



# installation & dismantle

When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists is ready to assist you with all of your exhibit requests, from beginning to end.

Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.

## do i need to order labor?

As an exhibitor, you are required to follow local labor jurisdictions. Please refer to the enclosed "Labor Jurisdictions" information sheet for details.

## installation and dismantling services available

Freeman will work closely with you to coordinate every phase of your trade show participation, including:

- Preplanning and budget consultation
- Support service coordination – electrical, furnishings, floral and more
- Shipping and storage management
- On-site supervisors with dedicated floor managers
- Skilled labor and technicians for installation and dismantling
- Full, in-house carpentry
- Graphics production
- Emergency repairs and refurbishing
- Postshow evaluations
- Multiple show coordination

Supervise any labor yourself, or if you need assistance, Freeman I&D experts will do it for you.

## if you use Freeman staff

Exhibits are set up prior to your arrival under the direction of Freeman I&D supervisors. We charge 30% of the total labor charge, with a minimum \$45 fee.

## if you supervise yourself

**Installation** – Your labor supervisor must check in at the exhibitor service center to pick up laborers. Upon completion of work, your supervisor must return to the exhibitor service center to release the laborers. Start time is guaranteed only when labor is requested for the start of the working day.

**Dismantling** – When scheduling dismantling labor, be sure to allow time for empty containers to be returned to the booth after the close of your show. Start time is guaranteed only when labor is requested for the start of the working day.

## questions?

Call customer service at the number listed on Quick Facts.

For fast, easy ordering, visit us at [www.myfreemanonline.com](http://www.myfreemanonline.com).

**EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION**

Show Management has selected Freeman to be the Official Services Contractor for your upcoming show. As the Official Services Contractor, Freeman has the responsibility for material handling and all suspended rigging services. We hope this document will assist you in planning for your upcoming event.

To help you understand the Official Services Contractor responsibilities, we ask that you read and observe the following to aid in a smooth and efficient move-in and move-out of the trade show.

Freeman requests that exhibitors do not tip its employees by giving money, merchandise or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of Freeman. Freeman employees are paid an excellent wage and tipping is not an accepted company policy.

Freeman craftsmen at all levels are instructed to refrain from expressing any disputes or directly challenging the practices of any exhibitor. All questions arising with regard to the jurisdiction or practices must be directed to a FREEMAN management representative.

**PER SHOW MANAGEMENT**

<b>TASK</b>	<b>EXHIBITORS MAY</b>	<b>FREEMAN RESPONSIBILITIES</b>
<b>Material Handling</b>	<ul style="list-style-type: none"> <li>As an exhibitor you may "hand carry" material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry.</li> <li>Any mechanical assistance is limited to a small dolly.</li> <li>The assistance of any motorized device or pallet jack is not permitted.</li> <li>When exhibitors choose to "hand carry" they may not access designated material handling areas.</li> <li>Must use specified exhibitor hand carry areas or main entrance of the facility.</li> <li>In all other circumstances items should be considered material handling.</li> </ul> <p><b>In no circumstance is any exhibitor authorized to use Freeman material handling equipment for any purpose.</b></p>	<ul style="list-style-type: none"> <li>Freeman has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor.</li> <li>Freeman has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. This will assure the smooth, orderly and efficient move in and move out of the tradeshow.</li> <li>Freeman has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facilities or designated material handling areas.</li> <li>Freeman is not responsible for any material it does not handle.</li> <li>For the convenience of all exhibitors on the show, order forms for material handling services are included in this service manual and are available on Freeman's website at <a href="http://www.myfreemanonline.com">www.myfreemanonline.com</a>.</li> </ul>
<b>Non-Electrical Hanging Signs</b>	<ul style="list-style-type: none"> <li>Install and dismantle a non-electric sign attached to a booth by the exhibitor's full-time employee or approved EAC.</li> </ul>	<ul style="list-style-type: none"> <li>Assembly and disassembly of hanging signs under 200 lbs.</li> <li>Hanging of non-electrical signs and decorative materials from the ceiling (under 200 lbs).</li> </ul>
<b>Booth Installation and Dismantle</b>	<ul style="list-style-type: none"> <li>As an Exhibitor you may choose to utilize your own personnel to set up and dismantle your exhibit.</li> <li>If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub.</li> <li>You may hire Freeman to act as your Exhibitor Appointed Contractor (EAC) to perform this work.</li> <li>You may hire an Exhibitor Appointed Contractor (EAC) to perform this work.</li> <li>All EAC's must have the appropriate credentials submitted to Show Management and the facility.</li> </ul>	<ul style="list-style-type: none"> <li>When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists are ready to assist you with all of your exhibit requests from beginning to end. Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.</li> <li>To secure Freeman labor, please utilize the labor forms enclosed. Skilled Freeman Labor is available to act as your EAC.</li> </ul>

For information on services provided exclusively through the Sands Expo & Convention Center (electrical, cleaning, telecommunications, etc.), please contact Specialized Event Services at 702-733-5070.

# F R E E M A N

6555 West Sunset Road  
Las Vegas, NV 89118  
Ph: 702-579-1700 • Fax: 469-621-5604  
FreemanLasVegasES@freemanco.com

ORDER FORM  
DEADLINE DATE  
JANUARY 8, 2010

**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **2010 INT'L LCT SHOW / JANUARY 25-27, 2010**

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

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

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

For Assistance, please call 702-263-1404 and ask to speak with our I & D Department.

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

## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 5:00 P.M. Monday through Friday .....	\$ 87.00	\$ 113.10
<b>Overtime-</b> 5:00 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and recognized holidays .....	\$ 144.00	\$ 187.20

- **Show Site prices will apply to all labor orders placed at show site.**
- Price is per person/per hour.
- Start time guaranteed only at start of working day and at the close of the show.
- One hour minimum per man - labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pickup labor.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

## INSTALLATION LABOR

**Freeman Supervised Labor - Please complete the reverse side of this form.**

- Installation of your exhibit will be completed at our discretion prior to show opening
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Exhibitor Supervised Labor**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	_____ = \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	_____ = \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	_____ = \$ _____	
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ <b>(N/A)</b>
Total Installation						= \$ _____

## DISMANTLE LABOR

**Freeman Supervised Labor - Please complete the reverse side of this form.**

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Exhibitor Supervised Labor**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	_____ = \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	_____ = \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	_____ = \$ _____	
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ <b>(N/A)</b>
Total Dismantle						= \$ _____

If you have questions or need assistance in completing your order, please call your Freeman I & D Representative.

NAME OF SHOW: **2010 INT'L LCT SHOW / JANUARY 25-27, 2010**

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

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

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

For Assistance, please call 702-263-1404 and ask to speak with our I & D Department.

### FREEMAN SUPERVISED LABOR

***IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.***

### INBOUND SHIPPING & SET UP INFORMATION

**PLEASE NOTE:** Should you have more than one shipment, please provide the information for all shipments.

Freight will be shipped to: Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_ Carrier: \_\_\_\_\_

Total No. of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

Setup Plan/Photo: Attached \_\_\_\_\_ To Be Sent With Exhibit \_\_\_\_\_ In Crate No. \_\_\_\_\_

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement/Order: Drawing Attached (required) \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware/Equipment Required: \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

**PLEASE NOTE:** Should you have more than one shipment, please provide the information for all shipments.

SHIP TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### METHOD OF SHIPMENT

Freeman Exhibit Transportation:

- Common Carrier  
 Air Freight       Next Day       2nd Day       Deferred       Expedited

Other (list carrier name & phone number):

- Other Common Carrier: \_\_\_\_\_  
 Other Air Freight: \_\_\_\_\_  
 Van Line: \_\_\_\_\_

#### FREIGHT CHARGES

- Prepaid       Collect

Bill To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In the event your selected carrier fails to show on final move-out day, please select one of the following options:**

- Reroute via Freeman's choice  
 Deliver back to Freeman warehouse at Exhibitor's expense.

**PLEASE NOTE:** Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.

FREEMAN installation & dismantle

# FREEMAN

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DISCOUNT PRICE  
DEADLINE DATE  
JANUARY 8, 2010

**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **2010 INT'L LCT SHOW / JANUARY 25-27, 2010**

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

ADDRESS: \_\_\_\_\_ BOOTH SIZE \_\_\_\_\_ X \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ CUSTOMER # \_\_\_\_\_

PHONE #: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

CONTACT'S E-MAIL \_\_\_\_\_

E-MAIL FOR INVOICE \_\_\_\_\_  CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

Invoices will be sent by e-mail, please provide e-mail address of the person who reconciles your invoices if different than above.

## METHOD OF PAYMENT

**BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.**

**COMPANY CHECK**

Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

Please reference (206583) on your remittance.

**CREDIT CARD**

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

**BANK TRANSFER**

Bank Transfer to Bank of America, N.A.; Dallas, TX

Wire Transfer

ABA#: 026009593 ACCT #1252039192 Freeman

International Wire Transfer

Swift Code: BOFAUS3N ACCT #1252039192 Freeman

ACH Direct Deposit

ABA# 111000012 ACCT #1252039192 Freeman

Please reference Name of Show & Booth Number so we can properly credit your account.

Note: Customers are responsible for any bank processing fees.

AMERICAN EXPRESS  DISCOVER  MASTERCARD  VISA  DINERS CLUB  CARTE BLANCHE

Account No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Personal Credit Card

Company Credit Card

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

## ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	RENTAL EXHIBITS & ACCESSORIES	INSTALLATION LABOR	DISMANTLE LABOR	MATERIAL HANDLING
HANGING SIGNS	SIGNS				GRAND TOTAL

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: [www.myfreemanonline.com](http://www.myfreemanonline.com).
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

### TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://feedback.freemanco.com/?206583>

(206583)

Freeman method of payment