

F R E E M A N

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**DISCOUNT PRICE
DEADLINE DATE
APRIL 17, 2006**

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**



NAME OF SHOW: _____

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 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

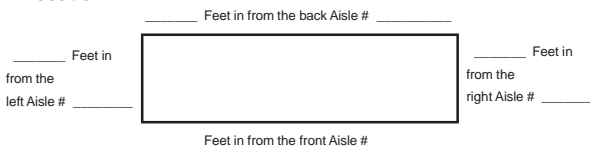
Size: Height _____ Length _____ Width _____

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 4:30 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

	Straight Time	Overtime	Double Time
Condor			
Condor and crew	\$353.00	\$440.00	\$527.00
Additional crew - Assembly Labor (Per Person/Per Hour)	\$58.00	\$87.00	\$116.00

- Rates are per Lift & Crew/per hour
- 1 hour minimum per Lift & Crew
- Straight Time cannot be guaranteed

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 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