

# FREEMAN

(888) 508-5054 Fax: (469) 621-5601

ExhibitorSupport@freeman.com

NAME OF SHOW: **MRO AMERICAS APR 2022 / April 26 - 28, 2022**

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

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

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

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

## FORKLIFT & RIGGING LABOR

**Straight Time:** 8:00 AM to 4:30 PM Monday through Friday  
**Overtime:** 6:00 AM to 8:00 AM and 4:30 PM to 12:00 Midnight Monday through Friday  
 All day 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 the Freeman Service Center to pickup 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
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$175.00	\$245.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$231.75	\$324.50
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$188.50	\$264.00
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$245.25	\$343.50
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$195.25	\$273.50
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$252.00	\$353.00
3040300	Forklift w/operator - up to 30,000 lbs - ST.....	\$252.25	\$353.25
3040301	Forklift w/operator - up to 30,000 lbs - OT.....	\$309.00	\$432.75
304040	Forklift w/operator - 4-Stage - ST.....	\$178.25	\$249.75
304041	Forklift w/operator - 4-Stage - OT.....	\$235.00	\$329.00
<b>RIGGING LABOR</b>			
3020100	Rigger - ST.....	\$113.25	\$158.75
3020101	Rigger - OT.....	\$170.00	\$238.00
<b>EQUIPMENT</b>			
3090600	Forklift Cage.....	\$58.25	
3090700	Forklift Boom.....	\$58.25	
3090800	Pallet Jack.....	\$58.25	

**INSTALLATION**

Part #	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: \_\_\_\_\_

Sub-Total \$ \_\_\_\_\_  
 8.25% Tax \$ **(N/A)**  
**Total Installation** \$ \_\_\_\_\_

**DISMANTLE**

Part #	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: \_\_\_\_\_

Sub-Total \$ \_\_\_\_\_  
 8.25% Tax \$ **(N/A)**  
**Total Dismantle** \$ \_\_\_\_\_

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## HANGING SIGN LABOR

### 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 Exhibitor Service 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 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 can be determined.

Type: Cloth Banner \_\_\_\_\_ Metal or Wood \_\_\_\_\_ Other \_\_\_\_\_

Shape: Square \_\_\_\_\_ Triangle \_\_\_\_\_ Rectangle \_\_\_\_\_ Other \_\_\_\_\_

Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

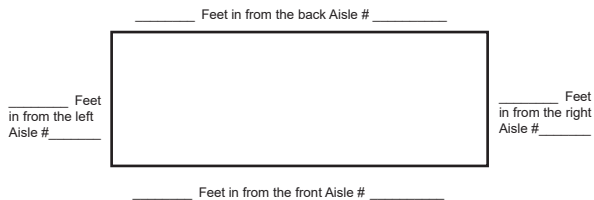
Weight of Sign: \_\_\_\_\_

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: \_\_\_\_\_

**STRUCTURAL INTEGRITY STATEMENT  
 MUST ACCOMPANY ORDER**

(452782) FY22 CC

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Straight Time

8:00 AM to 4:30 PM, Monday through Friday

#### Overtime

6:00 AM to 8:00 AM & 4:30 PM to 12:00 AM Monday through Friday,  
 6:00 AM to 12:00 AM Saturday & Sunday

#### Double Time

12:00 AM to 6:00 AM 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

	Straight Time	Overtime	Double Time
<b>Condor/Boom/Snorkel</b> with crew (up to 200 lbs lift capacity)			
Advance Price	\$657.00	\$770.00	\$883.00
Show Site Price	\$919.75	\$1,078.00	\$1,236.00
<b>Additional Crew/Assembly Labor</b> (Per person / Per hour)			
Advance Price	\$113.25	\$170.00	\$226.50
Show Site Price	\$158.75	\$238.00	\$317.25

#### 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.

hanging sign labor

## 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/452782>

### 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 price 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.**