: **DEADLINE DATE OF:** 

APRIL 16, 2018

# 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 labour 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.

#### 24 HOUR SERVICES

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. 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.

#### SEPARATE OUTLETS

Separate outlets should be ordered for each piece of equipment and/or each power location.

## CANCELLATION

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

#### **OVERHEAD POWER**

If you require your power from overhead, additional materials and labour may be incurred. Please contact freemanottawaES@freemanco.com.

• For exhibitors at the show for the one week period (5 days) the 30 Amp, 120 Volt service will be \$ 202.00. Minimum ½ hour labour on install and ½ hr. labour on dismantle is applicable to all RV orders.

INTERNATIONAL CRYPTOGRAPHIC MODULE CONFERENCE

- For 60 Amps/208V three phase service, the cost is \$688.00
- If you require your RV to be disconnected the day after the last move-out and staff is **NOT** on site, additional labour charges are applicable. Prior arrangements are required for this service. If the provided power trips and requires a reset, an additional service charge of \$325.00 is applicable.
- Exhibitors are not to tamper with the power equipment under any circumstances. Only an authorized Freeman employee may access the power service.
- To order an electrical hook up for RVs, please contact Exhibitor Services at: FreemanOttawaES@freemanco.com or 613-748-7180 ext. 234

+		=	
Subtotal	13% HST	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.

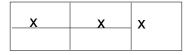
#### For Lighting

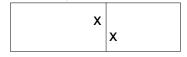
Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

#### 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.)





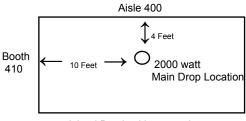
IN-LINE BOOTHS / PENINSULA

BACK TO BACK PENINSULA

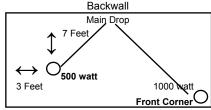
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labour Order Form with your power order, along with a floor plan as described below.

#### 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 Labour Required

#### OTHER:

- 1. Labour is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labour form for complete details. Please complete the labour order form.
- 2. Dismantle labour will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
- 3. 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 by Freeman.
- 4. 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.
- 5. 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.
- 6. 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.
- 7. Exhibitors' equipment will be modified to conform to Freeman receptacles. Labour and materials to install or change a cord cap will be billed on a time and material basis.
- 8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
- 9. Power sharing is not permitted between exhibitors.

July 2015 Page 2 of 2



Ottawa, Ontario, K1G 4A2 (613) 748-7180 • Fax: (613) 748-5977 INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

IAME OF SHOW:	NTERNATIONA	AL CRYPTOGRAI	PHIC MODULE (	CONFERENCE	
OMPANY NAME:			ВОО	TH #:	
ONTACT NAME:			PHO	NE #:	
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or Assistance, plea		to speak with one of our	•		
LABOUR RATES 8	& SCHEDULE:	For fast, easy ordering, go	o to www.freeman.com		
Straight Time -		m Monday through Fr	iday		
Overtime -	6:00 am - 8:00ar	m and 4:00pm - 12:00	midnight Monday thi	rough Friday	
	6:00 am - 12:00	midnight Saturday and	d Sunday		
Double Time -	12:00 midnight to	o 6:00 am and recogn	ized Holidays		
Description				Advance Price/Hr	Show Site Price/Hr
Electrician - OT Electrician - DT				\$ 132.25 \$ 176.50	\$ 123.50 \$ 185.25 \$ 247.00
Show site price		at 50% of the total in orders placed at show working day.		to the next half ho	our.
	performed by other L	Jnions or I & D houses	as it falls under electi		
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#### **ELECTRICAL INSTRUCTIONS**

- 1 Labour rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 2 A minimum charge of one hour is applicable to all labour requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
- 3 Labour must be picked up at the Freeman service desk. Charges for labour commence at time of dispatch to service the labour 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.
- 4 Labour 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.
- 5 Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

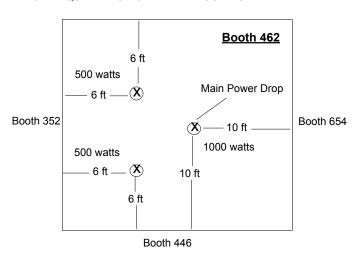
#### **CANCELLATION POLICY**

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

#### EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

- 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 wattage, amperage and voltage.
- 3. Booth orientation please provide surrounding aisle and/or booth numbers.



JULY 2015 Page 2 of 2



### INTERNET & TELEPHONE ORDER FORM

COMPANY:		SHOW NAME:	INTERNATIONAL CRYPTOGRAPHIC MODULE CONFERENCE - MAY 9-10, 2018
STREET:		LOCATION:	SHAW CENTRE
CITY:		BOOTH #:	
PROV / STATE:	POSTAL CODE:	INSTALLATION DATE:	TIME:
E-MAIL:		EXHIBIT START DATE:	TIME:
PHONE:	FAX:	EXHIBIT END DATE:	TIME:
ORDERED BY:		CONTACT ON-SITE:	<del></del>
PO #:	PST #:	STAYING AT:	PHONE:
	only be used on one device. Once the code h		•

NOTE: Internet codes can only be used on one device. Once the code has been entered, the code is non-transferable to any other device. Additional charges will apply should you require a new code. DHCP Servers, VPN Servers, Wireless Routers, Access Points or Ad-Hoc devices all require exclusive permission.

DISCOUNT DATE: APRIL 16, 2018. ALL ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO A 20% SERVICE CHARGE. DELIVERY SCHEDULE: ALL ORDERS WILL BE DELIVERED BETWEEN THE HOURS OF: 08:00am - 10:00am ON MAY 9, 2018.

QUANTITY		SERVICE AVAILABLE	EVENT RATE	TOTAL
EVENT WIRELES	S INTERNET DHCP			
	Wireless Premium - up to 5Mbps		\$300.00	
	Wireless Ultra - up to 10Mbps		\$550.00	
	Add for each additional device for any of the above :		\$100.00	
EVENT WIRED IN	TERNET - PLEASE NOTE THAT FIREWALLS, ROUT	TERS, SWITCHES AND HUBS ARE NOT PERMITTED.		
	Wired Premium - up to 5Mbps		\$450.00	
	Wired Ultra - up to 10Mbps		\$850.00	
	Add for each additional device for any of the above		\$150.00	
EVENT DEDICATE	ED INTERNET - PRE-ARRANGED NETWORK SUPPO	ORT SERVICES		
	Dedicated 5Mbps		\$950.00	
	Dedicated 10Mbps		\$1,850.00	
	Dedicated 20Mbps		\$3,500.00	
	VLAN Dedicated - Custom		\$1,000.00	
	VLAN Port		\$150.00	
	Router Activation Static IP		\$150.00	
TELEPHONES - AN	IALOG LINES - FIBRE BROADCAST			
	Telephone (VOIP) Includes local & North American	calling	\$275.00	
	Wireless Lite (For POS Termimal) -1Mbps	•	\$150.00	
	Analog phone line		\$250.00	
	Analog phone		\$50.00	
	Fibre Broadcast HD/SDI - Room to Demark	Please email Bell for external connection broadcast@bell.ca	\$1,500.00	
UNDER CARPET	INSTALLATIONS			
	Under carpet cable installation (Please submit booth	n schematics with order to ensure proper placement of cabling)	\$150.00	
PAYMENT MUST ACCOMP	ANY YOUR ORDER (CLICK 'PAYMENT' BOX ; USE ARROW TO SELECT	METHOD)	SERVICE TOTAL:	\$0.00
CREDIT CARD #:		PAYMENT	DELIVERY & PICKUP:	\$0.00
EXPIRY:				
			LABOUR - ADDITIONAL:	\$0.00
AUTHORIZED SIGNAT	URE:		SUB-TOTAL:	\$0.00
NAME ON CREDIT CAI	RD:	IF HST EXEMPT		
DATE:		ENTER # BELOW	HST: 13%	\$0.00
			HST EXEMPTION:	\$0.00
ADMINISTRATION FEES OF	F 2.5% WILL APPLY FOR ALL CREDIT CARD TRANSACTIONS OVER \$5,	000.00	TOTAL:	\$0.00

For further information, please contact: YANNA CRAWFORD	613-688-9063 PH
e-mail address: yanna.crawford@freeman.com	613-688-9068 FAX

#### INSTRUCTIONS FOR USE

It couldn't be simpler! Just complete the form, save to your desktop, & forward to the e-mail address above.

#### **TERMS & CONDITIONS**

1 Please forward payment in full with your order

#### INSTRUCTIONS FOR SUBMITTING YOUR CREDIT CARD NUMBER

- \*For your security, please complete all of the information relating to your credit card except for the Credit Card Number \*E-mail the completed form and provide the Credit Card Number in two separate transmissions so that the one E-mail does not contain the Full Credit Card Number.
- \*Another option to to contact us to give the Credit Card Number by phone, or use facsimile transmission if such a medium is available to you.
- Due to the dynamic nature of the internet, Freeman Audio Visual Canada cannot guarantee any level of performance or accessibility beyond our gateway. Freeman Audio Visual Canada does however, monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet for all users.
- Due to the nature of wireless technology and it's limitations (interference, number of users per access point, etc.),
  Freeman Audio Visual Canada strongly suggests the use of wired internet for mission critical applications (registration, office, product demo, etc.) and corporate applications (exhibitor's web site, videos, etc.). The wireless internet is most recommened when mobility is required and for regular internet usage. Furthermore, due to the high volume of wireless traffic on the 2.4GHz (G) network for this event, Freeman Audio Visual Canada is not responsible for connectivity issues pertaining to devices connection via this network. Devices on the 5.0Ghz (a) network should be able to connect without any issues, due to the higher capacity available on the 5.0Ghz (a) network.
- Any equipment that is found to be causing disruptions to any part of the Freeman infrastructure will be removed and not reinstated until the problem has been rectified to the satsifaction of Freeman. Freeman does not provide technical support for computer hardware, software related issues. Unless given explicit permission, Freeman does not allow the use of any Wi-Fi broadcasting device such as: Wired or Wireless Routers, DHCP Servers, VPN Servers, Adhoc devices or Access Points. Installation and broadcasting of such devices will result in the immediate termination of services ordered without refund.