

# FREEMAN

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DEADLINE DATE  
JUNE 26, 2013

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

NAME OF SHOW: **SIGGRAPH 2013 / 23 - 25 JULY 2013**  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 714-254-3410 to speak with one of our experts.

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

## HANGING SIGN LABOR AND EQUIPMENT

PLEASE PROVIDE THE FOLLOWING INFORMATION

ALL ORDERS MUST BE COMPLETE TO MEET THE DISCOUNT DEADLINE DATE. PLEASE REFER TO THE INSTRUCTION SECTION FOR COMPLETE INFORMATION NEEDED.

Regardless of previous usage, an authorized signature is required at the top of this form and the following information is to be completed.

**IMPORTANT NOTE:** Hanging structures are permitted in most areas of the Convention Center with the exception of meeting rooms and lobbies. You must comply with all Convention Center weight limitations and hanging structure requirements.

Freeman is the exclusive contractor for all ceiling-hung materials. All truss systems must also meet all facility rules and regulations.

### Structure Description

- Include blue print or drawing containing detailed information so hanging anchor points can be determined.

**Type of Material:** \_\_\_\_\_

Please specify: wood, cloth, metal, plastic, truss, vinyl, etc.

**Shape of Structure:** \_\_\_\_\_

Please specify: square, triangle, rectangle, round, banner, etc.

truss only  12" box  20" box

**Number of Signs to be hung:** \_\_\_\_\_

**Size:** Height \_\_\_\_\_

Length \_\_\_\_\_

Width \_\_\_\_\_

Diameter \_\_\_\_\_

**Weight of Hanging Structure:** (in pounds) \_\_\_\_\_

Any hanging structure that weighs in excess of 100 pounds will require the employment of chain motors. Additional crews may be dispatched at the Exhibitor's expense if deemed necessary by Freeman.

• Are you using chain motor(s)? Quantity: \_\_\_\_\_

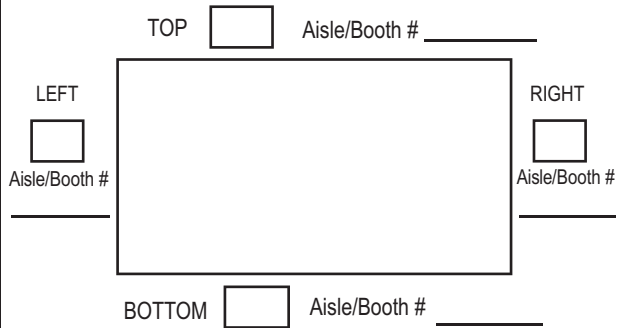
- Chain Hoist  Rotating Motor
- Exhibitor Provided  Freeman Provided

### Structural Integrity of Hanging Structure

- Please attach CERTIFIED WEIGH BILL and CERTIFIED STRUCTURAL ENGINEERED DRAWING
- Banners not requiring assembly weighing less than 100 lbs DO NOT REQUIRE CERTIFICATION.
- Include a copy of the weight specifications for all Truss Structures
- Refer to Show Management Rules & Regulations for height restrictions
- Exhibitors who comply with all outlined regulations will be given first priority.

### PLACEMENT DIAGRAM

Provide an overview sketch of how your sign should be hung in your booth in the large box below. Place booth dimensions in the small boxes. Indicate surrounding aisle or booth numbers for orientation.



No. of feet from the floor to the top of the hanging structure \_\_\_\_\_

No. of feet from the floor to bottom of hanging structure \_\_\_\_\_

No. of feet from the floor to top of ground structure \_\_\_\_\_

No. of feet in from LEFT SIDE of exhibit space \_\_\_\_\_

No. of feet in from RIGHT SIDE of exhibit space \_\_\_\_\_

No. of feet in from BOTTOM of exhibit space \_\_\_\_\_

No. of feet in from TOP of exhibit space \_\_\_\_\_

Electrical signs must be in working order and in accordance with the National Electric Code. Electrical service requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE order form.

Does your hanging structure require electricity?  YES  NO

Does your hanging structure have lights?  YES  NO

How many people are required to assemble the hanging structure? \_\_\_\_\_

Is Your Sign Designed to Rotate? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Initial in the applicable box above)

### HANGING STRUCTURE

Install-Date/Time \_\_\_\_\_ AM/PM

Dismantle-Date/Time \_\_\_\_\_ AM/PM

Please indicate Method of Supervision your require:

- OK to proceed without Exhibitor Supervision
- Wait for Exhibitor Supervision
- Display House to supervise

Please note this is only a request. All dates and times are not guaranteed (depending on work to be performed).

### INBOUND SHIPPING

- Shipping to Advance Warehouse  
Deadline for Receipt: JULY 10, 2013
- Shipping to Show Site  
Date of Arrival: \_\_\_\_\_ AM/PM

**See Reverse side for instructions, installation, equipment, & labor rates.  
Please contact Exhibitor Sales at 714.254.3410 for a Truss & Lighting package quote.**

FREEMAN hanging sign labor

EXHIBITING COMPANY NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

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

PHONE#: \_\_\_\_\_

FAX #: \_\_\_\_\_

**INSTRUCTIONS**

**FREEMAN REQUIRES AN ENGINEER PRINT OF TRUSS AND LIGHTING RIGGING. PLEASE PROVIDE A DWG FILE OF THE RIGGING PLOT WITH LOAD REQUIRED INFORMATION 3 WEEKS PRIOR TO MOVE IN. INCOMPLETE INFORMATION MAY PROHIBIT YOUR TRUSS RIG FROM BEING HUNG.**

For pre rigging please contact Freeman for availability.

Lighting Designer Information. Note: Anaheim Convention Center rigging regulations must be adhered to.

Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- All Sign Structure/Truss and Motor System orders must be accompanied by both a Weight Certificate and a Certified Structural Engineered Drawing.
- All ground supported truss systems that exceed a height of 12' will require seismic safety cables. Any part of an exhibit or structure must have a supporting base equaling 1/3 the height of the structure on three points.
- All truss systems that are to be suspended from the ceiling will require detailed blue prints that indicate all hanging points and weight loads for each point.
- All truss and motor systems will be operated by Freeman personnel only. At no time, will any Exhibitor Appointed Contractor be permitted to operate the motor controls in raising or lowering truss systems. All Distros will be handled by Freeman.

**CHARGES FOR HANGING - TIME & MATERIAL BASIS**

- **STANDARD PRICES WILL APPLY IF THE HANGING SIGN IS NOT RECEIVED BY THE WAREHOUSE SHIPPING DEADLINE DATE.**
- Size and weight of structure determines labor & equipment requirements - in most cases 2-man crews will be utilized. 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 will be charged accordingly.
- There will be an additional charge for any cables, connectors, or other equipment needed to assemble or rig structures as well as labor to verify weight on hang points. Re-crating of signs by Freeman will be handled on a time and material basis \*\*\*\*For some events an 8 hour minimum charge of \$933.00 each way could apply.
- One hour minimum per lift crew, assembler and/or supervisor
- **STRAIGHT TIME:** 8:00 A.M. TO 4:30 P.M. Monday through Friday
- **DOUBLE TIME:** 4:30 P.M. TO 8:00 A.M. Monday through Friday. ALL DAY Saturday and Sunday
- **HOLIDAY** ALL DAY on Holidays

<b>SIGN HANGS ONLY</b>	<b>Straight Time</b>	<b>Double Time</b>	<b>Holiday</b>
Boom Lift with Crew per hour			
Advanced Price .....	\$ 579.40	\$ 806.40	\$ 948.40
Standard Price.....	\$ 753.30	\$ 1048.30	\$ 1232.90

<b>TRUSS &amp; EQUIPMENT HANGS</b>			
Boom Lift with Crew per hour			
Advanced Price .....	\$ 704.90	\$ 1,031.90	\$ 1,236.90
Standard Price.....	\$ 916.40	\$ 1,341.50	\$ 1,608.00

<b>ASSEMBLY CREW/ADDITIONAL LABOR</b>			
Assembly Crew or Ground Supervisor			
Per Person Per Hour			
Advanced Price .....	\$ 125.50	\$ 225.50	\$ 288.50
Standard Price.....	\$ 163.20	\$ 293.20	\$ 375.10

<b>ROTATING MOTOR RENTAL</b>			
Quantity	@	Rate	Estimated Cost
_____	@	\$ 799.50	= _____

<b>CHAIN HOIST RENTAL</b>			
Quantity	@	Rate	Estimated Cost
_____	@	\$ 608.20	= _____

<b>ASSEMBLY ESTIMATE</b>			
Approx. Hours	@	Hourly Rate	Estimated Cost
_____	@	_____	= _____

<b>INSTALLATION ESTIMATE</b>			
Approx. Hours	@	Hourly Rate	Estimated Cost
_____	@	_____	= _____

<b>DISMANTLE ESTIMATE</b>			
Approx. Hours	@	Hourly Rate	Estimated Cost
_____	@	_____	= _____

**TOTAL ESTIMATED COST:** \_\_\_\_\_

**INSTALLATION**

**FREEMAN IS RESPONSIBLE FOR ASSEMBLY OF ALL HANGING EQUIPMENT, TRUSS AND SIGNS.** No display houses will be allowed to assemble any hanging structures, due to seismic codes. However, they may supervise. Set up instructions must be provided for signs needing assembly. Dismantling may be done by a display house after Freeman lowers structure. Installation and dismantling times will be established by Freeman per availability of halls and access to area.

**METHOD OF SUPERVISION REQUIREMENTS ARE:** OK TO PROCEED WITHOUT EXHIBITOR SUPERVISION, THE FOLLOWING APPLIES:

- Must have diagrams and be received in our Warehouse.
- We will make every attempt to coordinate hangs, when possible, prior to your assigned freight target.
- Exhibitors who require labor to hang from the ceiling PRIOR to installing their displays must contact us prior to move-in, to schedule the necessary labor and equipment.
- All hanging material **MUST** be sent in a separate container directly to the Freeman warehouse, with the special enclosed **HANGING MATERIAL** labels.
- **Deadline for receipt: JULY 10, 2013**  
 Company Name and Booth Number \_\_\_\_\_  
 For: **SIGGRAPH 2013**  
 c/o Freeman  
 900 EAST SANTA ANA STREET  
 ANAHEIM, CA 92805  
 Attention: Hanging Structure
- Bill of Lading must be marked:  
 "Hanging Sign/Ceiling Hung Material"

EXHIBITOR OR DISPLAY HOUSE SUPERVISION, THE FOLLOWING APPLIES:

- In cases where materials are not delivered to our warehouse with complete instructions & diagrams prior to move-in, please be aware of the following:
- Exhibit personnel **MUST CHECK-IN** at the Freeman Service Desk upon receipt of hanging materials at booth. Show site check-ins will not be guaranteed same day or straight time installation. Next day hangs for on-site deliveries will be installed after advance scheduled hangs are completed
- Exhibitor understands and agrees that if their representative does not check in at the Freeman Service Desk at the time/date assigned, (per Freeman's notification) when structures are ready to hoist, they will **FORFEIT** their rights to have their own supervision.

**SHOW SITE ORDERS MIGHT NOT BE ACCEPTED** due to advance clearance requirements. **Standard prices will apply to all labor orders placed at show site.**

**STRUCTURAL INTEGRITY STATEMENT**

The enclosed Structural Integrity Statement must be signed by the display house and/or exhibitor, guaranteeing that the stress points for hanging have been engineered properly. Structures will not be hung if, in the opinion of the contractor and/or facility, they are deemed unsafe. All information must be forwarded to Freeman for approval in advance of move in.

**AUTHORIZED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

This form must be returned with the following:

- Structural Integrity Statement
- Certified engineered blue print
- Drawing indicating height, length and width dimensions
- Certified weigh bill
- Orientation drawing showing position within the booth space and height from the floor to the top of the sign.