

# F R E E M A N

13101 Almeda Rd.  
Houston, Texas 77045  
(713) 433-2400 • Fax: (713) 433-9441



DISCOUNT PRICE DEADLINE DATE: 18 APRIL, 2005

NAME OF SHOW: **OFFSHORE TECHNOLOGY CONFERENCE / RELIANT CENTER / 2 - 5 MAY, 2005**

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

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

### INSTRUCTIONS

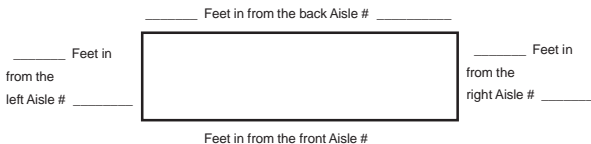
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by FDC. Please refer to the Freeman Companies Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete 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, FDC 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 FDC 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 4:30 p.m., Monday through Friday
- Overtime**  
4:30 p.m. to 12 MIDNIGHT, Monday through Friday,  
8:00 a.m. to 12 MIDNIGHT Saturday
- Double Time**  
12 MIDNIGHT to 7:59 a.m. Monday through Saturday,  
**ALL DAY SUNDAY AND HOLIDAYS**
- Materials**  
Cable, clamps, etc. additional and charged accordingly

### Equipment With Crew

- Rates are per lift and crew per hour
- One hour minimum per lift and crew

	<b>Straight Time</b>	<b>Overtime</b>	<b>Double Time</b>
Condor			
Condor and crew .....	\$340.00	\$421.00	\$502.00

### Installation Estimate

Date	Time	Est. Hours	Total Estimated Cost
_____	_____	_____	_____

### Dismantle Estimate

Date	Time	Est. Hours	Total Estimated Cost
_____	_____	_____	_____

Supervision for assembly and disassembly of overhead hanging can be provided by Freeman Decorating Company at an additional cost, 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 SIGNS**