F R E E M A N
5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
MAY 18, 2012

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN installation & dismantle

NAME OF SHOW: ***WEF COLLECTION SYSTEMS / JUNE 4-5, 2012***

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

For fast, easy ordering go to www.freemanco.com/store

DISPLAY LABOR (One Hour Minimum per Worker)

Description		Advance Price Per Hour	Show Site Price Per Hour
Straight Time -	8:00 A.M. to 4:30 P.M. Monday through Friday	$ 78.90	$ 102.55
Overtime -	4:30 P.M. to 6:30 P.M. Monday through Friday; 8:00 a.m. to 4:30 p.m. Saturday	$ 118.35	$ 153.85
Double Time -	6:30 P.M. to 8:00 A.M. Monday through Friday; after 4:30 p.m. Saturday; ALL DAY SUNDAY AND HOLIDAYS.	$ 149.60	$ 194.50

Show Site prices will apply to all labor orders placed at show site.

- Price is per person/per hour
- Start time guaranteed only when labor is requested for the start of the working day (8:00 a.m.), unless the official set up time begins later in the day.
- One hour minimum per man--labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
- Labor must be cancelled 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 supervising 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 and inbound shipping information with this order.

INSTALLATION LABOR

☐ ***SUPERVISION BY FREEMAN I & D*** **Please complete the information on the reverse side**

- 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: _____

☐ ***SUPERVISION BY EXHIBITOR PERSONNEL***

Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People		Approx.Hours		Total Hours		Hourly Rate		Total Estimated Cost
_____	_____	_____	x	_____	=	_____	@	$_____	=	$_____
_____	_____	_____	x	_____	=	_____	@	$_____	=	$_____
								Freeman Supervision (30%/$45.00)	=	$_____
								Total Installation	=	$_____

DISMANTLE LABOR

☐ ***SUPERVISION BY FREEMAN I & D*** **Please complete the information on the reverse side**

- 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: _____

☐ ***SUPERVISION BY EXHIBITOR PERSONNEL***

Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People		Approx.Hours		Total Hours		Hourly Rate		Total Estimated Cost
_____	_____	_____	x	_____	=	_____	@	$_____	=	$_____
_____	_____	_____	x	_____	=	_____	@	$_____	=	$_____
								Freeman Supervision (30%/$45.00)	=	$_____
								Total Dismantle	=	$_____

F R E E M A N

FREEMAN installation & dismantle

NAME OF SHOW: ***WEF COLLECTION SYSTEMS / JUNE 4-5, 2012***

COMPANY NAME: BOOTH #: BOOTH SIZE: X

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 AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION:

Freight will be shipped to: Warehouse _____ Show Site _____ Date _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____

Other (Specify) _____

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 CARRIER: (Please indicate the carrier's name)**

☐ Other Common Carrier: _____

☐ Other Air Freight: _____

☐ Van Line: _____

FREIGHT CHARGES

☐ Prepaid ☐ Collect

Bill To: _____

_____

_____

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

☐ **Reroute via Freeman's choice**

☐ **Delivery back to warehouse at Exhibitor's Expense.**

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