

# FREEMAN

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 ExhibitorSupport@freeman.com

NAME OF SHOW: **INTERPHEX 2021 / OCTOBER 18 - 21, 2021**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

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

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

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

## 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 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 the 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.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

### 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 Assembly \_\_\_\_\_

Is Your Sign Designed to Rotate or need electricity?

\_\_\_\_\_ Yes or \_\_\_\_\_ No

(If yes, please refer to facility for installation)

Arriving to warehouse \_\_\_\_\_ or show site \_\_\_\_\_

Date & Time: \_\_\_\_\_

### 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.

\_\_\_\_\_ Feet in from the back Aisle # \_\_\_\_\_

\_\_\_\_\_ Feet in from the left Aisle # \_\_\_\_\_



\_\_\_\_\_ Feet in from the right Aisle # \_\_\_\_\_

\_\_\_\_\_ Feet in from the front Aisle # \_\_\_\_\_

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

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.

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Straight Time

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

#### Overtime

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

#### Double Time

All day Sunday 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
<b>Lift w/crew</b>			
Advance Price	866.75	1,038.00	1,244.50
Show Site Price	1,213.50	1,453.25	1,742.50

\*Requested Install Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### Installation Estimate

\_\_\_\_\_ x \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
 # of Crew # of Hours Rate Total Estimated Cost

\*Requested Dismantle Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### Dismantle Estimate

\_\_\_\_\_ x \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
 # of Crew # of Hours Rate Total Estimated Cost

#### Assembly Crew/Additional Labor

	Per Person/Per Hour		
Advance Price	239.00	299.00	361.00
Show Site Price	334.75	418.75	505.50

\*Requested Install Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### Assembly Estimate

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
 # of Men Hours per Person Total Hours Hourly Rate Total Estimated Cost

\*Requested Dismantle Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### Dismantle Estimate

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
 # of Men Hours per Person Total Hours Hourly Rate Total Estimated Cost

#### 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