

F R E E M A N

Attn: Exhibit Hall
 c/o Hyatt Regency Chicago
 151 East Wacker Drive, Chicago, IL 60601
 Phone:312-938-0320 Fax:312-938-0323

DEADLINE DATE
DECEMBER 20, 2006
 JOB #14-174514

IHE CONNECTATHON & EDUCATIONAL CONFERENCE

January 15-19, 2007 • Hyatt Regency Chicago

NAME OF SHOW: _____

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME: _____ PHONE #: _____

EMAIL ADDRESS: _____

By signing and delivering this form to Freeman, customer agrees to all terms and conditions printed on the front and back of this form.

ELECTRICAL SERVICE OUTLETS

Quantity	Services	Volts	Phase	Cycles	Current Watts	Discount Price	Standard Price	Total
	STANDARD SERVICES (quad box)	120	Single	60	1500	\$226.25	\$274.75	
<ul style="list-style-type: none"> • Includes labor to install and dismantle. • Exhibitors are encouraged to place orders in advance to ensure the discount price. • All on-site orders will be charged at the standard rate. 								
Special Order _____								

Quantity	Services	Watts	Discount Price	Standard Price	TOTAL			
	EXTENSION CORD		\$ 18.20	\$ 30.35				
	8' Light Tree with Two (2) FLOODS (includes power)	150	\$133.40	\$169.80				
	Power Strip - #40-30-5		\$ 25.00	\$ 32.50				
							Sub Total	
							6% Rental Tax	
							TOTAL	

THERE WILL BE A ONE TIME LABOR CHARGE TO INSTALL/DISMANTLE ALL AUDIO VISUAL EQUIPMENT
 Freeman requires 100% of amount owed, including applicable tax, to be paid either in advance or at showsite. Payments must be made in U.S funds. Invoices can be paid by company check, Visa, MasterCard, American Express, Diners Club, or Discover. Payment for all labor and services ordered by the exhibitor, his display house, or third parties is the responsibility of the exhibitor. Your showsite representative should be made aware of this policy and have means of payment. Otherwise, service will be denied. Mail the advance payments with order forms to the address above. Payments should be made payable to Freeman. Show name and booth number should be noted on all advance payments so they will be properly credited. Please indicate method of payment. This section must be completed before your orders can be processed. A credit card authorization is required as a deposit against additional rentals and/or labor. Payment of any balances may also be made by company check, but a credit card authorization must be on file. Any balances outstanding at move-out will be charged to your credit card. Prices subject to change without notice.

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 showsite 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:

AM EXP DISCOVER MASTERCARD VISA DINERS CLUB CARTE BLANCHE

Account No.: _____ Exp. Date: _____

Personal Credit Card Company Credit Card

Cardholder Name: (Please Print) _____

Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

E-MAIL ADDRESS FOR INVOICE NOTIFICATION: _____

ELECTRICAL SERVICES Conditions and Regulations

1. **Deadline Date:** Your order must be received not later than 14 days before opening day to insure installation in time for the opening of the show. A 35% penalty on basic charges will apply on all orders received after the deadline date. Saturdays, Sundays, and Holidays are not included in this 14 day period.
2. Wall, column, and permanent utility outlets are not to be used by the exhibitor and are not part of the booth space.
3. All lighting displays, electrical appliances, motors, and other types of electrical equipment, must be wired to meet the City of Chicago Electrical Code.
4. All motors must be equipped with a safety switch as a point of disconnect and overload protection.
5. All equipment and material must use 3-wire grounded type cord. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Use of open clip sockets, latex or lamp cord wire duplex or triplex attachment plugs in exhibits are prohibited.
7. Claims will not be considered unless filed in writing by the exhibitor by the close of the exhibition.
8. Under no circumstances shall anyone other than the show electrician make electrical connections.
9. Rates are based on prevailing union contracts and are subject to change without notice.
10. Installing of ball lights, hanging of electrical headers, or any other type of electrical fixtures, special wiring etc. must be done by show electrician on a time and material basis.
11. Electrical power for show lights and displays will be turned on one hour prior to show opening time, and turned off at show closing time daily. If power is required before or after, special arrangements must be made at least 24 hours in advance. Minimum labor charges is 1 hour.
12. The chief Electrician has the power to refuse connection where wiring constitutes a fire hazard.
13. All material and equipment furnished by the contractor on this service order shall remain its property and shall be removed by the contractor after the close of the show. All equipment on a rental basis only.
14. Rates quoted for all connections cover the bringing of service (unless otherwise noted) to the booth in the most convenient manner and do not include connecting equipment or special wiring.
15. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, and/or wattage.
16. Exhibitors must check in at the electrical service desk before assembling their exhibits requiring electrical power or labor.

Electrical Labor

All work Done after 4:00 p.m. Monday thru Friday, and all day Saturday, Sunday, and holidays is at Double Time Rates. Labor will be charged in one half hour increments.

Full payment of rental charges must accompany your order to qualify for discount rates. All others received at service desk will be charged at standard prices. Service charge of 1-1/2% per month on unpaid balance will be made starting 30 days after date of invoice. American Express, VISA, and MasterCard welcome. All prices applicable to 6% transaction tax.

50% Charge for cancellations.

Electrical Regulations for Temporary Wiring of Booths and Exhibits

In addition to the provisions of Section 88-750 of the Chicago Electrical Code the following regulations shall be enforced by the electrical inspectors or the Electrical Inspection Section on all booths or temporary exhibits in all locations in the City of Chicago where such exhibits, shows, or meetings are held.

1. No exhibitor shall make any electrical installation, nor shall he make any electrical connection of any appliance or equipment to the building electrical system.
2. All electrical connections to the building electrical system or extension thereto shall be made by the building electrician.
3. If outside electrical contractor is to be used, (a) Licensed by the City, and (b) before any work is started, an electrical permit must be secured from the Electrical Inspection Section.
4. Extensions to the building electrical system shall be made by three wire flexible cord, Type SO, or equal, in lengths so arranged that there will be more than one coil, 2 feet in diameter, of excess cord.
5. No cord shall be run across any space where subject to traffic unless the cord is encased in a substantial enclosure, specially approved for the purpose.
6. Termination of extensions to the building electrical system shall be assemblies specifically approved for the purpose by the Electrical Inspection Section.
7. All electrical equipment or appliances connected to the building electrical system or extensions thereto in booths or displays shall be (a) listed and labeled by a nationally recognized standard testing laboratory, or (b) specifically approved by the Electrical Inspection Section.
8. No electrical equipment shall be attached to or supported from booth dividers.
9. Permanently installed wiring on all booths or displays shall be encased in an approved metal raceway, where flexibility is necessary, such as between booth sections and at connection points to the building electrical system or supply points. Type SO cord or equal in lengths not to exceed six feet, equipped approved attachment plugs may be utilized.
10. All splices and terminations shall be made in an approved metal enclosure.
11. There shall be no exposed live metal parts.
12. All flexible cords shall be three wire, Type SO or equal, unless such cord is a component part of an assembly which specifically approved. No two wire extension cords are allowed.
13. All exposed, non-current carrying metal parts of the electrical installation shall be effectively grounded.
14. No electrical equipment or appliances which under normal operating conditions attain a surface temperature in excess of 90 degrees C or 194 degrees F shall be mounted on or supported from any combustible material, unless separated therefrom by a substantial non-combustible material.
15. Lighting fixtures or other appliances or equipment equipped with other than Type SO cord or its equal will be accepted provided the complete assembly including the cord is listed and labeled by a nationally recognized standard testing laboratory.
16. No clamp-on fixtures of any type will be allowed.
17. The exhibitor is responsible for all electrical equipment and is totally responsible for any liability involving same.
18. All exhibits using electrical equipment and wiring are subject to final inspection by the Electrical Inspection Section.

Freeman offers rental of extension cords and plug molds which provide safety approved multiple plug-in capacity.