



**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.

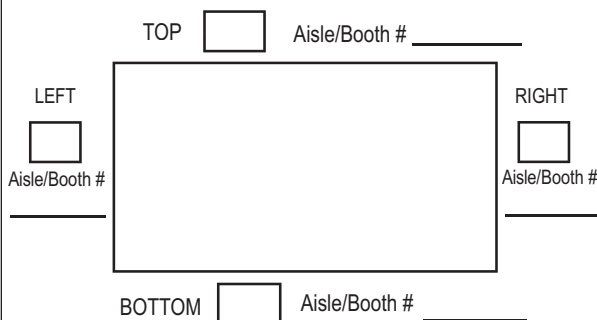
- Are you using chain motor(s)? Quantity: _____
 Chain Hoist Rotating Motor
 Exhibitor Provided Freeman Provided

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 your 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

FREEMAN HANGING SIGNS & TRUSS

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.

EXHIBITING COMPANY NAME: _____

BOOTH #: _____

PRINT NAME: _____

PHONE#: _____

FAX #: _____

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. Recrating 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

	Straight Time	Double Time	Holiday
SIGN HANGS ONLY			
JLG Snorkel/Boom Lift with crew.....	\$ 422.15	\$ 578.15	\$ 674.65
TRUSS & EQUIPMENT HANGS			
JLG Snorkel/Boom Lift with crew.....	\$ 508.15	\$ 733.15	\$ 871.65

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 dismantle 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

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



**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