

FREEMAN

3801 Adler Dr., Ste. 100
 Dallas, TX 75211
 (214) 634-1463 • Fax: (469) 621-5601

DEADLINE DATE
 APRIL 3, 2020

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **MRO AMERICAS 2020 / APRIL 28-30, 2020**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 214-634-1463 to speak with one of our experts.

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

FORKLIFT RIGGING EQUIPMENT AND LABOR

Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday
Overtime - 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday
 6:00 A.M. to 12:00 Midnight Saturday and Sunday

- **Show site prices will apply to all labor orders placed at show site**
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pick up labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST	\$ 142.50	\$199.50
304051	Forklift w/operator - up to 5,000 lbs - OT	195.75	274.25
3040100	Forklift w/operator - up to 10,000 lbs - ST	154.25	216.00
3040101	Forklift w/operator - up to 10,000 lbs - OT	207.50	290.50
3040150	Forklift w/operator - up to 15,000 lbs - ST	160.50	224.75
3040151	Forklift w/operator - up to 15,000 lbs - OT	213.75	299.25
3140300	Forklift w/operator - up to 30,000 lbs - ST	185.50	259.75
3140301	Forklift w/operator - up to 30,000 lbs - OT	238.75	333.00
304040	Forklift w/operator - 4-Stage - ST	168.50	236.00
304041	Forklift w/operator - 4-Stage - OT	221.75	310.50
3090600	Man Cage for Forklift	54.25	
3090700	Boom for Forklift	54.25	
3090800	Pallet Jack	54.25	
RIGGING LABOR			
3020100	Rigger - ST	106.50	149.25
3020101	Rigger - OT	159.75	223.75

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax 8.25%	N/A
_____							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax 8.25%	N/A
_____							Total	

FREEMAN forklift / rigging labor

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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 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: _____

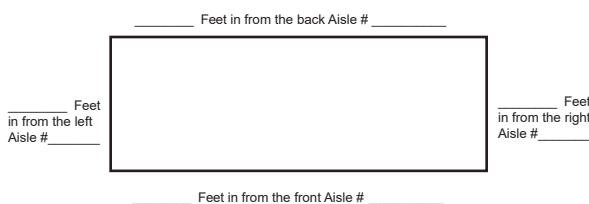
Does Your Sign Require Electricity _____ Assembly _____

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 LABOR RATES TO HANG SIGNS

Straight Time

8:00 A.M. to 4:30 P.M., Monday through Friday

Overtime

6:00 A.M. to 8:00 A.M. & 4:30 P.M. to 12:00 A.M.

Monday through Friday,

6:00 A.M. to 12:00 A.M. Saturday & Sunday

Double Time

12:00 A.M. to 6:00 A.M. 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 labor 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
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Condor/Boom/Snorkel With crew (up to 200 lbs lift capacity)

Advance Price \$538.25 \$644.75 \$751.25

Show Site Price \$753.75 \$902.75 \$1051.75

Additional Crew Assembly Labor (Per person / Per hour)

Advance Price \$106.50 \$159.75 \$213.00

Show Site Price \$149.25 \$223.75 \$298.25

For Display Work Only (Not to hang sign)

20' ScissorLift w/Crew - Up to 350 lbs. capacity

Advance Price \$342.25 \$448.75 \$555.25

Show Site Price \$479.25 \$628.25 \$777.50

*Requested Install Date: _____ Time: _____

Installation Estimate

Approx Hours _____ Hourly Rate _____ Total Estimated Cost _____

_____ @ _____ = _____

* Requested dates & times are not guaranteed.

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.

FREEMAN hanging sign labor

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DISCOUNT PRICE
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COMPANY NAME _____ BOOTH #: _____
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INSTRUCTIONS

- All rigging must comply with Show Management rules, regulations and facility limitations.
- Freeman is the exclusive provider of rigging service. Truss and chain motor rental from Freeman includes all material handling charges. All other equipment will be charged at rates published in the service manual.
- All overhead rigging and flown objects must be assembled by Freeman. Exhibitor's display company, and/or I&D representatives, may supervise only, but will not be allowed to assemble, install, or remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts. Please complete the enclosed Labor Order form for labor to assemble/disassemble rigging and flown objects.
- Rigging plots must be submitted in advance by exhibitor. These plots must show the location of the hangpoints, the height above the floor of the hangpoints, and the weight of each point. The plot must show the Booth outline with the Front Aisle for reference.
- Lighting contractors or exhibitors please contact the I & D Dept. at Freeman (214) 634-1463 to review truss and chain hoist requirements, general questions, or assistance in creating a rigging plot.
- For Boom Lift and rigging crew, use the FREEMAN HANGING SIGN order form.
- A Structural Integrity Statement form must be included for any exhibitor supplied flown objects.
- Hanging Sign rules will apply to any exhibitor supplied flown objects.

RENTAL PRICES

1/2 Ton Hoist	_____ @ \$521.00 ea. = _____
One Ton Hoist	_____ @ \$675.70 ea = _____
20.5" Box Truss	_____ @ \$ 36.95 ft. = _____
12" Box Truss	_____ @ \$ 24.80 ft. = _____
400 lb. Sign Rotator	_____ @ \$733.00 ea = _____

- Black Truss available for a 20% surcharge
- ELECTRICAL SERVICE requirements for hoists must be ordered in advance on the enclosed ELECTRICAL SERVICE order form.
- Orders received after deadline date will be an additional 30%

METHOD OF PAYMENT MUST ACCOMPANY THIS ORDER

**PLEASE SUPPLY THESE
ITEMS WITH ORDER FORM
IF APPLICABLE:**

- ___ Rigging Plot
- ___ Electrical Order Form
- ___ Display Labor Order Form
- ___ Structural Integrity Statement

Subtotal	\$ _____
Tax 8.25 %	\$ _____
Total Cost	\$ _____

FREEMAN chain hoist / truss / sign equipment

FREEMAN

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**PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM**

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

_____, the contracted exhibitor at the **MRO AMERICAS 2020 / APRIL 28-30, 2020** 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 **ASSOCIATION, KAY BAILEY HUTCHISON CONVENTION 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.**

FREEMAN structural integrity statement

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COMPANY NAME:			BOOTH#:
ADDRESS:			BOOTH SIZE X
CITY/STATE/ZIP:			
CONTACT NAME:			PHONE #:
CONTACT EMAIL:			

Payment Information

Freeman only accepts payment information electronically. Place your order on FreemanOnline or follow the steps below to provide your payment information electronically and submit your order forms.
Freeman will no longer accept cash payments for any Freeman Services.

1. Submit your payment information

Proceed to our electronic Freeman Pay site to securely submit your payment information
<https://www.freemanpay.com/452780>

2. Submit your order

Upload your order forms through the same link used to submit your payment information

- Both your order and your payment must be received by the discount deadline date to guarantee discount pricing.
- 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 Freeman Service Center prior to show closing.

FREEMAN method of payment

PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, LLC., Freeman Expositions, Ltd., Freeman Audio Visual, Inc., Exhibit Surveys, LLC., Freeman Exhibit, Freeman Transportation, FreemanXP, LLC., Stage Rigging, LLC., The Freeman Company, Freeman Electrical, LLC., Freeman Digital Ventures, LLC., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Freeman to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

If FREEMAN provides electrical services, claims will not be considered, or adjustments made unless filed in writing, by EXHIBITOR, prior to the close of the event. FREEMAN is not responsible for any damage or loss caused by the loss of power beyond its control and EXHIBITOR agrees to hold FREEMAN, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. EXHIBITOR shall indemnify and hold harmless FREEMAN, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with EXHIBITOR'S actions or omissions under this Agreement. Please note that electrical services are NOT automatically included in Audio Visual rentals and must be ordered separately from the designated electrical provider.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. If any labor secured through Freeman is conducting overhead work, the Exhibitor is responsible for ensuring that everyone in the area of overhead work is wearing a hard hat. If the Exhibitor does not have its own hard hats, Freeman can assist with obtaining them. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.