

FREEMAN

(888) 508-5054 Fax: (469) 621-5609

ExhibitorSupport@freeman.com

NAME OF SHOW: **NATIONAL FACILITIES MANAGEMENT & TECHNOLOGY CONFERENCE BALTIMORE 2022/ MARCH 29-31, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

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 _____

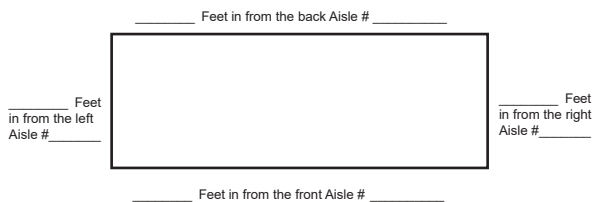
Weight of Sign: _____

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.



Number of feet from floor to top of sign: _____

**STRUCTURAL INTEGRITY STATEMENT
MUST ACCOMPANY ORDER**

(506252) FY22 DCVAMD CC

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

8:00 AM to 4:30 PM, Monday through Friday

Overtime

4:30 PM to 8:00AM Monday through Friday,
All day Saturday & Sunday

Double Time

All recognized 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

| | <u>Straight Time</u> | <u>Overtime</u> | <u>Double Time</u> |
|---|----------------------|-----------------|--------------------|
| Condor/Boom Condor with crew (up to 200 lbs lift capacity) | | | |
| Advance Price | \$644.25 | \$801.50 | \$1,149.25 |
| Show Site Price | \$902.00 | \$1,122.25 | \$1,609.00 |

Additional Crew/Assembly Labor (Per person / Per hour)

| | | | |
|-----------------|----------|----------|----------|
| Advance Price | \$110.25 | \$165.50 | \$220.50 |
| Show Site Price | \$154.50 | \$231.75 | \$308.75 |

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