

# FREEMAN

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INCLUDE THE FREEMAN  
METHOD OF PAYMENT  
FORM WITH YOUR ORDER

NAME OF SHOW: ISA EXPO 2009 / 6 - 8 OCTOBER

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 713-433-2400 to speak with one of our experts.

For fast, easy ordering, go to [www.myfreemanonline.com](http://www.myfreemanonline.com)

## HANGING SIGN LABOR AND EQUIPMENT

### INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization. For signs that require CHAIN HOIST, TRUSS RENTAL OR STRUCTURAL RIGGING, please contact David Egan at Freeman (713) 433-2400, 21 days prior to exhibitor move-in.

### SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner \_\_\_\_\_ Metal or Wood \_\_\_\_\_ Other \_\_\_\_\_

Shape: Square \_\_\_\_\_ Triangle \_\_\_\_\_ Rectangle \_\_\_\_\_ Other \_\_\_\_\_

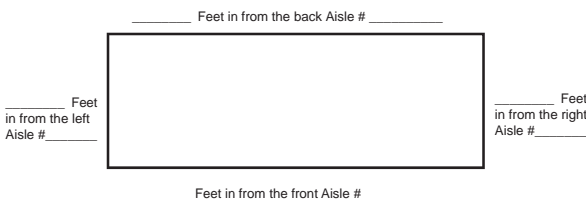
Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

Weight of Sign: \_\_\_\_\_

Does Your Sign Require Electricity \_\_\_\_\_ Assembly \_\_\_\_\_

### PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to top of sign: \_\_\_\_\_

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Straight Time

8:00 A.M. to 4:30 P.M., Monday through Friday

#### Overtime

6:00 A.M. to 8:00 A.M. & 4:30 P.M. to 12:00 A.M.

Monday through Friday,

6:00 A.M. to 12:00 A.M. Saturday & Sunday

#### Double Time

12:00 A.M. to 6:00 A.M. and recognized holidays

#### Crew Size - MINIMUM of two people

#### Materials

Cable, clamps, etc. additional and charged accordingly

### Equipment With Crew

- Show site prices will apply to all labor orders placed at show site

- Rates are per lift and crew per hour

- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments

- Straight time cannot be guaranteed

	Straight Time	Overtime	Double Time
Condor			
Advance Price	\$404.55	\$471.65	\$538.70
<b>Show Site Price</b>	<b>\$525.95</b>	<b>\$613.10</b>	<b>\$700.25</b>
Additional Crew Assembly Labor (Per person / Per hour)			
Advance Price	\$67.10	\$100.60	\$134.20
<b>Show Site Price</b>	<b>\$87.20</b>	<b>\$130.80</b>	<b>\$174.40</b>

### Installation Estimate

Approx Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_  
\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

### Dismantle Estimate

Approx Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_  
\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

- \_\_\_\_\_ Freeman
- \_\_\_\_\_ Exhibitor Personnel
- \_\_\_\_\_ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

FREEMAN hanging sign labor