

# FREEMAN

445 E. Glendale Ave.  
Sparks, NV 89436  
(775) 355-4600 • Fax: (775) 356-6236  
FreemanRenoES@freemanco.com



**DISCOUNT PRICE  
DEADLINE DATE  
OCTOBER 26, 2007**

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

NAME OF SHOW: SC2007 • NOVEMBER 12 - 15, 2007

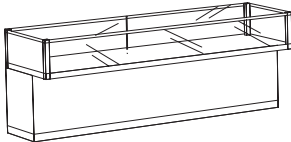
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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

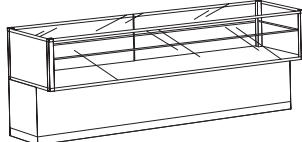
E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 775-355-4600 to speak with one of our experts.

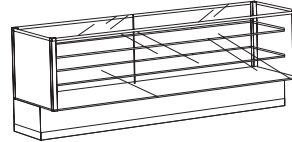
For fast, easy ordering, go to [www.myfreemanonline.com](http://www.myfreemanonline.com)



**QUARTER VIEW**



**HALF VIEW**



**FULL VIEW CASE**

## SHOWCASES

### THE STANDARD WHITE LINE (Fluorescent)

Fluorescent Lighting  
Sliding Doors w/Lock (No Mirrors)  
Solid Sides  
Matte White Formica Exterior  
Closed Storage area (Quarter & Half View Cases)  
Available in 4', 5' and 6' lengths & 34" Corner Cases  
**Available in Quarter, Half & Full View**

___ 101044	4' Quarter View Fluorescent..	334.00	_____
___ 101052	5' Quarter View Fluorescent..	334.00	_____
___ 101062	6' Quarter View Fluorescent..	334.00	_____
___ 101042	4' Half View Fluorescent.....	334.00	_____
___ 101050	5' Half View Fluorescent.....	334.00	_____
___ 101060	6' Half View Fluorescent.....	334.00	_____
___ 101043	4' Full View Fluorescent .....	334.00	_____
___ 101051	5' Full View Fluorescent .....	334.00	_____
___ 101061	6' Full View Fluorescent .....	334.00	_____
___ 101092	Corner Quarter View .....	366.00	_____
___ 101090	Corner Half View .....	366.00	_____

### THE DELUXE LINE (Fluorescent)

Fluorescent Lighting  
Mirrored Sliding Doors w/Lock  
Glass Sides  
Polished Bronze Frame  
Glossy Black Formica Exterior  
Rear Storage w/Locked Sliding Doors  
Available in 4', 5' and 6' lengths & 34" Corner Cases  
**Available in Quarter & Half View**

___ 1014111	4' Quarter View Fluorescent..	387.00	_____
___ 1014121	5' Quarter View Fluorescent..	387.00	_____
___ 1014131	6' Quarter View Fluorescent..	387.00	_____
___ 1014110	4' Half View Fluorescent.....	387.00	_____
___ 1014120	5' Half View Fluorescent.....	387.00	_____
___ 1014130	6' Half View Fluorescent.....	387.00	_____
___ 1014101	Corner Quarter View .....	414.00	_____
___ 1014100	Corner Half View .....	414.00	_____

### THE DESIGNER LINE (Fluorescent OR Halogen)

Fluorescent Lighting (Quarter & Half View)  
Halogen Lighting (Quarter View Only)  
Mirrored Sliding Doors w/Lock  
Glass Sides  
Brushed Silver Frame  
Textured Gray Formica Exterior  
Rear Storage w/Locked Sliding Doors  
**Available in 4', 5', and 6' lengths & 34" Corner Cases**

___ 1012400	4' Quarter View Fluorescent..	371.00	_____
___ 1012500	5' Quarter View Fluorescent..	371.00	_____
___ 10125600	6' Quarter View Fluorescent..	371.00	_____
___ 1012401	4' Half View Fluorescent.....	371.00	_____
___ 1012501	5' Half View Fluorescent.....	371.00	_____
___ 1012601	6' Half View Fluorescent.....	371.00	_____
___ 1011400	4' Quarter View Halogen .....	445.00	_____
___ 1011500	5' Quarter View Halogen .....	445.00	_____
___ 1011600	6' Quarter View Halogen .....	445.00	_____
___ 101214	Corner Quarter View Fluorescent .	398.00	_____
___ 101212	Corner Half View Fluorescent .....	398.00	_____
___ 101142	Corner Quarter View Halogen.....	482.00	_____

### THE ELITE LINE (Halogen)

Halogen Lighting  
Mirrored Sliding Doors w/Lock  
Glass Sides  
Brushed Gold Frame  
Green w/Etched Verdigris Formica Exterior  
Rear Storage w/Locked Sliding Doors  
Available in 4', 5' and 6' lengths & 34" Corner Cases  
**Available in Quarter & Half View**

___ 1013400	4' Quarter View Halogen .....	445.00	_____
___ 1013500	5' Quarter View Halogen .....	445.00	_____
___ 1013600	6' Quarter View Halogen .....	445.00	_____
___ 1013401	4' Half View Halogen .....	445.00	_____
___ 1013501	5' Half View Halogen .....	445.00	_____
___ 1013601	6' Half View Halogen .....	445.00	_____
___ 101314	Corner Quarter View .....	482.00	_____
___ 101312	Corner Half View .....	482.00	_____

Remember to order in advance to save time, money and ensure availability. Rental prices are for the duration of the show and include delivery to and removal from your booth space. **Orders received after the deadline date will cost you an additional 30% per case over prices indicated.**

### TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (7.375%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

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 DEADLINE DATE  
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**INCLUDE THE FREEMAN METHOD  
 OF PAYMENT WITH YOUR ORDER**

NAME OF SHOW: SC2007 • NOVEMBER 12 - 15, 2007

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

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

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

For Assistance, please call 775-355-4600 to speak with one of our experts.

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

## GRAPHICS AND SIGNS

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see guidelines for electronic files on the reverse side of this form.

### DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq. ft.  
 sq. ft. \_\_\_\_\_ x \$11.15 = \$ \_\_\_\_\_

- \$11.15 per sq. ft. (standard price \$16.75)
- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment

**Note:** File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

### LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

#### File Information:

Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_

PMS Colors \_\_\_\_\_

#### Backing Material:

Foamcore <input type="checkbox"/>	Masonite <input type="checkbox"/>
PVC <input type="checkbox"/>	Plexi <input type="checkbox"/>
Gatorfoam <input type="checkbox"/>	Other <input type="checkbox"/>

Vertical <input type="checkbox"/>	Horizontal <input type="checkbox"/>	Use Your Judgment For Sign Layout <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Special Instructions** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" _____ @	\$49.00	\$73.50 = \$	_____
7" x 22" _____ @	\$50.25	\$75.40 = \$	_____
7" x 44" _____ @	\$51.50	\$77.25 = \$	_____
9" x 44" _____ @	\$54.55	\$81.85 = \$	_____
11" x 14" _____ @	\$60.15	\$90.25 = \$	_____
14" x 22" _____ @	\$61.80	\$92.70 = \$	_____
14" x 44" _____ @	\$73.80	\$110.70 = \$	_____
22" x 28" _____ @	\$77.40	\$116.10 = \$	_____
28" x 44" _____ @	\$93.55	\$140.35 = \$	_____
20" x 60" (white only) _____ @	\$152.80	\$229.20 = \$	_____

**Note:** File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

#### INDICATE YOUR SIGN COPY HERE:

- Please feel free to attach additional sign copy on separate page.

Vertical <input type="checkbox"/>	Horizontal <input type="checkbox"/>	Use Your Judgment For Sign Layout <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

**TOTAL COST**

Sub-Total \_\_\_\_\_ + Tax (7.375%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

FREEMAN graphics & signs

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

*Our desire is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.*

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a “vector” file, include all fonts, or convert fonts to outlines or paths

### ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW
- MACROMEDIA freehand
- QUARK XPRESS

Files should always be saved in their native format.

### ACCEPTABLE FILE TYPES

Files that Freeman **can use** in order of preference, include:

- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files
- JPEG files

### WAYS TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)

- Large files may also be posted to Freeman’s FTP site for downloading—you may get the password and other needed information from your Freeman service representative in order to post files. However, a hard paper proof print must also be sent via overnight delivery in addition to posting the electronic files.

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DISCOUNT PRICE  
DEADLINE DATE  
OCTOBER 9, 2007

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PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: \_\_\_\_\_  
 COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 775-355-4600 to speak with one of our experts.

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

## STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

- Single-sided graphics, frame hardware and harness included.
- Complete the "Hanging Sign" order form. (Labor and hardware to hang sign are NOT included.)
- Orders received after the deadline date are subject to availability and will be charged standard prices.

An Exhibitor Sales Specialist will contact you for details.



### Square Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10'	3'	40'	\$4,138.00	\$5,379.40	_____
_____	10' x 10'	4'	40'	\$4,912.00	\$6,385.60	_____
_____	15' x 15'	3'	60'	\$5,848.00	\$7,602.40	_____
_____	15' x 15'	4'	60'	\$6,908.00	\$8,980.40	_____



### Rectangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 15'	3'	50'	\$5,212.00	\$6,775.60	_____
_____	10' x 15'	4'	50'	\$6,051.00	\$7,866.30	_____



### Circle Signs

Quantity	Diameter	Height	Circumference (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	31.42'	\$3,653.00	\$4,748.90	_____
_____	10'	4'	31.42'	\$4,223.00	\$5,489.90	_____
_____	15'	3'	47.12'	\$5,149.00	\$6,693.70	_____
_____	15'	4'	47.12'	\$5,962.00	\$7,750.60	_____



### Triangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10' x 10'	3'	30'	\$3,185.00	\$4,140.50	_____
_____	10' x 10' x 10'	4'	30'	\$3,711.00	\$4,824.30	_____
_____	15' x 15' x 15'	3'	45'	\$4,917.00	\$6,392.10	_____
_____	15' x 15' x 15'	4'	45'	\$7,014.00	\$9,118.20	_____



### Serpentine Signs

Quantity	Length	Height	Double Sided (Linear Ft.)	Discount Price	Standard Price	Total
_____	15'	3'	30'	\$2,677.00	\$3,480.10	_____
_____	15'	4'	30'	\$3,356.00	\$4,362.80	_____
_____	20'	3'	40'	\$4,025.00	\$5,232.50	_____
_____	20'	4'	40'	\$4,739.00	\$6,160.70	_____
_____	30'	3'	60'	\$5,275.00	\$6,857.50	_____
_____	30'	4'	60'	\$6,383.00	\$8,297.90	_____

Total: \_\_\_\_\_ x 7.375%(Tax) \_\_\_\_\_ = \_\_\_\_\_

## CUSTOM PURCHASE -- Custom Framing, Various Custom Sizes, and Fabrics

- Please check the box to have an Exhibitor Sales Specialist contact you regarding FREE Samples of materials and/or quotes.

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

NAME OF SHOW: SC2007 • NOVEMBER 12 - 15, 2007

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

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

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

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## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 5:00 P.M. Monday through Friday .....	\$ 72.00	\$ 93.60
<b>Overtime-</b> 5:00 P.M. to 8:00 A.M. Monday through Friday		
All day Saturday, Sunday and recognized Holidays.....	\$ 116.00	\$ 150.80

**• 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.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
  
- 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.**

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Exhibitor Supervised Labor** (Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ <b>(N/A)</b>
Total Installation						= \$ _____

## DISMANTLE LABOR

**Freeman Supervised Labor - Please complete the reverse side of this form.**

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Exhibitor Supervised Labor**(Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ <b>(N/A)</b>
Total Dismantle						= \$ _____

**FREEMAN installation & dismantle**

NAME OF SHOW: **SC2007 • NOVEMBER 12 - 15, 2007**

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

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

**FREEMAN SUPERVISED LABOR**

***IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.***

**INBOUND SHIPPING & SET UP INFORMATION**

Freight will be shipped to Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

Setup Plan/Photo: Attached \_\_\_\_\_ To Be Sent With Exhibit \_\_\_\_\_ In Crate No. \_\_\_\_\_

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION**

SHIP TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**METHOD OF SHIPMENT**

Freeman Exhibit Transportation:

- Common Carrier
- Air Freight       Next Day       2nd Day       Deferred       Expedited

Other (list carrier name & phone number):

- Other Common Carrier: \_\_\_\_\_
- Other Air Freight: \_\_\_\_\_
- Van Line: \_\_\_\_\_

**FREIGHT CHARGES**

- Prepaid       Collect

Bill To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In the event your selected carrier fails to show on final move-out day, please select one of the following options:**

- Reroute via Freeman's choice
- Deliver back to Freeman warehouse at Exhibitor's expense.

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

FREEMAN installation & dismantle

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## HANGING SIGN LABOR AND EQUIPMENT

### INSTRUCTIONS

- 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 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.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- 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.

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

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

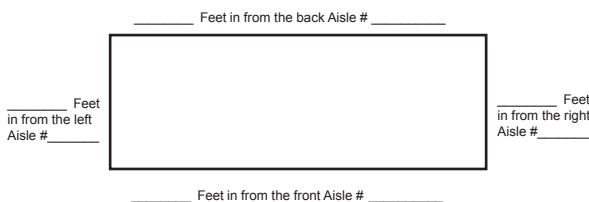
Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

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

Does Your Sign Require Electricity \_\_\_\_\_ Assembly \_\_\_\_\_

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

### 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 and all day Saturday, Sunday & Holidays.

#### Crew Size - MINIMUM of two people

#### Materials

Cable, clamps, etc. are additional and charged accordingly

### Equipment With Crew

- Show site prices will apply to all labor 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
<b>Scissorlift</b> Scissorlift with crew (up to 500 lbs lift capacity)		
Advance Price	\$270.00	\$355.00
<b>Show Site Price</b>	\$351.00	\$461.50
<b>Condor/Boom/Snorkel</b> With crew (up to 200 lbs lift capacity)		
Advance Price	\$395.00	\$515.00
<b>Show Site Price</b>	\$454.25	\$592.25
<b>Additional Crew</b> Assembly Labor (Per person / Per hour)		
Advance Price	\$72.00	\$116.00
<b>Show Site Price</b>	\$93.60	\$150.80
<b>Installation Estimate</b>		
Approx Hours	Hourly Rate	Total Estimated Cost
_____ @ _____	=	_____
<b>Dismantle Estimate</b>		
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.

<b>Subtotal</b>	\$ _____
<b>Tax 7.375%</b>	\$ <b>N/A</b>
<b>Total Cost</b>	\$ _____

FREEMAN hanging sign labor

**F R E E M A N**

445 E. Glendale Ave.  
Sparks, NV 89431  
775-355-4600 • Fax: 775-356-6236



**INCLUDE WITH THE  
HANGING SIGN ORDER FORM**

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**STRUCTURAL INTEGRITY STATEMENT  
THIS FORM MUST BE RETURNED  
FOR ALL SUSPENDED STRUCTURES**

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\_\_\_\_\_, the contracted exhibitor at the **SC2007** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, RENO-SPARKS CONVENTION CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Display House/Builder (if applicable): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Complete and return form to address listed at the top of this form.**

FREEMAN structural integrity statement

# F R E E M A N

7000 Placid, #101  
 Las Vegas, NV 89119  
 Ph: 702-263-1404 • Fax: 702-263-9260  
 FreemanRenoES@freemanco.com



**DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 26, 2007**

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

NAME OF SHOW: SC2007 • NOVEMBER 12 - 15, 2007

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

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

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

For Assistance, please call 775-355-4600 to speak with one of our experts.

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

**ELECTRICAL OUTLETS (Double Price for 24 Hour Service)**

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
110/120 VOLT					
500 Watts (5 amps)	_____	_____	75.00	112.50 = \$	_____
1000 Watts (10 amps)	_____	_____	148.00	222.00 = \$	_____
1500 Watts (15 amps)	_____	_____	172.00	258.00 = \$	_____
2000 Watts (20 amps)	_____	_____	196.00	294.00 = \$	_____

**208 VOLT SINGLE PHASE**

5 Amps	_____	_____	174.00	261.00 = \$	_____
10 Amps	_____	_____	259.00	388.50 = \$	_____
15 Amps	_____	_____	294.00	441.00 = \$	_____
20 Amps	_____	_____	369.00	553.50 = \$	_____
30 Amps	_____	_____	442.00	663.00 = \$	_____
60 Amps	_____	_____	580.00	870.00 = \$	_____
100 Amps	_____	_____	765.00	1,147.50 = \$	_____

**208 VOLT THREE PHASE**

5 Amps	_____	_____	261.00	391.50 = \$	_____
10 Amps	_____	_____	344.00	516.00 = \$	_____
15 Amps	_____	_____	397.00	595.50 = \$	_____
20 Amps	_____	_____	496.00	744.00 = \$	_____
30 Amps	_____	_____	594.00	891.00 = \$	_____
60 Amps	_____	_____	778.00	1,167.00 = \$	_____
100 Amps	_____	_____	1,026.00	1,539.00 = \$	_____
150 Amps	_____	_____	1,225.00	1,837.50 = \$	_____
200 Amps	_____	_____	1,545.00	2,317.50 = \$	_____
400 Amps	_____	_____	2,825.00	4,237.50 = \$	_____

Transformer to Boost 208V to Approx. 230V - \$4.00 per Amp (20 Amp Min.)

Qty \_\_\_\_\_ Amps \_\_\_\_\_ = \$ \_\_\_\_\_

**480 VOLT THREE PHASE**

20 Amps	_____	_____	595.00	892.50 = \$	_____
30 Amps	_____	_____	713.00	1,069.50 = \$	_____
60 Amps	_____	_____	933.00	1,399.50 = \$	_____
100 Amps	_____	_____	1,231.00	1,846.50 = \$	_____

**SPECIAL LIGHTING (Price Includes Power & Labor for Installation)**

Single Light Stand	_____	97.00	145.50 = \$	_____
Double Light stand	_____	149.00	223.50 = \$	_____
4' Track with 3 Lights	_____	165.00	247.50 = \$	_____
Arm Light	_____	108.00	162.50 = \$	_____

\*May require labor and or lift at additional charge.

Extension cords and power strips are available for rent at the Show Service Desk.

**LABOR (Minimum Charge for Orders - 1 hour)**

Outlet prices for 120 Volt power include bringing the service to one location at the rear of the booth in peninsula and in-line booths. If you require outlets in other locations or have other requirements please see the Electrical Labor order form.

**Straight Time.....\$ 89.00 per hour**

Monday - Friday, 8:00 am - 5:00 pm  
 (Excluding Holidays)

**Overtime.....\$178.00 per hour**

Monday - Friday, 5:00 pm - 8:00 am  
 All day Saturday, Sunday and Holidays

**ADDITIONAL INFORMATION**

- To receive discount prices we must receive your order, with full payment.
- Island Booths must have a scaled floor plan included with orders. Please indicate location of electrical outlets.
- Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. If you require power at any other time you need to order 24 hour power.
- Power will be turned off immediately after final show closing. If you require power beyond these time limits, you will need to make special arrangements prior to show opening at an additional cost. Please send these requirements with your advance orders.

**TOTAL COST**

Outlet(s)	\$ _____
Lighting	\$ _____
Tax	\$ <b>N/A</b>
<b>GRAND TOTAL</b>	\$ _____

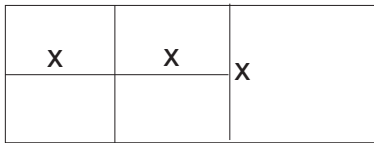
# ELECTRICAL INSTRUCTIONS & CONDITIONS

## HOW TO CALCULATE YOUR ELECTRICAL REQUIREMENTS:

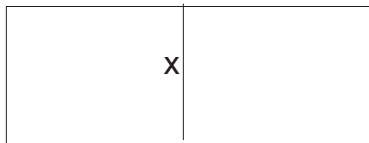
1. To order power for your lights, take the wattage on the bulb and multiply by the number of lights you are using.
2. For equipment, you may place your order by reading the rating plate on each individual piece of equipment. A separate outlet should be ordered for each piece of equipment as well as each location you require power. Rating plates are located on all pieces of electrical equipment and will indicate wattage, amperage or horse-power, voltage and phasing.
3. Dedicated outlets require a minimum 20 amp outlet and are double the price.

## WHERE YOUR OUTLET WILL BE LOCATED IN YOUR BOOTH:

1. Your power will be installed in one location as indicated in the following diagrams, typically outlets will be placed on the floor in the back of the booth.
2. If power is required in locations other than those indicated below, secondary distribution will be billed on a time and material basis.
3. If a location for power in island booths is not provided prior to show move-in, you will be charged time & material for installation of main power as well as secondary distribution.



LINE BOOTHS / PENINSULA



BACK TO BACK PENINSULA



ISLAND BOOTH

Please see #3 above

## OTHER:

1. **Labor is required for:** all under-carpet distribution of electrical wiring, all overhead distribution of electrical wiring, including coaxial cable, fiber optics, CAT5, etc. and the distribution of same from product to booth and from booth to booth, installation of lighting, electrical equipment, lighted signs, etc., when the combination of all outlets is greater than 20 amps or voltage is higher than 120 volts, for inspection of exhibitors power panels and equipment prewired to plug into our system. Billing will be done on a time and material basis. Please see Electrical Labor Order Form to place your order.
2. All material and equipment provided by Freeman Electrical Services is for rental purposes only and remains the property of Freeman Electrical Services. The provisions will be removed at the close of the show.
3. All equipment regardless of power source, must comply with Federal, State, and local codes. Freeman Electrical Services reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman Electrical Services is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
4. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
5. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floor-work. All multi-outlet devices shall have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Exhibitors' equipment will be modified to conform to Freeman Electrical Service's cord caps and will be billed on a time and material basis.
7. Exhibitors with hardwall displays must arrange for power to be dropped inside the booth or provide access.
8. The first ninety feet of cabling provided to deliver power to your booth is free. If additional cable is necessary to power your booth, it will be charged on a time and material basis.
9. Power sharing is not permitted between exhibitors.

# F R E E M A N

7000 Placid, #101  
Las Vegas, NV 89119  
Ph: 702-263-1404 • Fax: 702-263-9260  
FreemanRenoES@freemanco.com



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

NAME OF SHOW: SC2007 • NOVEMBER 12 - 15, 2007  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 775-355-4600 to speak with one of our experts.

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

## ELECTRICAL LABOR

### LABOR RATES

**Straight Time** ..... \$89.00 per hour  
Monday - Friday, 8:00 am - 5:00 pm (Excluding Holidays)  
**Overtime** ..... \$178.00 per hour  
Monday - Friday, 5:00 pm - 8:00 am All day Saturday, Sunday and Holidays

### Step 1

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions, I & D houses or Exhibitors, as it falls under electrical jurisdiction. Time and material charges will apply.

#### Labor Is Required For:

- 1 Floorwork - Distribution of electrical under carpet and flooring
- 2 Boothwork - Distribution of electrical overhead (more than one drop location in your booth) and/or through booth structure
- 3 Hook Up - Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment
- 4 Lighting -
  - a) Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts or more than 4 lights.
  - b) Assembly, installation and dismantle of electrical headers and/or light boxes
- 5 Truss Work -
  - a) Assembly and installation of all lighting hung from truss or beams (including assembly and hanging of the truss), overhead lighting and distribution of power cables throughout the truss.
  - b) Assembly of ground support truss specifically for lighting (more than 4 lights or greater than 2000 watts)
- 6 Signage -
  - a) Installation of ground supported or hanging electrical or rotating signs
  - b) Wiring of overhead signs.
- 7 Inspection - All Exhibitor's power panels and equipment pre-wired to plug into Freeman systems
- 8 Lift Services -
  - a) Forklift
  - b) Scissorlift
  - c) Boom Lift
- 9 Miscellaneous-
  - a) Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
  - b) Mounting of single monitors over 6' (to include plasma screens, LCD & CRT) and installation of hanging brackets
  - c) Changes to or the addition of electrical connectors to electrical apparatus
  - d) If the combination of all outlets is greater than 2000 watts/20amps or voltage is higher than 120 volt.

### STEP 2 (Applicable to Floorwork only)

Complete the authorization below and submit a scaled floor plan indicating a main power drop, exact outlet locations (with wattage or amperage) complete with dimensions and booth orientation indicating surrounding aisle or booth numbers. See example on reverse. Please also submit the Freeman Method of Payment Form with credit card information. Floor work can only be completed in advance with a credit card on file and upon receipt of an acceptable floor plan and authorization to proceed. It is highly recommended to choose this option so that work is completed prior to your arrival and booth set up can begin immediately.

**Authorized to proceed without supervision based on accompanying floor plan. Method of Payment attached.**

Installation to be complete by Date \_\_\_\_\_ Time: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

If a company representative prefers to be present during electrical distribution, please complete Step 3 indicating Floor Work or #1 as Type of Work.

See Reverse Side for Additional Information and Conditions

**STEP 3**

Indicate the preferred date and time that labor and/or lift is required. (Start times cannot always be guaranteed). If no time is provided, work will be performed on a first-come, first served basis only upon request. Please visit the Freeman service desk to confirm that you are ready for service. If electricians are dispatched at time of request and no supervision is available, a minimum one hour labor charge per electrician will apply.

NAME OF ON-SITE AUTHORIZED REPRESENTATIVE \_\_\_\_\_

*(Enter applicable # from Step1)*

Labor Request Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # of Electricians \_\_\_\_\_ Type of Work \_\_\_\_\_  
 Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # of Electricians \_\_\_\_\_ Type of Work \_\_\_\_\_

Lift Request Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # of Hours \_\_\_\_\_ Type of Lift \_\_\_\_\_  
 (Example: 9C)

**CANCELLATION POLICY**

**A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.**

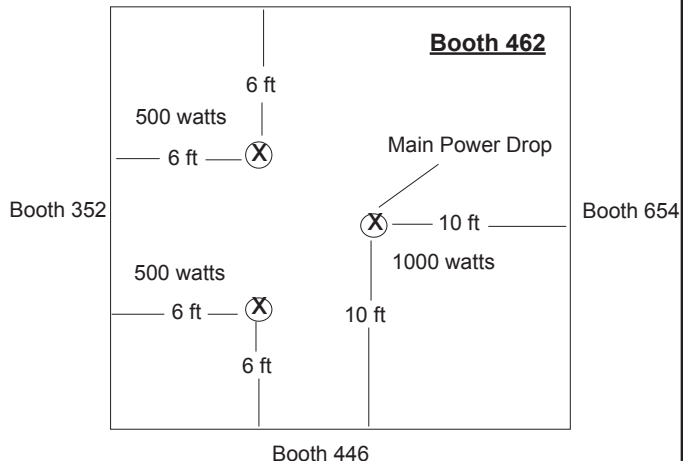
**TERMS & CONDITIONS**

- 1 Straight time rates apply to labor calls between the hours of 8:00 am and 5:00 pm, Monday through Friday. Overtime rates apply to labor calls before 8:00 am and after 5:00 pm, Monday through Friday, Saturdays, Sundays and Holidays.
- 2 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 3 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour. Labor charges for dismantle will be one-half of the installation charge and will be automatically applied to your invoice.
- 4 Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 5 Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 6 Every effort will be made to dispatch electricians as requested but start times cannot be guaranteed. 8:00 am calls will be filled on a first come first served basis as orders are received.
- 7 The first 90 feet of cable required to deliver power to your booth is provided at no charge. Additional cabling will be supplied on a time and material basis. Exhibitors may supply their own 14 gauge, 3 wire extension cords and/or power strips, both of which must be grounded and UL approved.
- 8 Lift equipment required for installation and dismantle purposes can be rented on an hourly basis, with a one hour minimum. At least one crew will be required to operate the equipment.
- 9 Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 10 Exhibitor agrees to indemnify and hold harmless Freeman, its officers, directors, employees and agents from and against, any and all losses caused by loss of power beyond Freeman's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by the Exhibitor.

**EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK**

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattages/amperages.
3. Booth orientation - please provide surrounding aisle and/or booth numbers



# F R E E M A N

445 E. Glendale Ave.  
Sparks, NV 89436  
(775) 355-4600 • Fax: (775) 356-6236  
FreemanRenoES@freemanco.com



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

NAME OF SHOW: SC2007 • NOVEMBER 12 - 15, 2007

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

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

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

For Assistance, please call 775-355-4600 to speak with one of our experts.

**Let Freeman OnLine® estimate your material handling charges for you.** Log on to [www.myfreemanonline.com](http://www.myfreemanonline.com), select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

**MATERIAL HANDLING SERVICES**

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, Airborne Express, DHL and UPS** are included in this category due to their delivery procedures.
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday
- OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
-------------	---------------	-----------------

**RATE CLASSIFICATIONS:**

<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 61.80	123.60
Special Handling Shipment.....	\$ 80.35	160.70
<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 58.05	116.10
Special Handling Shipment.....	\$ 75.45	150.90
Uncrated or Pad Wrapped Shipment.....	\$ 87.10	174.20
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
First Carton .....	\$ 37.30	
Each Additional Carton .....	\$ 10.00	

\*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

**ADDITIONAL SURCHARGES:**

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after OCTOBER 30, 2007.....	\$ 15.45	30.90
Show Site Shipment after Show Opening.....	\$ 14.50	29.00
Small Package - First Carton .....	\$ 9.35	
Small Package - Each Additional Carton .....	\$ 2.50	
<b>Overtime Charge - Inbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 14.50	29.00
Special Handling Shipment.....	\$ 18.85	37.70
Uncrated or Pad Wrapped Shipment.....	\$ 21.80	43.60
<b>Overtime Charge - Outbound (in addition to above rates)</b>		
Crated or skidded Shipment .....	\$ 14.50	29.00
Special Handling Shipment.....	\$ 18.85	37.70
Uncrated or Pad Wrapped Shipment.....	\$ 21.80	43.60

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
		÷ 100 =		
<b>Surcharges</b>		÷ 100 =		

<b>Tips to Save on Material Handling</b>	<b>Tax</b>	<b>N/A</b>
<b>Total</b>		

- Consolidate shipments** - when total weight is less than 200 lbs. For Example:
 

3 Separate Shipments	1 Consolidated Shipment
60 lbs. charged @ 200 lbs. \$ 123.60	3 pieces (1 shipment)
52 lbs. charged @ 200 lbs. \$ 123.60	177 lbs. charged @ 200 lbs = \$123.60
65 lbs. charged @ 200 lbs. \$ 123.60 = \$370.80	<b>Added benefit</b> - your shipments are less likely to get misplaced if they are packaged together with larger items.

**FREEMAN material handling**

# SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.myfreemanonline.com](http://www.myfreemanonline.com)

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

## **What is Ground Loading/Unloading?**

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

## **What is Constricted Space Loading/Unloading?**

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

## **What is Designated Piece Loading/Unloading?**

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

## **What are Stacked Shipments?**

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

## **What is Shipment Integrity?**

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

## **What is Alternate Delivery Location?**

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

## **What are Mixed Shipments?**

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

## **What does it mean if I have "No Documentation"?**

Shipments arrive from a small package carrier (including, among others, Federal Express, Airborne Express, DHL and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

## **What about carpet only shipments?**

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

## **What is the difference between Crated and Uncrated Shipments?**

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

# FREEMAN

445 E. Glendale Ave.  
Sparks, NV 89436  
(775) 355-4600 • Fax: (775) 356-6236  
FreemanRenoES@freemanco.com



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

NAME OF SHOW: SC2007 • NOVEMBER 12 - 15, 2007

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

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

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

For Assistance, please call 775-355-4600 to speak with one of our experts.

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

## FORKLIFT RIGGING EQUIPMENT AND LABOR

**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 and all day Saturday, Saturday, & Holidays  
 6:00 A.M. to 12:00 Midnight 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 Service Desk to pick up 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 .....	\$140.00	\$161.00
304051	Forklift w/operator - up to 5,000 lbs - OT .....	\$220.00	\$253.00
3040100	Forklift w/operator - up to 10,000 lbs - ST .....	\$150.00	\$172.50
3040101	Forklift w/operator - up to 10,000 lbs - OT .....	\$235.00	\$270.25
3040150	Forklift w/operator - up to 15,000 lbs - ST .....	\$170.00	\$195.50
3040151	Forklift w/operator - up to 15,000 lbs - OT .....	\$250.00	\$287.50
304040	Forklift w/operator - 4-Stage - ST .....	\$195.00	\$224.25
304041	Forklift w/operator - 4-Stage - OT .....	\$270.00	\$310.50
3090600	Man cage for Forklift .....	\$ 25.00	
<b>RIGGING LABOR</b>			
3020200	Rigger Foreman - ST .....	\$ 75.00	\$ 97.50
3020201	Rigger Foreman - OT .....	\$119.00	\$154.70
3020100	Rigger - ST .....	\$ 72.00	\$ 93.60
3020101	Rigger - OT .....	\$116.00	\$150.80

**VEHICLE SPOTTING**

257024 Vehicle Spotting (Round Trip) .....\$ 170.00

**INSTALLATION**

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
							<b>Total</b>	

**DISMANTLE**

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
							<b>Total</b>	

**FREEMAN forklift / rigging labor**

# F R E E M A N

445 E. Glendale Ave.  
Sparks, NV 89436

(775) 355-4600 • Fax: (775) 356-6236  
FreemanRenoES@freemanco.com



INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: SC2007 • NOVEMBER 12 - 15, 2007  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 775-355-4600 to speak with one of our experts.

## DIRECT MOBILE UNITS / MOTORIZED VEHICLES

Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibits, or property of others, or when necessary to move crates that may be in the aisles.

Exhibitors may drive their motorized equipment in and out of the exhibit areas or have Freeman supply an operator when available.

### SPOTTING FEE

MOBILE UNITS\*                   \$     170.00 PER UNIT (Round Trip)  
MOTORIZED VEHICLES \$     170.00 PER UNIT (Round Trip)

**\*NOTE:** Mobile units will be assessed a "one time" spotting charge in addition to a one hour forklift/operator charge, (See "Forklift/Rigging Labor" form) each way for unloading and loading. Motorized equipment is defined as a tractor, forklift, crane, etc. arriving at the exhibit hall that can be driven to the booth location under its own power.

Number of units: \_\_\_\_\_ Type: \_\_\_\_\_

Dimensions of Largest Unit:

Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Weight \_\_\_\_\_

Will you require:  Crane    Forklift (See "Forklift/Rigging Labor" form)

Comments/Special Handling Requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FREEMAN mobile units/motorized vehicles

# FREEMAN

445 E. Glendale Ave.  
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NAME OF SHOW: SC2007 • NOVEMBER 12 - 15, 2007  
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CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 407-816-7900 to speak with one of our experts.

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

Accessible storage service is available at show site for exhibitors to easily access their product samples and literature during show days only. All arrangements for accessible storage must be placed on-site at the Freeman Service Center.

The charge for Accessible Storage consists of a daily storage charge plus labor to place in and remove materials from storage. There will be a \$50.00 per day charge for partial trailer usage or \$100.00 per day for full trailer usage.

When you are ready for your stored materials to be delivered to and/or from your booth, please notify the Freeman at the Service Center. Labor to deliver your materials to and from your booth will be charged at the following rates:

\$36.00 per 1/2 hour for straight time  
\$58.00 per 1/2 hour for overtime

**Straight Time-** 8:00 A.M. to 4:30 P.M. Monday through Friday  
**Overtime-** 4:30 P.M. to 7:59 A.M. Monday through Friday, all day Saturday, Sunday and Holidays

## TO ESTIMATE DAILY STORAGE CHARGES

Partial Trailer Usage: \$50.00 per day **OR** Exclusive Trailer Usage: \$100.00 per day

\*The minimum order for accessible storage is equal to the number of **show days** of the tradeshow.

**Number of Days** \_\_\_\_\_ **x** **Daily Storage Charge** \_\_\_\_\_ = **Storage Fee** \_\_\_\_\_

## TO ESIMATE ACCESSIBLE STORAGE LABOR CHARGE

Labor to Place into Storage: \_\_\_\_\_ **X** \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Qty. Rate per 1/2 hr Estimated Total

Labor to Remove from Storage: \_\_\_\_\_ **X** \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Qty. Rate per 1/2 hr Estimated Total

Labor to Return Remaining Product at close of show \_\_\_\_\_ **X** \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Qty. Rate per 1/2 hr Estimated Total

**Total = \$** \_\_\_\_\_

**PLEASE GO TO THE FREEMAN SERVICE DESK AT SHOW SITE WHEN YOU ARE  
READY TO PLACE MATERIALS INTO ACCESSIBLE STORAGE.**

FREEMAN accessible storage

# FREEMAN

445 E. Glendale Ave.  
Sparks, NV 89436  
(775) 355-4600 • Fax: (775) 356-6236  
FreemanRenoES@freemanco.com



## OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: SC2007 • NOVEMBER 12 - 15, 2007  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 775-355-4600 to speak with one of our experts.

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

**EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.**

### SHIPPING INFORMATION

**FROM:** SHIPPER/EXHIBITOR NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**SHIP TO:** COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

SPECIAL INSTRUCTIONS: \_\_\_\_\_

### METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

#### FREEMAN EXHIBIT TRANSPORTATION

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Expedited
- Deferred: Delivery within 3-4 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated, or truckload

OTHER COMMON CARRIER

OTHER VAN LINE

OTHER AIR FREIGHT

Carrier's Phone # \_\_\_\_\_

Next Day  Second Day  Deferred

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

**SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.**

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

**DESIRED NUMBER OF LABELS:** \_\_\_\_\_

FREEMAN outbound shipping

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**DEADLINE DATE**  **OCTOBER 30, 2007**

**TO:** \_\_\_\_\_

EXHIBITOR NAME

**C/O FREEMAN / ROADWAY EXPRESS  
1650 KLEPPE LN.  
SPARKS, NV 89431**

**WAREHOUSE**

\_\_\_\_\_ **SC2007**

**BOOTH #** \_\_\_\_\_ **NO. OF PIECES** \_\_\_\_\_

**CARRIER** \_\_\_\_\_

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**DEADLINE DATE**  **OCTOBER 30, 2007**

**TO:** \_\_\_\_\_

EXHIBITOR NAME

**C/O FREEMAN / ROADWAY EXPRESS  
1650 KLEPPE LN.  
SPARKS, NV 89431**

**WAREHOUSE**

\_\_\_\_\_ **SC2007**

**BOOTH #** \_\_\_\_\_ **NO. OF PIECES** \_\_\_\_\_

**CARRIER** \_\_\_\_\_

F R E E M A N

**R U S H**

**DO NOT DELAY**

**NOT BEFORE** NOVEMBER 8, 2007

TO: \_\_\_\_\_

EXHIBITOR NAME

C/O FREEMAN  
RENO-SPARKS CONVENTION CENTER  
4590 S. VIRGINIA ST.  
RENO, NV 89502

**SHOWSITE**

\_\_\_\_\_ SC2007

BOOTH # \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

CARRIER \_\_\_\_\_

F R E E M A N

**R U S H**

**DO NOT DELAY**

**NOT BEFORE** NOVEMBER 8, 2007

TO: \_\_\_\_\_

EXHIBITOR NAME

C/O FREEMAN  
RENO-SPARKS CONVENTION CENTER  
4590 S. VIRGINIA ST.  
RENO, NV 89502

**SHOWSITE**

\_\_\_\_\_ SC2007

BOOTH # \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

CARRIER \_\_\_\_\_

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE.

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**DEADLINE DATE**

OCTOBER 30, 2007

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O FREEMAN / ROADWAY EXPRESS  
1650 KLEPPE LN.  
SPARKS, NV 89431

**HANGING SIGN**

SC2007

BOOTH # \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

CARRIER \_\_\_\_\_

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**DEADLINE DATE**

OCTOBER 30, 2007

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O FREEMAN / ROADWAY EXPRESS  
1650 KLEPPE LN.  
SPARKS, NV 89431

**HANGING SIGN**

SC2007

BOOTH # \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

CARRIER \_\_\_\_\_