



INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SIGGRAPH 2015 / 11 - 13 AUGUST 2015**

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

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- **Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.**
- **If these instructions are not followed and/or orders are not complete and submitted by the order deadline date, Freeman cannot guarantee the hanging of your sign or advance pricing. Show Site orders might not be accepted due to advance clearance requirements.**
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the Hanging Sign Labels. This container **MUST** arrive by the warehouse shipping deadline date.
- Hanging Structures are permitted in most areas of the convention center with the exception of meeting rooms and lobbies. All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- Freeman is the exclusive contractor for all ceiling-hung materials. All truss systems must also meet all facility rules and regulations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitor Services Manual as it relates.
- 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.
- Incomplete or missing information may delay your installation.

Number of signs to be hung: _____

Type: Cloth Banner Metal Wood
 Other _____

Shape: Square Circle Rectangle Triangle
 Other _____

Size: Height _____ Length _____ Width _____ Weight _____

Is Electrical Required? Yes No

Is Assembly Required? Yes No

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

Does Your Sign Require Motors or Truss? Yes No

Quantity: _____

Provided with Sign Need to Order*

*See motors & truss form

Placement Diagram:

No. of feet from floor to top of sign _____

Submit a scaled floor plan indicating exact sign placement complete with dimensions, booth orientation and indicating surrounding aisle or booth numbers. Complete the Hanging Sign Placement Diagram OR if sign is **centered**, check here.

EQUIPMENT AND LABOR RATES TO HANG SIGNS

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 and all day Saturday and Sunday.

Holiday

All day on Holidays.

Crew Size - MINIMUM of two people

Materials

Cable, clamps, etc. are additional and charged accordingly

Equipment With Crew

- **Standard 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	Double Time	Holiday
Boom Lift with crew (up to 200 lbs lift capacity)			
Advance Price	\$623.50	\$869.50	\$1023.00
Standard Price	\$873.00	\$1217.5	\$1432.25
Assembly Labor (Per person / Per hour)			
Advance Price	\$134.00	\$241.25	\$308.00
Standard Price	\$187.75	\$337.75	\$431.25
For Display Work Only (Not to hang sign)			
20' Scissorlift with crew (up to 350 lbs lift capacity)			
Advance Price	\$474.00	\$688.50	\$822.00
Standard Price	\$663.75	\$964.00	\$1151.00

*Requested Install Date: _____ Time: _____

Installation Estimate Condor/Crew

Approx Hours	Hourly Rate	Total Estimated Cost
_____ @ _____	=	_____

*Requested Dismantle Date: _____ Time: _____

Dismantle Estimate Condor/Crew

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:

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

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.

INBOUND SHIPPING

- Shipping to Advance Warehouse
- Deadline for Receipt: JULY 29, 2015
- Shipping to Show Site
- Date of Arrival: _____

FREEMAN hanging sign labor

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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.
- 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.

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: Los Angeles Convention Center rigging regulations must be adhered to.

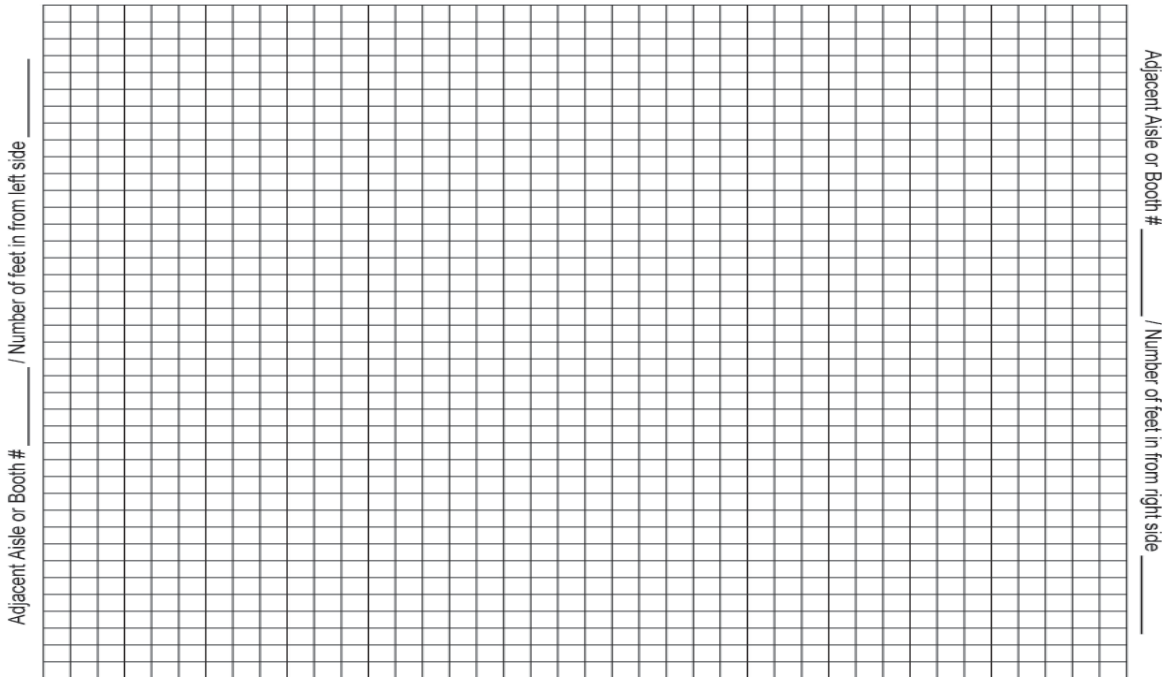
Name: _____ Phone: _____
Company Name: _____ Email: _____

HANGING SIGN PLACEMENT DIAGRAM

The grid below may be printed to layout your hanging sign information for booths up to 40' x 40' or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

Booth orientation. Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Adjacent Aisle or Booth# _____ / Number of feet in from TOP of exhibit space _____



Adjacent Aisle or Booth # _____ / Number of feet in from BOTTOM of exhibit space _____

A measurement scale can be applied as necessary to reflect your booth size.

- 10' x 10' use 1 square = 1/4ft
 20'x20' use 1 square = 1/2ft
 30ft x 30ft use 1 square = 3/4 ft
 40' x 40' use 1 square = 1ft
 Customize your grid _____ft x _____ft use 1 square = _____foot