LET US DO THE HEAVY LIFTING

Freeman specialists are ready to assist you with all of your exhibit requests, from beginning to end. And when it comes to installing and dismantling exhibits, we make no exceptions. Whether it’s shipping and storage, emergency on-site repairs, basic installation and dismantling or support service coordination, including electrical, furnishings and more, Freeman has the resources and capabilities to ensure the most successful show experience possible.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations focused on incremental improvement to meet rapidly changing market conditions based upon customer feedback
- Post-show evaluations that help identify small changes that make big impacts

**ON-SITE SUPERVISION**

You may wish to supervise labor on your own, but if you need assistance, Freeman installation & dismantling experts will get the job done as an extension of your team.

If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.
## INSTALLATION & DISMANTLE LABOR

- **Straight Time:** 8:00 AM to 5:00 PM Monday through Friday
  - $114.50
  - $160.50
- **Overtime:** 5:00 PM to 12:00 AM Monday through Friday
  - $171.75
  - $240.50
- **Double Time:** Midnight to 8:00 AM and recognized holidays
  - $229.00
  - $320.75

- **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.**
- **One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.**
- **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.**
- **Exhibitor Supervised Labor (Supervisor must check in at the Freeman Service Center to pick up labor)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Freeman Supervision (30%) = $

Total Installation = $

### DISMANTLE LABOR

- **Freeman Supervised Labor - Please complete the reverse side of this form.**
- **Exhibitor Supervised Labor (Supervisor must check in at the Freeman Service Center to pick up labor)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
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</tbody>
</table>

Freeman Supervision (30%) = $

Total Dismantle = $

Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.
### INBOUND SHIPPING & SET-UP INFORMATION

<table>
<thead>
<tr>
<th>Freight will be shipped to:</th>
<th>Warehouse: ______________</th>
<th>Show Site: ____________</th>
<th>Date Shipped: ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total No. of Pieces:</td>
<td>Crates: ________________</td>
<td>Cartons: ______________</td>
<td>Fiber Cases: ____________</td>
</tr>
<tr>
<td>Setup Plan/Photo:</td>
<td>Attached: ____________</td>
<td>To Be Sent With Exhibit:</td>
<td>In Crate No. ______________</td>
</tr>
<tr>
<td>Carpet:</td>
<td>With Exhibit: __________</td>
<td>Rented From Freeman:</td>
<td>Color: ______________</td>
</tr>
<tr>
<td>Electrical Placement:</td>
<td>Drawing Attached: __________</td>
<td>Drawing With Exhibit:</td>
<td>Electrical Under Carpet:</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graphics:</td>
<td>With Exhibit: __________</td>
<td>Shipped Separately:</td>
<td></td>
</tr>
<tr>
<td>Special Tools/Hardware Required:</td>
<td>__________________________</td>
<td></td>
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</tr>
</tbody>
</table>

### OUTBOUND SHIPPING INFORMATION

**SHIP TO:**

<table>
<thead>
<tr>
<th>Select a Carrier:</th>
<th>Freeman Exhibit Transportation:</th>
<th>Other Carrier:</th>
</tr>
</thead>
<tbody>
<tr>
<td>No need to schedule your outbound shipment.</td>
<td>Carrier Name: __________________________</td>
<td>Carrier Phone: __________________________</td>
</tr>
<tr>
<td>Charges will appear on your Freeman invoice.</td>
<td>Arrangements for pick-up by other carriers is the responsibility of the exhibitor.</td>
<td></td>
</tr>
<tr>
<td>Freeman will make arrangements for all Freeman Exhibit Transportation shipments.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Select Level of Service:**

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 PM second business day
- Deferred: Delivery within 3-5 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated or truckload

**Freight Charges:**

- Same as ship to
- Bill To: __________________________

**Select Shipment Options (if applicable):**

- Have loading dock
- Inside delivery
- Pad wrap required
- Do not stack
- Lift gate required
- Air ride required
- Residential

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