FREEMAN
(888) 508-5054 Fax: (469) 621-5602
ExhibitorSupport@freeman.com

PLEASE NOTE: These forms should be used for planning purposes only.

NAME OF SHOW: **ISNA / ESNA / January 13-15, 2022**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

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

INSTALLATION & DISMANTLE LABOR

Description		Advance Price	Show Site Price
Straight Time:	8:00 AM to 4:30 PM Monday through Friday	$148.00	$207.25
Overtime:	6:00 AM to 8:00 AM and 4:30 PM to 12:00 Midnight Monday through Friday ALL Day on Saturday and Sunday	$266.50	$373.25
Holiday:	ALL DAY on recognized holidays	$340.25	$476.50

- **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.
- 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.**

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 the Freeman Service Center 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		=		x		= $	

Freeman Supervision (30%/$45.00) = $ _____
10.25% Tax = $ **(N/A)**
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 the Freeman Service Center 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		=		x		= $	

Freeman Supervision (30%/$45.00) = $ _____
10.25% Tax = $ **(N/A)**
Total Dismantle = $ _____

NAME OF SHOW: **ISNA / ESNA / January 13-15, 2022**

COMPANY NAME: BOOTH #:

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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 Pieces: 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:**
No need to schedule your outbound shipment.
Charges will appear on your Freeman invoice.
Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

☐ **Other Carrier:**
Carrier Name: _____
Carrier Phone: _____
Arrangements for pick up by other carriers is the responsibility of the exhibitor.

Select Level of Service:

- ☐ 1 Day: Delivery next business day
- ☐ 2 Day: Delivery by 5:00 PM second business day
- ☐ Deferred: Delivery within 3-5 business days
- ☐ Standard Ground
- ☐ Specialized: Pad wrapped, uncrated or truckload

Freight Charges:

☐ Same as ship to

Bill To: _____

Select Shipment Options (if applicable)

- ☐ Have loading dock
- ☐ Inside delivery
- ☐ Pad wrap required
- ☐ Do not stack
- ☐ Lift gate required
- ☐ Air ride required
- ☐ Residential

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.***

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COMPANY NAME: BOOTH #:

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FORKLIFT & RIGGING LABOR

Straight Time: 8:00 AM to 4:30 PM Monday through Friday
Overtime: 6:00 AM to 8:00 AM and 4:30 PM to 12:00 Midnight Monday through Friday
Double TIme: ALL Day on Saturday and Sunday
Holiday: ALL Day on recognized holiday

- **Show site prices will apply to all labor orders placed at show site**
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at the Freeman Service Center to pickup labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part #	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST	$226.00	$316.50
304051	Forklift w/operator - up to 5,000 lbs - OT	$301.00	$421.50
304052	Forklift w/operator - up to 5,000 lbs - DT	$345.75	$484.25
304053	Forklift w/operator - up to 5,000 lbs - HOL	$420.50	$588.75
3040150	Forklift w/operator - up to 15,000 lbs - ST	$294.25	$412.00
3040151	Forklift w/operator - up to 15,000 lbs - OT	$369.00	$516.75
3040150	Forklift w/operator - up to 15,000 lbs - DT	$414.00	$579.75
3040151	Forklift w/operator - up to 15,000 lbs - HOL	$488.75	$684.25
304040	Forklift w/operator - 4-Stage - ST	$247.00	$346.00
304041	Forklift w/operator - 4-Stage - OT	$322.00	$451.00
304042	Forklift w/operator - 4-Stage - DT	$366.75	$513.50
304043	Forklift w/operator - 4-Stage - HOL	$441.75	$618.50
RIGGING LABOR			
3020100	Rigger - ST	$184.25	$258.00
3020101	Rigger - OT	$276.50	$387.25
EQUIPMENT			
3090600	Forklift Cage	$31.75	$44.50
3090700	Forklift Boom	$31.75	$44.50
3090800	Pallet Jack	$31.75	$44.50

INSTALLATION

Part #	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Sub-Total $ _____
10.25% Tax $ **(N/A)**
Total Installation $ _____

DISMANTLE

Part #	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Sub-Total $ _____
10.25% Tax $ **(N/A)**
Total Dismantle $ _____

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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 or advance pricing.
- 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 Exhibitor 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.
- 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 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 can 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 _____

Is Your Sign Designed to Rotate? _____ Yes _____ No

(Initial in the applicable box above)

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: _____

STRUCTURAL INTEGRITY STATEMENT MUST ACCOMPANY ORDER

(505930) FY22 CC LB Ana

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time
8:00 AM to 4:30 PM, Monday through Friday
Overtime
6:00 AM to 8:00 AM & 4:30 PM to 12:00 AM Monday through Friday, all day Saturday & Sunday
Holiday
All day on 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 hanging sign 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	Holiday
Condor/Boom Condor with crew (up to 200 lbs lift capacity)			
Advance Price	$715.50	$956.50	$1106.75
Show Site Price	$1001.75	$1339.25	$1549.50
Additional Crew/Assembly Labor (Per person / Per hour)			
Advance Price	$150.50	$271.00	$346.25
Show Site Price	$210.75	$379.50	$484.75
For Display Work Only (Not to hang sign)			
20' Scissorlift Scissorlift with crew (up to 350 lbs lift capacity)			
Advance Price	$542.50	$783.50	$933.75
Show Site Price	$759.50	$1097.00	$1307.25

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.

hanging sign labor

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DISCOUNT PRICE DEADLINE DATE
December 14, 2021

motors and truss

PLEASE NOTE- These forms should be used for planning purposes only.

NAME OF SHOW: **ISNA / ESNA / January 13-15, 2022**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

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MOTORS AND TRUSS

- For custom quotes on truss or lighting, please call Exhibitor Support at (888) 508-5054.
- ELECTRICAL SERVICE requirements to power the motors must be ordered in advance on the ELECTRICAL SERVICES ORDER FORM.
- ELECTRICAL or HANGING SIGN LABOR requirements to assemble and hang the truss and motors must be ordered in advance on the appropriate order form.
- The cost of Material Handling is included in the rates listed below.
- Please select a color for items indicated with *. If no color selection is made, silver will be selected for you.
- Orders received after the deadline date will be charged the Standard Price.

	Description	Advance	Standard Price	Total Price
EQUIPMENT				
_____	Quarter Ton Hoist	656.30	918.80	$ _____
_____	Half Ton Hoist	656.30	918.80	$ _____
_____	One Ton Hoist	656.30	918.80	$ _____
_____	Rotating Motor	591.25	827.75	$ _____
_____	12” Box Truss (per foot)*	27.35	38.30	$ _____
_____	12" Corner Blocks*	94.25	131.95	$ _____
_____	20.5” Box Truss (per foot)*	35.75	50.05	$ _____
_____	20.5" Corner Blocks*	104.90	146.85	$ _____
Total for Equipment				**$ _____**

*** Select Color for Truss and Corner Blocks:** ☐ Black ☐ Silver
(If a color choice is not indicated, silver will be selected for you.)

Please indicate what you will be hanging with the above equipment:

_____ Hanging Sign

_____ Lighting Truss

_____ Combination of Both

STRUCTURAL INTEGRITY STATEMENT MUST ACCOMPANY ORDER