

F R E E M A N

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**INCLUDE THE FREEMAN METHOD OF
 PAYMENT WITH YOUR ORDER**

NAME OF SHOW: 21st WORLD ENERGY CONGRESS / SEPT 12-16, 2010

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 514-868-6666 to speak with one of our experts.

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

HANGING SIGN LABOUR

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.

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 _____

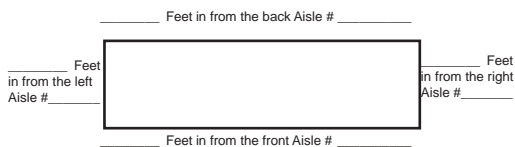
Size: Height _____ Length _____ Width _____

Weight of Sign: _____

Does Your Sign Require Electricity _____ Assembly _____

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 4:00 P.M., Monday through Friday

Overtime

4:00 P.M. to 12:00 Midnight Monday through Friday,

8:00 A.M. to 12:00 Midnight Saturday and Sunday

Double Time

All times not mentioned above as well as holidays

***Rigging Points and material**

Includes scissor lift or telescopic boom with operator, during set-up and dismantling

Equipment (per day per unit)

_____ 15293 Chain Hoist (I & D)	110.00	143.00	_____
_____ 1529999 Motor Hoist (I & D).....	250.00	325.00	_____
_____ 1527999 Sling	20.00	26.00	_____
_____ 1523999 Shackle.....	20.00	26.00	_____

Rigging Point (per unit) for the duration of the show)

* Minimum fee for rigging points order (3 pts)	510.00	663.00	_____
_____ 1523760 *Additional Rigging Point	170.00	221.00	_____

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	DoubleTime
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Scissorlift

Scissorlift with crew

Advance Price	\$200.00	\$239.50	\$279.00
Show Site Price	\$260.00	\$311.35	\$362.70

Manlift with cage

Manlift with crew

Advance Price	\$230.00	\$269.50	\$309.00
Show Site Price	\$299.00	\$350.35	\$401.70

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 I&D
- _____ 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 labour