

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN hanging sign labour

OTTAWA HOME & GARDEN SHOW

NAME OF SHOW: _____
 COMPANY NAME _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

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

HANGING SIGN LABOUR 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 Labour Order Form for labour 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 SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

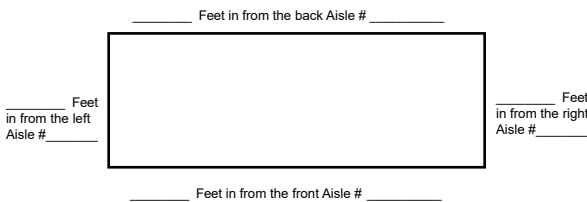
SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points 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: _____

EQUIPMENT AND LABOUR RATES TO HANG SIGNS

- Straight Time** 8:00am - 4:00pm Monday through Friday
Overtime 6:00am - 8:00am and 4:00pm - 12:00 midnight Monday through Friday
 6:00am - 12 midnight Saturday & Sunday
Double Time 12 midnight *- 6:00am and 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

ADDITIONAL CREW / ASSEMBLY LABOUR	Advanced Price/Hr	Show Site Price/Hr
Straight Time	\$ 91.25	\$127.75
Overtime	\$137.00	\$191.80
Double Time	\$182.75	\$255.85

LIFT EQUIPMENT RATES

Scissor Lift	\$120.50	\$168.70
Boom Lift	\$175.00	\$245.00

INSTALLATION Estimate

QTY	Appx. Hrs.	Rate	Est. Cost
Lift Equipment: _____ x _____ hrs @ _____ = \$ _____			
Additional Crew: _____ x _____ hrs @ _____ = \$ _____			
Assembly Labour*: _____ x _____ hrs @ _____ = \$ _____			

ESTIMATED INSTALLATION COST: \$ _____

DISMANTLE Estimate

QTY	Appx. Hrs.	Rate	Est. Cost
Lift Equipment: _____ x _____ hrs @ _____ = \$ _____			
Additional Crew: _____ x _____ hrs @ _____ = \$ _____			
Disassembly Labour*: _____ x _____ hrs @ _____ = \$ _____			

ESTIMATED DISMANTLE 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.

TOTAL

Subtotal	+	13% HST	=	Total
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