

F R E E M A N

P. O. Box 14210 • Orange, CA 92863-1610
 714/254-3400 • Fax: 714/490-0801
 FreemanAnaheimES@freemanco.com



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

NAME OF SHOW: **SC2005** NOVEMBER 14-17, 2005

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____ FAX #: _____

DISPLAY LABOR (One Hour Minimum per Worker)

Straight Time- 8:00 A.M. to 5:00 P.M. Monday through Friday \$ 59.50 Per Person/Per Hour
Overtime- 5:00 P.M. to 8:00 A.M. Monday through Friday,
 ALL DAY on Saturday and Sunday and Holidays \$ 89.25 Per Person/Per Hour

- Start time guaranteed only at start of working day.
- Supervisor must check in at desk to pick up labor.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- There is a minimum one (1) hour charge for all labor orders.

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 and before hall must be cleared.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00
- **Please include setup plan/photo, special instructions and inbound/outbound shipping information with this order.**

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)						= \$ _____
8.8% Tax						= \$ _____
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
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.

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)						= \$ _____
8.8% Tax						= \$ _____
Total Dismantle						= \$ _____

If you have questions or need assistance in completing your order, please call and ask for your Freeman I & D Representative.

FREEMAN DISPLAY LABOR

NAME OF SHOW: **SC2005**

NOVEMBER 14-17, 2005

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 _____ Showsite _____ 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
- Van Line
- Air Freight Next Day 2nd Day Deferred

Other (list carrier name & phone number):

- Other Common Carrier: _____
- Other Van Line: _____
- Other Air Freight: _____

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.
- 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.

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**DISCOUNT PRICE
DEADLINE DATE
OCTOBER 27, 2005**

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

NAME OF SHOW: SC2005 NOVEMBER 14-17, 2005

EXHIBITING COMPANY NAME: _____ BOOTH #: _____

PRINT NAME: _____ PHONE#: _____ FAX #: _____

SIGNATURE: _____ DATE: _____

PLEASE PROVIDE THE FOLLOWING INFORMATION

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.

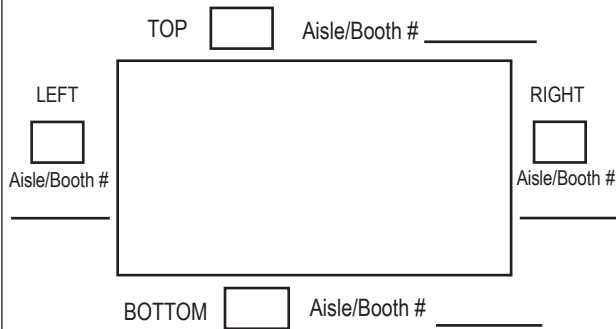
- Are you using chain motor(s)? Quantity: _____
 Chain Hoist Rotating Motor
 Exhibitor Provided Freeman Provided

Certified Weight of Hang

- 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.

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? _____

HANGING STRUCTURE

Install-Date/Time _____ AM/PM

Dismantle-Date/Time _____ AM/PM

Please indicate Method of Supervision you require:

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

INBOUND SHIPPING

Shipping to Advance Warehouse
Deadline for Receipt: OCTOBER 31, 2005

Shipping to Show Site
Date of Arrival: _____ AM/PM

See Reverse side for instructions, installation, equipment, & labor rates.

Contact Cheri Hoisington @ 714/254-3558 or cheri.hoisington@freemanco.com for assistance.

Truss & Lighting packages quoted upon request.

FREEMAN HANGING SIGNS & TRUSS

INSTRUCTIONS

Exhibitors who comply with all outlined regulations will be given first priority.

SIGN STRUCTURE/TRUSS AND MOTOR SYSTEMS:

- 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

CHARGES FOR HANGING - TIME & MATERIAL BASIS

- 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 sign as well as labor to verify weight on hang points when in question. Re-crating of signs will be handled on a time and material basis
- Rates are per lift and crew/per hour.
- One hour minimum per lift and crew.
- **STRAIGHT TIME:** 8:00 A.M. TO 5:00 P.M. Monday through Friday
- **DOUBLE TIME:** 5:00 P.M. TO 8:00 A.M. Monday through Friday.
ALL DAY Saturday and Sunday
- **HOLIDAY** ALL DAY on Holidays

SIGN HANGS ONLY

JLG Snorkel/Boom Lift with crew.....	\$	422.15	\$	578.15	\$	674.65
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TRUSS & EQUIPMENT HANGS

JLG Snorkel/Boom Lift with crew.....	\$	508.15	\$	733.15	\$	871.65
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ASSEMBLY CREW/ADDITIONAL LABOR

Assembly Crew or additional labor per person/per hour	\$	59.50	\$	89.25
Coordinator Fees per person/per hour	\$	59.50	\$	89.25

ROTATING MOTOR RENTAL

Quantity	@	Rate	=	Estimated Cost
_____	@	\$ 614.90	=	_____

CHAIN HOIST RENTAL

Quantity	@	Rate	=	Estimated Cost
_____	@	\$ 425.25	=	_____

ASSEMBLY ESTIMATE

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

INSTALLATION ESTIMATE

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

DISMANTLE ESTIMATE

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

Sub-Total _____	+ Tax (8.8%) _____	= TOTAL _____
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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: OCTOBER 31, 2005

Company Name and Booth Number _____
For: **SC2005**
c/o Freeman
Roadway
600 S. 96th Street
Seattle, WA 98108
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.

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

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**DEADLINE DATE
OCTOBER 27, 2005**

**PLEASE INCLUDE THIS FORM
WITH YOUR ORDER FORM**

STRUCTURAL INTEGRITY STATEMENT

**THIS FORM MUST BE RETURNED
FOR ALL CEILING HUNG STRUCTURES**

_____, the contracted exhibitor at the **SC2005** 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 **Association for Computing Machinery, Washington State Convention & Trade Center, Freeman**, and their contractors and agents, from any liability in connection with this structure, and agree to indemnify and hold harmless from any loss, damage or injury arising from this equipment. All hang points supporting in excess of 200 lbs. will be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Authorized Name: _____ Date: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Authorized Name: _____ Date: _____

Please complete and return form to:

FREEMAN
P.O. BOX 14210
ORANGE, CA 92863-1610
ATTN: CHERI HOISINGTON

FREEMAN HANGING SIGNS & TRUSS

UNION LABOR JURISDICTIONS

To assist you in your planning efforts for the upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the various jurisdictions, we ask that you read the following.

► EXHIBIT HALL INSTALLATION & DISMANTLING

Freeman has an agreement with the local Carpenters Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local, provided that the exhibit can be set up in less than one half-hour without the use of tools or ladders. Any labor services required beyond that must be rendered by the Union. Labor can be ordered in advance by returning the Installation and Dismantle Labor order form, or at showsite, at the service desk. Proof of full time employment status may be requested by the Union Steward of any personnel working in your booth.

► MATERIAL HANDLING

Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. All forklift and material handling from the loading dock to the point of installation is handled by the Carpenter's Union. This is not applicable to materials that can be carried by one person.

► SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a safe working environment for everyone.

► TIPPING

Freeman requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and tipping is not allowed. This applies to all Freeman employees.