

F R E E M A N

13101 Alameda 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#: _____

DISPLAY LABOR (One Hour Minimum per Worker)

Straight Time-	8:00 A.M. to 4:30 P.M. Monday through Friday	\$ 56.00	Per Person/Per Hour
Overtime-	6:00 A.M. to 7:59 A.M. & 4:30 P.M. to 11:59 P.M. Monday through Friday		
	6:00 A.M. to 12:00 A.M. Saturday	\$ 84.00	Per Person/Per Hour
Double Time-	12:00 A.M. to 6:00 A.M. Monday through Saturday	\$ 112.00	Per Person/Per Hour
	and all day Sundays and Holidays		

- Start time guaranteed only at start of working day
- Supervisor must check in at Service Desk to pick up labor
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker

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 will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/45.00)						= \$ _____
Total Installation						= \$ _____

DISMANTLE LABOR

Freeman Supervised Labor - Please complete the reverse side of this form.

- The Freeman Companies 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 dismantle bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised 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 _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/45.00)						= \$ _____
Total Dismantle						= \$ _____

If you have questions or need assistance in completing your order, please call and ask for your Freeman I & D Representative.

FREEMAN DISPLAY LABOR

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

COMPANY NAME: _____

BOOTH#: _____

CONTACT NAME: _____

PHONE#: _____

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 _____ Showsite _____ Date Shipped _____

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: _____

METHOD OF SHIPMENT

Freeman Transportation:

- Common Carrier
- Van Line
- Air Freight Next Day 2nd Day Deferred

Other (list carrier name & phone number):

- Other Common Carrier: _____
- Other Van Line: _____
- Other Air Freight: _____

Freight Charges

- Prepaid Collect

Bill To: _____

If assigned carrier fails to show for pick up, should we reassign carrier? YES NO

PLEASE NOTE: The Freeman Companies will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

FREEMAN DISPLAY LABOR