

FREEMAN

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612

HANGING SIGN INSTRUCTIONS, RULES & REGULATIONS

- 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 (included but not limited to truss, hanging sign, banners and lights) must be assembled/attached, installed, and removed by Freeman.** Once removed, exhibitors are allowed to disassemble exhibitor-owned overhead items. 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 MCCNO Electrical Service Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.
- Any non-Freeman supplied chain hoists will require current yearly maintenance records.
- Truss and motor plot must be included with your signage.

***** LOW CEILING AREA *****
***** VERY LIMITED RIGGING AREA *****
***** ADVANCED ARRANGEMENTS REQUIRED *****

Halls E & F: 25'-finished ceiling from entrance to column line approximately 100' inside hall
Hall G: 23'-finished ceiling from entrance to column line approximately 100' inside hall
Hall H,I & J: 22'-finished ceiling from entrance to column line 100' inside hall

Truss & Motors are not allowed in Low Ceiling Area

Any personnel within the designated footprint of the overhead work area will be required to wear a Type 1 Class G Hard Hat

PLEASE INCLUDE THE BELOW ITEMS WHEN PLACING YOUR ORDER

- **Method of Payment**
- **Structural Integrity Statement**
- **Hanging Sign Order Form**
- **Chain Hoist / Truss / Sign Equipment Order Form (if applicable)**

For more details or clarification regarding the above instructions / regulations, please contact Freeman New Orleans Rigging Department at 504-733-7469 or via email at NewOrleansRigging@freeman.com.

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INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM & STRUCTURAL INTEGRITY
STATEMENT WITH YOUR ORDER

NAME OF SHOW: **POWER-GEN International 2019 / November 19 - 21, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 504-731-6137 to speak with one of our experts.

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

HANGING SIGN LABOR AND EQUIPMENT

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

8:00 A.M. to 5:00 P.M., Monday through Friday

Overtime

5:00 P.M. to 8:00 A.M. Monday through Friday, All Day Saturday & Sunday

Double Time

Recognized holidays

**Any personnel within the designated footprint
of the overhead work area will be required
to wear a Type 1 Class G Hard Hat.**

Equipment With Crew

- **Show site prices will apply to all labor orders placed at show site**
- **Crew Size - MINIMUM of two people**
- **Materials- Cable, clamps, etc are additional and charged accordingly**
- 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**

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 ___ Circle ___ 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 space above)

Is a Motor include with your sign? ___ Yes ___ No

Is Your Sign Shipping to the Advance Warehouse? ___ Yes ___ No

Labor Supervision

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.

Sign Placement

Is your hanging sign centered in the booth? Yes ___ No ___

If "No" please include detailed Rigging Plot Layout with your order.

Hanging Signs Labor

| | Straight Time | Overtime | Double Time |
|---|-----------------|------------------|------------------|
| Condor/Boom/Snorkel With crew (up to 200 lbs lift capacity) | | | |
| Advance Price | \$644.75 | \$803.25 | \$922.00 |
| Show Site Price | \$902.75 | \$1124.50 | \$1291.00 |

Installation Estimate

**Requested Install Date: _____ Time: _____

Approx Hours Hourly Rate Estimated Sub-Total*

_____ @ _____ = _____

Dismantle Estimate

**Requested Dismantle Date: _____ Time: _____

Approx Hours Hourly Rate Estimated Sub-Total*

_____ @ _____ = _____

****Requested dates and times are not guaranteed**

Sign Assembly Labor

| | Straight Time | Overtime | Double Time |
|--|-----------------|-----------------|-----------------|
| Assembly Labor/Additional Crew (Per person / Per hour) | | | |
| Advance Price | \$105.00 | \$157.50 | \$210.00 |
| Show Site Price | \$147.00 | \$220.50 | \$294.00 |

Installation Estimate

Approx Hours Hourly Rate Estimated Sub-Total*

_____ @ _____ = _____

Dismantle Estimate

Approx Hours Hourly Rate Estimated Sub-Total*

_____ @ _____ = _____

***2% tax to apply to all labor & 11.45% tax to apply to all materials**

Additional fees for materials, such as cable & clamps, may apply

| ESTIMATED TOTAL COST | |
|----------------------|-----------------|
| Materials** | \$ _____ |
| **11.45% Tax | + \$ _____ |
| Labor* | + \$ _____ |
| *2% Tax | + \$ _____ |
| GRAND TOTAL | \$ _____ |

FREEMAN hanging sign labor