

# F R E E M A N

841 Joseph E. Lowery Blvd NW  
 Atlanta, GA 30318  
 (404) 253-6494 • Fax: (469) 621-5610  
 FreemanAtlantaES@freemanco.com

**INCLUDE THE FREEMAN METHOD OF PAYMENT & STRUCTURAL INTEGRITY FORMS WITH YOUR ORDER**

NAME OF SHOW: TEXPROCESS AMERICAS / APRIL 24 - 26, 2012

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 404-253-6494 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com)

**Please refer to the reverse side of the "Structural Integrity Statement" for a complete list of guidelines for sign hanging and ceiling rigging.**

**HANGING SIGN LABOR / FREEMAN SUPERVISION RATES (One Hour Minimum)**

- Straight Time-** First 8 hours worked between 6:00 AM and 9:00 PM Monday - Friday
- Overtime-** After first 8 hours of installation/dismantle, Monday - Friday, and hours worked between 9:00 PM and 6:00 AM; All day Saturday and Sunday
- Double Time-** After 14 hours worked in a day and observed union holiday
- **Orders placed on show site: Add 30% to hourly rates.**
  - All rates are charged at a one-hour minimum per laborer.
  - You will be charged a one-hour minimum labor fee if labor is not canceled 24 hours prior to start time.
  - Freeman can guarantee straight time labor during the first six (6) hours of the published exhibitor dismantle schedule.
  - Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.

Description	Advance Price
<b>INSTALLATION / DISMANTLE LABOR</b> (Per Lift and Crew/Per Hour, 1 Hour Minimum, 200 lb. Maximum Lift Capacity)	
Labor w/equipment and crew - ST - Per Crew/Per Hour .....	\$315.00
Labor w/equipment and crew - OT - Per Crew/Per Hour.....	\$382.00
<b>ADDITIONAL PERSON / ASSEMBLY LABOR</b> (Per Person/Per Hour, 1 Hour Minimum)	
Laborer - ST - Per Person/Per Hour .....	\$ 45.00
Laborer - OT - Per Person/Per Hour .....	\$ 67.50

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

**MATERIALS**

Rental items such as cable, clamps and other additional necessary materials not otherwise supplied by the exhibitor are additional and will be charged accordingly.

**HANGING SIGN INSTALLATION LABOR (One Hour Minimum)**

On-Site Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	Approx. Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x @ \$ _____	= \$ _____
_____	_____	_____	x @ \$ _____	= \$ _____

**HANGING SIGN DISMANTLE LABOR (One Hour Minimum)**

On-Site Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	Approx. Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x @ \$ _____	= \$ _____
_____	_____	_____	x @ \$ _____	= \$ _____

**ADDITIONAL CREW / ASSEMBLY LABOR (One Hour Minimum)**

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____

**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 sign/rigging labor**

# FREEMAN

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NAME OF SHOW: TEXPROCESS AMERICAS / APRIL 24 - 26, 2012  
COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_ Fax #: \_\_\_\_\_

**TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION FOR THE INSTALLATION AND/OR DISMANTLE OF YOUR HANGING SIGN OR STRUCTURE.**

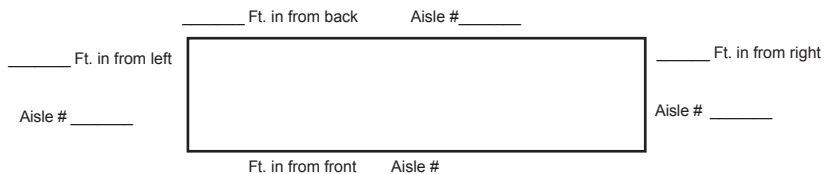
## SIGN DESCRIPTION / PLACEMENT INFORMATION

**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: \_\_\_\_\_  
Electricity Required, if Yes, Please Explain.: \_\_\_\_\_  
Assembly Required, if Yes, Please Explain.: \_\_\_\_\_  
Comments: \_\_\_\_\_

### PLACEMENT DIAGRAM

Use this diagram to represent your booth space. The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



No. of feet from floor to top of sign: \_\_\_\_\_

## INBOUND SHIPPING & SET UP INFORMATION

Date Hanging Sign Materials Were Shipped to the Advance Warehouse: \_\_\_\_\_  
Carrier Name: \_\_\_\_\_  
Setup Plan/Photo: Attached \_\_\_\_\_ To Be Sent W/Sign \_\_\_\_\_ In Crate No. \_\_\_\_\_  
Special Tools/Hardware Required: \_\_\_\_\_  
Comments: \_\_\_\_\_

## OUTBOUND SHIPPING INFORMATION

Ship to Address: \_\_\_\_\_  
\_\_\_\_\_  
Scheduled Pick-Up Date/Time: \_\_\_\_\_

### METHOD OF SHIPMENT

FREEMAN EXHIBIT TRANSPORTATION:  
 Standard Ground  
 Air Freight  Next Day  2nd Day  Deferred  Expedited  
 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:** Freeman will not be responsible for material not properly packed and labeled by exhibitor personnel.

Freeman hanging sign/rigging labor

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**THE FOLLOWING MUST ACCOMPANY YOUR ORDER:**

- FREEMAN METHOD OF PAYMENT
- HANGING SIGN LABOR
- STRUCTURAL INTEGRITY STATEMENT

NAME OF SHOW: **TEXPROCESS AMERICAS / APRIL 24 - 26, 2012**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 404-253-6494 to speak with one of our experts.

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## ALL HANGING STRUCTURES OVER 250 LBS. WILL REQUIRE A CHAIN HOIST

### CHAIN HOIST

Description	Qty Ea.	Price	Total
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1/4 Ton Chain Hoist (up to 500 lbs.) \_\_\_\_\_ @ \$313.55 = \$ \_\_\_\_\_

1/2 Ton Chain Hoist (up to 1,000 lbs.) \_\_\_\_\_ @ \$378.55 = \$ \_\_\_\_\_

1 Ton Chain Hoist (up to 2,000 lbs.) \_\_\_\_\_ @ \$486.70 = \$ \_\_\_\_\_

Please call for custom quote if ordering more than five chain hoists or rotating motors.

Description	Rate Per Hour
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**FREEMAN SIGN RIGGING SUPERVISION W/ADDITIONAL EQUIPMENT (Per Hour, 1 Hour Minimum)**

Rate applies when additional equipment is used (i.e. chain motor, hoist, truss, etc.) - ST....\$ 79.25  
 - OT....\$118.90

### TRUSS SYSTEMS

Description	Qty Ft.	Price	Total
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12" Silver Box Truss \_\_\_\_\_ @ \$16.10 per/ft = \$ \_\_\_\_\_

12" Black Box Truss \_\_\_\_\_ @ \$19.50 per/ft = \$ \_\_\_\_\_

20.5" Silver Box Truss \_\_\_\_\_ @ \$21.60 per/ft = \$ \_\_\_\_\_

20.5" Black Box Truss \_\_\_\_\_ @ \$26.00 per/ft = \$ \_\_\_\_\_

#### INSTRUCTIONS

- All rigging must conform with Show Management rules, regulations and facility limitations.
- Freeman is the exclusive provider of rigging services, truss and chain motors.
- Rigging Plots must be submitted in advance by exhibitor. These plots must show the location of the hang points, the height above the floor of the hang points, the weight of each point and the booth outline with the surrounding booth numbers for reference.
- Any special equipment required will be billed at prevailing rates. Prices are for the entire show.
- Lighting can be rented from the official audio visual company, Freeman, or may be brought in or rented from other sources, but will incur drayage charges.
- **ELECTRICAL SERVICE** requirements for hoists must be ordered in advance from the facility.
- For Lift and overhead rigging crew, use the "Hanging Sign / Ceiling Rigging Labor" order form.

#### SUPPORTING DOCUMENTS CHECKLIST

<b>Rigging Plot</b>	
<b>Structural Integrity Statement</b>	
<b>Hanging Signs Order Form</b>	
<b>Electrical Order Form</b>	

**No Material Handling Charges on Chain Hoists and Truss Systems Ordered from Freeman**

#### QUICK TIPS FOR EASY EXHIBITING

- Please remember to sign the required Structural Integrity Statement. Orders received without an Authorized Signature will not be placed until received.
- If you have any questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

#### TOTAL

\_\_\_\_\_ + \_\_\_\_\_ = \$ \_\_\_\_\_  
 Subtotal                      8% Tax                      Total Cost

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PLEASE RETURN THIS FORM WITH  
YOUR HANGING SIGN / CEILING  
RIGGING LABOR ORDER

TEXPROCESS AMERICAS / APRIL 24 - 26, 2012

## STRUCTURAL INTEGRITY STATEMENT THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

\_\_\_\_\_, the contracted exhibitor at the **TEXPROCESS AMERICAS** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **TEXPROCESS AMERICAS, GEROGIA WORLD CONGRESS CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Display House/Builder (if applicable): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Complete and return form to address listed at the top of this form.**

## HANGING STRUCTURES AND CEILING RIGGING GUIDELINES

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- All ceiling rigging must conform with Show Management rules, regulations and facility limitations.
- Freeman is the exclusive provider of rigging services, truss and chain motors. Freeman will hang all lighting, truss, chain motors, signs, etc.
- All overhead rigging and flown objects must be assembled, installed, removed and disassembled by Freeman. Exhibitors, display company, and/or I&D representatives may supervise only, but will not be allowed to assemble/ disassemble or install and remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts without signing the Freeman Liability Waiver. For a copy of the waiver, please contact Freeman and ask to speak with a Sign Rigging Specialist. Please complete the “**Hanging Sign / Rigging Labor**” order form, for labor to assemble / disassemble rigging and flown objects.
- Rigging Plots must be submitted in advance by the exhibitor. These plots must show the location of the hang points, the height above the floor of the hang points, and the weight of each point. In addition the plot must show the booth outline with the front aisle for reference.
- Set-up instructions must be provided for signs requiring assembly.
- Hanging anchor points must be pre-fabricated and ready for use. If any hang point supports over 250 lbs., please notify Freeman immediately for special authorization.
- Overhead hanging signs are to be sent in separate containers directly to the advance warehouse. 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. Please use the enclosed Hanging Sign Advance Warehouse Shipping Labels.
- Any special equipment required will be billed at prevailing rates. Prices are for the entire show.
- Electric signs must be in working order and in accordance with the National Electrical Code.
- **ELECTRICAL SERVICE** requirements for hoists and electric signs must be ordered in advance from the facility.
- Lighting can be rented from the official audio visual company or Freeman. Exhibitors may bring in or rent lighting from other sources, but will incur drayage charges.
- For lift and overhead rigging crew, use the “**Hanging Sign / Rigging Labor**” order form.
- Hanging sign orders placed at show site are subject to equipment availability.