

F R E E M A N

61 Browns Line
Toronto, Ontario, Canada M8W 3S2
Ph: 416-252-2420 | Fax: 416-252-2365
Email: FreemanTorontoES@freemanco.com

METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER

Lifestyle Fall Home Shows 2017

BOOTH EQUIPMENT

Electrical is **not** provided with your booth. Should you require electrical or lighting services, please refer to the order forms contained in this service manual.

OAKVILLE LIFESTYLE FALL HOME SHOW - September 8-10, 2017 (458567)

Glen Abbey Recreation Centre

Move-in: Thursday, September 7, 2017 - 11:00 AM - 8:00 PM

Show: Friday, September 8, 2017 - 3:00 PM - 8:00 PM

Saturday, September 9, 2017 - 11:00 AM - 5:00 PM

Sunday, September 10, 2017 - 11:00 AM - 5:00 PM

Move-out: Sunday September 10, 2017 - 5:00 PM - 8:00 PM

To receive the advance discount rates listed on the order forms, we must receive your order with payment by **August 31, 2017**

OAKVILLE HEALTHY LIVING SHOW - September 8-10, 2017 (458567)

Glen Abbey Recreation Centre

Move-in: Thursday, September 7, 2017 - 11:00 AM - 8:00 PM

Show: Friday, September 8, 2017 - 3:00 PM - 8:00 PM

Saturday, September 9, 2017 - 11:00 AM - 5:00 PM

Sunday, September 10, 2017 - 11:00 AM - 5:00 PM

Move-out: Sunday September 10, 2017 - 5:00 PM - 8:00 PM

To receive the advance discount rates listed on the order forms, we must receive your order with payment by **August 31, 2017**

BURLINGTON LIFESTYLE FALL HOME SHOW - September 15-17, 2017 (458568)

Mainway Arenas

Move-in: Thursday, September 14, 2017 - 10:00 AM - 8:00 PM

Show: Friday, September 15, 2017 - 3:00 PM - 8:00 PM

Saturday, September 16, 2017 - 11:00 AM - 5:00 PM

Sunday, September 17, 2017 - 11:00 AM - 5:00 PM

Move-out: Sunday September 17, 2017 - 5:00 PM - 8:00 PM

To receive the advance discount rates listed on the order forms, we must receive your order with payment by **September 7, 2017**

Participating in multiple shows? Call us to take your order and payment for multiple shows with one phone call at 416-252-2420

FREEMAN electrical quick facts

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 Toronto, Ontario, Canada M8W 3S2
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**DISCOUNT PRICE
 DEADLINE DATE
 SEPTEMBER 7, 2017**

**METHOD OF PAYMENT MUST
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FREEMAN electrical

NAME OF SHOW: **BURLINGTON LIFESTYLE FALL HOME SHOW MAINWAY ARENAS - SEPTEMBER 15-17, 2017**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please contact us 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 (Power to be placed at back-centre of exhibit space)

	Quantity (For Show Hours Only)	Quantity (For 24 hrs/day Double Price)	Discount	Standard	
	Show	24 Hr.	Price	Price	TOTAL
750 Watts duplex outlet (4077)	_____	_____	\$ 84.00	\$117.60 =	\$ _____
1500 Watts duplex outlet (40715)	_____	_____	\$ 98.50	\$137.90 =	\$ _____
15 Amps dedicated quad circuit (40717)	_____	_____	\$151.00	\$211.40 =	\$ _____
20 Amps dedicated quad circuit (40720)	_____	_____	\$189.00	\$264.60 =	\$ _____

208 VOLT SINGLE PHASE

20 Amps (40920)	_____	_____	\$395.00	\$553.00 =	\$ _____
30 Amps (40930)	_____	_____	\$528.00	\$739.20 =	\$ _____
60 Amps (40960)	_____	_____	\$715.00	\$1001.00 =	\$ _____
100 Amps (409100)	_____	_____	\$1009.00	\$1,412.60 =	\$ _____

208 VOLT THREE PHASE

20 Amps (401020)	_____	_____	\$416.00	\$582.40 =	\$ _____
30 Amps (401030)	_____	_____	\$554.00	\$775.60 =	\$ _____
60 Amps (401060)	_____	_____	\$808.00	\$1,131.20 =	\$ _____
100 Amps (4010100)	_____	_____	\$1173.00	\$1,642.20 =	\$ _____

LIGHTING (Price includes power supply to unit)

Arm Light (4019101)*hardwall exhibits only*	_____	_____	\$52.00	\$72.80 =	\$ _____
Quartz Light Stand (4019103)	_____	_____	\$93.00	\$130.20 =	\$ _____
4' Track Light (40194)*hardwall exhibits only*	_____	_____	\$129.00	\$180.60 =	\$ _____
Extension Cord (403015)	_____	_____	\$31.00	\$31.00 =	\$ _____
Multi-outlet Power Strip (40305)	_____	_____	\$31.00	\$31.00 =	\$ _____

SPECIAL REQUIREMENTS

Please contact us at 416-252-2420 or FreemanTorontoES@freemanco.com if you require additional information and/or electrical services not listed on this form.

ADDITIONAL INFORMATION

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:

SEPTEMBER 7, 2017

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:

FreemanTorontoES@freemanco.com

TOTAL COST

Subtotal	\$ _____
13% HST Tax <small>HST# R101889426</small>	\$ _____
GRAND TOTAL	\$ _____

**METHOD OF PAYMENT MUST
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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.

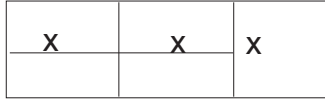
For Lighting

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

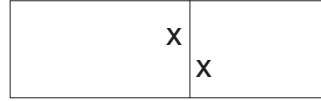
LOCATION OF POWER IN YOUR BOOTH

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

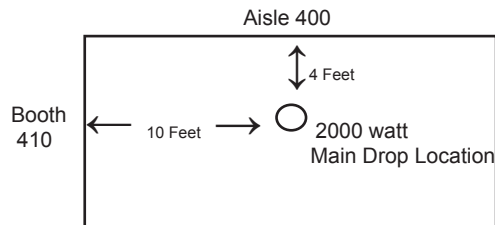


BACK TO BACK PENINSULA

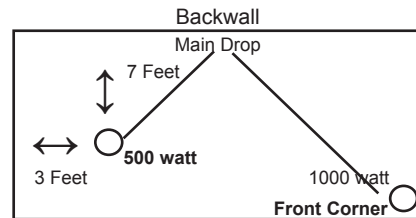
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labour Order Form with your power order, along with a floor plan as described below.

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.

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DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 7, 2017
INCLUDE THIS FORM
WITH YOUR ORDER
please use black ink

Freeman method of payment

NAME OF SHOW: **BURLINGTON LIFESTYLE FALL HOME SHOW MAINWAY ARENAS - SEPTEMBER 15-17, 2017**

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____ BOOTH SIZE X _____

CITY/PROV/STATE/PC/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.

We do not accept credit card information via email

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# #458568 on your remittance. HST # R101889426

BANK TRANSFER

Please note that customers are responsible for any bank processing fees of \$15.00 CDN.

Beneficiary Name: Freeman Expositions, Ltd.
61 Browns Line, Toronto, Ontario, Canada M8W 3S2

Bank Transfer to Royal Bank of Canada
Bank # 003 - 200 Bay Street, Toronto, Ontario, Canada M5J 2J5
Transit or Bank ID: 00002 - Freeman Account # 000021048693

Foreign Exhibitors wiring funds from Overseas should use:
Swift Code: ROYCCAT2

If sending USD use:

Intermediary Bank: JP Morgan Chase Manhattan, New York, NY
Swift Code: CHASUS33 - ABA: 021000021

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.

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

Account No.: _____ Exp. Date: _____

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City/State/Prov./Zip/PC: _____

ENTER TOTALS HERE

ELECTRICAL SERVICES	LIGHTING	OTHER	GRAND TOTAL

MULTIPLE SHOWS - Select shows where to use same credit card:

Oakville Lifestyle Fall Home Show & Oakville Healthy Living Show (Order and Payment must be received by August 31, 2017) - 458567

Burlington Lifestyle Fall Home Show (Order and Payment must be received by September 7 2017) - 458568

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BURLINGTON LIFESTYLE FALL HOME SHOW MAINWAY ARENAS - SEPTEMBER 15-17, 2017

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.

We do not accept credit card information via email

EXHIBITOR NAME: (PLEASE PRINT) _____

EXHIBITOR SIGNATURE: _____

DATE: _____

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: _____

BOOTH #: _____

EXHIBITING COMPANY ADDRESS: _____

CITY/PROV/STATE/PC/ZIP: _____

PHONE: _____

EXT. _____

FAX: _____

CONTACT'S E-MAIL: _____

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

UTILITIES

ELECTRICAL LABOUR

LIGHTING

ALL FREEMAN SERVICES

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME: _____

CONTACT NAME: _____

THIRD PARTY ADDRESS: _____

CITY/PROV/STATE/PC/ZIP: _____

PHONE: _____

EXT. _____

FAX: _____

CONTACT'S E-MAIL: _____

THIRD PARTY CREDIT CARD AUTHORIZATION

AMERICAN EXPRESS

MASTERCARD

VISA

Account No.: _____

Exp. Date: _____

Cardholder Name (Print): _____

Signature: _____

Cardholder Billing Address: _____

City/State/Prov./Zip/PC: _____

MULTIPLE SHOWS - Select shows where to use same credit card:

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FREEMAN third party authorization