

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 • Fax: (469) 621-5609
FreemanWashingtonES@freeman.com

FREEMAN hanging sign labor

NAME OF SHOW: **NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF / AUGUST 11 - 13, 2020**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 301-918-7975 to speak with one of our experts.

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

HANGING SIGN LABOR AND EQUIPMENT

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 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.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical Service requirements must be ordered in advance through the Electrical Service provider.
- 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 may be determined.

Type: Cloth Banner ___ Metal or Wood ___ Other ___

Shape: Square ___ Triangle ___ Rectangle ___ Other ___

Size: Height ___ Length ___ Width ___

Weight of Sign: _____

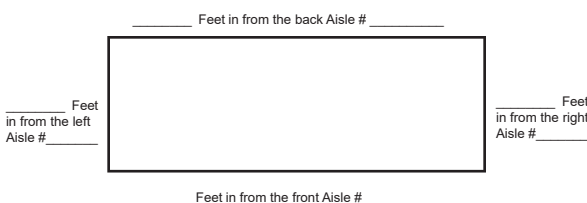
Does Your Sign Require Electricity ___ Assembly ___

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: _____

1920 (496584)

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 8:00 A.M., Monday through Friday,
All day Saturday & Sunday

Double Time

All recognized holidays

Recognized Holidays: New Year's Day, January 1, 2020;

Martin Luther King Day, January 20, 2020; President's

Day, February 17, 2020; Memorial Day, May 25, 2020;

Independence Day, July 4, 2020; Labor Day,

September 7, 2020; Veteran's Day, November 11, 2020;

Thanksgiving Day, November 26, 2020; Christmas Eve,

December 24, 2020; Christmas Day, December 25, 2020

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

	Straight Time	Overtime	Double Time
--	---------------	----------	-------------

Condor with crew - for heights over 15'

Advance Price \$602.00 \$749.00 \$1,074.00

Show Site Price \$843.00 \$1,048.50 \$1,503.75

Additional Crew Assembly Labor (Per person / Per hour)

Advance Price \$103.00 \$154.00 \$206.00

Show Site Price \$144.25 \$215.75 \$288.50

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.