



IMBioC
JUNE 15, 2018
PENNSYLVANIA CONVENTION CENTER
PHILADELPHIA, PENNSYLVANIA

SERVICE INFORMATION

BOOTH EQUIPMENT

Each Table Top will be set with (1) 6' Black draped table and (2) chairs.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by May 17, 2018.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to www.freeman.com/FAQPreshow

Friday	June 15, 2018	7:30 AM - 9:00 AM
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EXHIBIT HOURS

Friday	June 15, 2018	9:00 AM - 5:00 PM
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EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to www.freeman.com/FAQPostshow

Friday	June 15, 2018	5:00 PM - 6:00 PM
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FREEMAN

909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 Fax: (469) 621-5618

**DISCOUNT PRICE
DEADLINE DATE
MAY 17, 2018**

**INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK**

NAME OF SHOW: **IMBioC - June 15, 2018**

COMPANY NAME: _____ TT #: _____ ROOM: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

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 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.

COMPANY CHECK
Please make check payable to: Freeman
Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)
Please reference (452511) on your remittance.

CREDIT/DEBIT CARD
For your convenience, we will use this authorization to charge your credit/debit 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 **MASTER CARD** **VISA** **We do not accept credit card information via email.**

BANK TRANSFER
Bank transfer to Bank of America, N.A.; Dallas, TX
Wire Transfer
ABA#: 026009593 ACCT# 1252039192 Freeman
International Wire Transfer
Swift Code: BOFAUS3N ACCT# 1252039192 Freeman
ACH Direct Deposit
ABA#: 111000012 ACCT# 1252039192 Freeman
Bank Address for Wire and ACH is 901 Main St, Dallas, TX 75202
Please reference Name of Show & Booth Number so we can properly credit your account.
Note: Customers are responsible for any bank processing fees.

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	RENTAL EXHIBITS & ACCESSORIES	SIGNS	EXHIBIT TRANSPORTATION	INSTALLATION LABOR	DISMANTLE LABOR	GRAND TOTAL

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freeman.com.
- Orders received after the deadline or without payment will be charged the Standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.

FREEMAN method of payment

PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Inc., Exhibit Surveys, Inc., Freeman Exhibit, Freeman Transportation, FreemanXP, Inc., Stage Rigging, Inc., The Freeman Company, Freeman Electrical, Inc., Freeman Digital Ventures, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and 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 EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

If FREEMAN provides electrical services, claims will not be considered, or adjustments made unless filed in writing, by EXHIBITOR, prior to the close of the event. 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. Please note that electrical services are NOT automatically included in Audio Visual rentals and must be ordered separately from the designated electrical provider.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. If any labor secured through Freeman is conducting overhead work, the Exhibitor is responsible for ensuring that everyone in the area of overhead work is wearing a hard hat. If the Exhibitor does not have its own hard hats, Freeman can assist with obtaining them. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

NAME OF SHOW: **IMBioC - June 15, 2018**

COMPANY NAME: _____ TT #: _____ ROOM : _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Accessories						
_____	220121	Chrome Stanchion w/8' Retractable Belt.....	109.45	120.40	153.25	_____
_____	220118	Chrome Sign Holder.....	118.95	130.85	166.55	_____
_____	750135	Round Literature Rack.....	313.85	345.25	439.40	_____
_____	750136	Flat Literature Rack.....	269.35	296.30	377.10	_____
_____	220109	Chrome Coat Tree.....	72.45	79.70	101.45	_____
_____	220134	Aluminum Easel.....	49.65	54.60	69.50	_____
_____	220110	Chrome Bag Rack.....	166.35	183.00	232.90	_____
_____	10201484	Floor Standing Bulletin Board.....	N/A	N/A	N/A	_____
_____	220106	Corrugated Wastebasket.....	33.85	37.25	47.40	_____
_____	220107	Wastebasket.....	N/A	N/A	N/A	_____

Special Drape

Special Drape					
<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Brown	<input type="checkbox"/> Green	<input type="checkbox"/> Flax	
<input type="checkbox"/> Gold	<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> White	

_____	12103	Special Drape 3'H (per ft.).....	23.95	26.35	33.55	_____
_____	12108	Special Drape 8'H (per ft.).....	30.50	33.55	42.70	_____

TOTAL COST		
_____	+	_____ = _____
Sub-Total		8% Tax Total Cost

FREEMAN furnishings

Take advantage of the Online price
by ordering at www.freeman.com
before MAY 17, 2018

Taxes: Due to varying taxes across counties and cities for various categories, applicable taxes will be applied to your order accordingly based on the jurisdictions of the show city.



INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IMBioC - June 15, 2018**

COMPANY NAME: _____ TT #: _____ ROOM: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 201-299-7575 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Stagehand Labor		
Straight Time- 8:00 AM to 4:30 PM Monday through Friday.....	\$ 140.00	196.00
Overtime- 4:30 PM to 8:00 AM Monday through Friday; All Day Saturday	\$ 234.83	328.76
Double Time- Sunday and recognized holidays	\$ 313.11	438.35

• Show Site prices will apply to all labor orders placed at show site.

- Price is per person/per hour.
 - Start time guaranteed only at start of working day.
 - One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
 - Supervisor must check in at Service Desk to pickup labor.
 - Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
 - When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
 - Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared.
- Please include setup plan/photo, special instructions & inbound shipping information with this order.**
- The first 8 hours after show closes Monday through Friday are billed at straight time rates.

INSTALLATION LABOR

Freeman Supervised Labor - Please complete the reverse side of this form.

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labor (Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
Freeman Supervision (30%/\$45.00)						= \$ _____
8% Tax						= \$ _____
Total Installation						= \$ _____

DISMANTLE LABOR

Freeman Supervised Labor - Please complete the reverse side of this form.

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labor (Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
Freeman Supervision (30%/\$45.00)						= \$ _____
8% Tax						= \$ _____
Total Dismantle						= \$ _____

FREEMAN installation & dismantle labor

NAME OF SHOW: **IMBioC - June 15, 2018**

COMPANY NAME: _____ TT #: _____ ROOM: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 201-299-7575 to speak with one of our experts.

FREEMAN SUPERVISED LABOR

IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _____ Show Site _____ Date Shipped _____

Total No. of: _____ Crates _____ Cartons _____ Fiber Cases _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____

Electrical Placement: _____ Drawing Attached _____ Drawing With Exhibit _____

Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

Select a Carrier:

Freeman Exhibit Transportation:

Other Carrier:

No need to schedule your outbound shipment.

Carrier Name: _____

Charges will appear on your Freeman invoice.

Carrier Phone: _____

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select Level of Service:

1 Day: Delivery next business day

Standard Ground

2 Day: Delivery by 5:00 PM second business day

Specialized: Pad wrapped, uncrated or truckload

Deferred: Delivery within 3-5 business days

Freight Charges:

Same as ship to

Bill To: _____

Select Shipment Options (if applicable)

Have loading dock

Lift gate required

Inside delivery

Air ride required

Pad wrap required

Residential

Do not stack

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

Re-route via Freeman's choice

Deliver back to the warehouse at exhibitor's expense

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by the exhibitor.

(452511)

FREEMAN installation & dismantle labor

ELECTRIC SERVICE CHECKLIST

ELECTRICAL SERVICE IS NOT INCLUDED WITH THE RENTAL OF YOUR BOOTH SPACE. VIOLATORS WILL HAVE THEIR EQUIPMENT DISCONNECTED, AND NOTICE WILL BE SENT TO THE SHOW MANAGER.

- Exhibitors are NOT PERMITTED to run cords under carpet.
- Exhibitors are permitted to run cords over the carpet (in booths smaller than 600 square feet) at the Back of Booth (curtain line) or along the drape line.
- All exhibitor extension cords must be grounded 3-wire 12-gauge UL listed approved cords.
- Absolutely NO household un-grounded cords are permitted.
- Exhibits found to be non-compliant will receive notification and are subject to power interruption until corrected. If not corrected, notification will be sent to the Show Manager.
- Each electrical drop within a booth is a minimum of 500 watts. This is for the protection of the equipment getting plugged in, the safety of the people in the booth (both exhibitors and attendees) and to prevent over-current interruption during the show.
- Electrical service will be turned off one hour after the close of show and restored one hour prior to opening of show each day. 24HR service is available upon request for perishables, refrigeration, electronics, pumps, etc. at an additional cost.
- All equipment provided by the exhibitor shall be UL listed and approved. Equipment must be in compliance with the National Electrical Code, Philadelphia Building Codes, Fire Marshall and PCCA/SMG safety standards.
- All electrical equipment and installations are subject to inspection. Any equipment found presenting a hazard will be subject to removal.
- Electrical Distribution panels in the back of booths MUST remain accessible at all times. Exhibitors are PROHIBITED from accessing panels and PCCA electrical connections.
- All hard wiring and/or splicing of lights and electrical equipment requires an Electrical Labor Order and installation by PCCA/SMG electrician.
- Labor calls for PCCA/SMG electricians must be selected as “Under Supervision” OR “Without Supervision” and noted as such on the Electrical Labor Order form.
- If labor will be provided “Under Supervision” a date and time MUST be provided. “Will Calls” are not acceptable.
- It is recommended that you supply the Utilities Department with a rendering and scaled floor plan noting power drop locations in your booth and/or meeting room.
- All on-site orders for electric service and electric labor will be billed at Standard/Show Site Rates and could lead to delays in your booth build.

IF PAYING BY CHECK RETURN THIS FORM TO:
PCCA/SMG ORDER PROCESSING
 1101 ARCH STREET
 PHILADELPHIA, PA 19107
 EMAIL COMPLETED FORM TO:
utilities@paconvention.com



AN **SMG** MANAGED FACILITY

**IEEE MTT-s International
 Microwave Symposium
 ADVANCED RATE DEADLINE:
 MAY 17, 2018**

215-418-2190

ELECTRIC SERVICE & ELECTRIC LABOR INSTALLATION ORDER FORM
 (PLEASE READ PCC/SMG TERMS & CONDITIONS ATTACHED)

Exhibiting Firm: _____ Booth #: _____
 Bill To Address: _____ Event: _____
 City: _____ State: _____ Zip: _____
 Exhibitor Contact Name: _____ Title: _____
 Phone: _____ E-Mail: _____
 On-Site Contact Name: _____ Phone: _____

CREDIT CARD AUTHORIZATION REQUIRED FOR ADVANCED ORDERS, ON-SITE CHARGES, LABOR AND MATERIALS

Visa MasterCard Amex Account Number: _____ Exp. Date: _____
 Card Holder's Name: _____ Signature: _____
 Check enclosed #: _____ Amount: _____

STANDARD 110v/120v SERVICE

Service originates at back center of Inline & Peninsula Booths.

QTY	SERVICE	ADVANCED	STANDARD	TOTAL
	500watts	\$118.00	\$160.00	
	1000watts	\$150.00	\$210.00	
	2000watts	\$190.00	\$255.00	
	24HR. 500watts	\$177.00	\$240.00	
	24HR. 1000watts	\$225.00	\$315.00	
	24HR. 2000watts	\$285.00	\$382.50	
	OTHER	CALL	CALL	

208V MOTORS/MACHINERY SERVICE

Labor and material charges will apply.

QTY	SERVICE	ADVANCED	STANDARD	TOTAL
	20amp 1Phase	\$410.00	\$510.00	
	30amp 1Phase	\$430.00	\$575.00	
	60amp 3Phase	\$800.00	\$1,120.00	
	100amp 3Phase	\$1,280.00	\$1,500.00	
	24HR 20amp 1Phase	\$615.00	\$765.00	
	24HR 30amp 1Phase	\$645.00	\$862.50	
	24HR 60amp 3Phase	\$1,200.00	\$1,760.00	
	24HR 100amp 3Phase	\$1,920.00	\$2,250.00	
	OTHER	CALL	CALL	

RENTAL LIGHTS

Price includes Power, Installation/Dismantle and a One-Time Focus on Straight Time.

QTY	SERVICE	ADVANCED	STANDARD	TOTAL
	4' Track w/3- 90w Lamps	\$167.00	\$263.00	
	8' Track w/3-90w lamps	\$232.00	\$315.00	
	Each additional track lamp	\$20.00	\$30.00	
	LED Clamp Stem Light	\$130.00	\$175.00	
	Parcan Overhead Light	\$670.00	\$900.00	

ELECTRICAL LABOR RATES PER HOUR:

Straight Time: 8am-4:30pm Monday-Friday
 Regular Rate: \$121.00 Show Site Rate: \$148.00
Over Time: 6am-8am after 4:30pm Monday-Friday / All Day
 Saturday Regular Rate: \$181.50 Show Site Rate: \$222.00
Double Time: All Day Sunday / Recognized Holidays
 Regular Rate: \$242.00 Show Site Rate: \$296.00

- Installation/Dismantle labor is scheduled and billed at rates in accordance with show move-in/out.
- The minimum charge of ½ hour installation will apply.
- Dismantle labor of floor power will be automatically charged at 50% of the total installation hours.
- Dismantle of overhead services, signs, truss, motors and lights will be billed on actual labor hours incurred.

Unsupervised Installation Supervised Installation by Exhibitor/Name: _____ Cell: _____

NO YES EAC or I&D Company: _____ On-Site POC: _____ Cell: _____

PLEASE CHECK ALL WORK REQUIRED BELOW. Only PCC/SMG electricians under IBEW Jurisdiction perform the electrical installations listed below.
 Material charges will apply where applicable, i.e. extension cords/feed cables/cord caps, lift charges, etc.

<input type="checkbox"/> Distribution of cords/cables under carpet/flooring from point of origin Date: _____ Time: _____	<input type="checkbox"/> 208v/480v Service Connection Date: _____ Time: _____	<input type="checkbox"/> Dedicated Daily Booth Labor (submit schedule if necessary) Date: _____ Time: _____	<input type="checkbox"/> Computer Installation & Dismantle	<input type="checkbox"/> Satellite Dish Assembly / Dismantle & Cabling
<input type="checkbox"/> Network Data Cabling Distribution & Terminations	<input type="checkbox"/> Hardwire Lights & Electrical Equipment	<input type="checkbox"/> Coax <input type="checkbox"/> VGA <input type="checkbox"/> Audio Signal <input type="checkbox"/> Low Voltage Terminations	<input type="checkbox"/> Close Circuit TV, Security Cameras/Monitors	
Booth Lighting <input type="checkbox"/> YES <input type="checkbox"/> NO Stem Lights & Electrical Signage Install Date: _____ Time: _____ Dismantle Date: _____ Time: _____	<input type="checkbox"/> Truss/Motors/Lights <input type="checkbox"/> Exhibitor Rental <input type="checkbox"/> PCC/SMG Rental Install Date: _____ Time: _____ Dismantle Date: _____ Time: _____	<input type="checkbox"/> Suspended Electrical Signs w/Lights and/or Motors Install Date: _____ Time: _____ Dismantle Date: _____ Time: _____	<input type="checkbox"/> Disconnect/Connect Vehicle Battery Disconnect Date: _____ Time: _____ Reconnect Date: _____ Time: _____	