

NAME OF SHOW: **INTERPHEX 2022 / May 24 - 26, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

HANGING SIGN LABOR

INSTRUCTIONS

- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed [Hanging Sign Labels](#). This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- 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.
- Set up instructions must be provided for signs needing assembly.
- All hanging hardware must be shouldered, forged, stamped, and rated for overhead lifting. This hardware must be sourced domestically. Freeman will inspect and replace all non-compliant hardware. All additional hardware will be charged accordingly.
- 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 Order Form.
- If any hang point supports over 200 lbs., notify Freeman immediately for special authorization.

SUPERVISION

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

If Freeman will not be supervising, please provide the contact information for the onsite supervisor:

Name: _____
 Phone Number: _____
 Email: _____

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.

PLEASE NOTE:

- Freeman will begin to assemble and hang the signs as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Equipment With Crew

- Show Site Prices will apply to all hanging sign orders placed at show site.
- Rates are per lift and crew per hour.
- Boom with crew consists of boom, operator and rigger.
- 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.
- Assembly and Ground Labor is an additional charge.
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments.
- Freeman components (cable, clamps, etc.) will be used to install all hanging signs and charged accordingly.
- Straight time cannot be guaranteed.

Straight Time:

8:00 AM to 4:30 PM, Monday through Friday

Overtime

4:30 PM to 8:00 AM Monday through Friday, and all day Saturday

Double Time

All day Sunday and recognized holidays

	Straight Time	Overtime	Double Time
Boom Lift With Crew			
Advance Price	\$901.50	\$1079.75	\$1294.50
Show Site Price	\$1262.25	\$1511.50	\$1812.25
Additional Crew/Assembly Labor (Per person / Per hour)			
Advance Price	\$230.50	\$291.75	\$352.50
Show Site Price	\$322.50	\$408.50	\$493.00

Installation Estimate

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

Dismantle Estimate

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

STRUCTURAL INTEGRITY STATEMENT MUST ACCOMPANY ORDER

Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.

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SIGN DESCRIPTION, SIZE & WEIGHT

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

Type: Cloth Banner Metal Wood Other _____

Shape: Square Triangle Rectangle Circle Other _____

Size: Height _____ Length _____ Width _____

Weight of Sign: _____ (required)

Does Your Sign Require Electricity? Yes No

Does Your Sign Require Assembly? Yes No

Does Your Sign Rotate? Yes No

Provider of Rotator? Freeman Exhibitor

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space.
- Please provide surrounding aisle and/or booth numbers, particularly for island booths. Please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.
- Please 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.

Center sign over booth.

Number of feet from floor to top of sign: _____ or check here if sign is to be hung at maximum height allowed

Place sign based on information provided in the diagram below.

Number of feet from floor to top of sign: _____ or check here if sign is to be hung at maximum height allowed

- A measurement scale can be applied as necessary to reflect your booth size. Please indicate below the scale used.

10' x 10' use 1 square = 1/4 ft

20' x 20' use 1 square = 1/2 ft

30' x 30' use 1 square = 3/4 ft

40' x 40' use 1 square = 1 ft

Customize your grid: _____ ft x _____ ft use 1 square = _____ ft

Adjacent Aisle or Booth #: _____ / Number of feet from TOP of exhibit space: _____

Adjacent Aisle or Booth #: _____ / Number of feet in from left side: _____

Adjacent Aisle or Booth #: _____ / Number of feet in from right side: _____

Adjacent Aisle or Booth #: _____ / Number of feet from BOTTOM of exhibit space: _____