

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

NAME OF SHOW: **AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020 / MARCH 29 - 31, 2020**

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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: **X**

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

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

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

## 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
- Overtime**  
 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	Overtime	Holiday
<b>Boom Lift with crew</b> (up to 200 lbs lift capacity)			
Advance Price.....	\$673.50	\$933.50	\$1096.00
<b>Standard Price.....</b>	<b>\$943.00</b>	<b>\$1307.00</b>	<b>\$1534.50</b>
<b>Assembly Labor</b> (Per person / Per hour)			
Advance Price.....	\$141.25	\$254.25	\$325.00
<b>Standard Price.....</b>	<b>\$197.75</b>	<b>\$356.00</b>	<b>\$455.00</b>
<b>For Display Work Only</b> (Not to hang sign)			
<b>20' Scissorlift with crew</b> (up to 350 lbs lift capacity)			
Advance Price.....	\$510.00	\$736.00	\$877.50
<b>Standard Price.....</b>	<b>\$714.00</b>	<b>\$1030.50</b>	<b>\$1228.50</b>

\*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: **MARCH 19, 2020**
- Shipping to Show Site  
 Date of Arrival: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X

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

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

**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.
- Any part of an exhibit or structure must have a supporting base equaling 1/3 the height of the structure or may need seismic safety cables.
- 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 Distro's 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: ANAHEIM CONVENTION CENTER rigging regulations must be adhered to.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

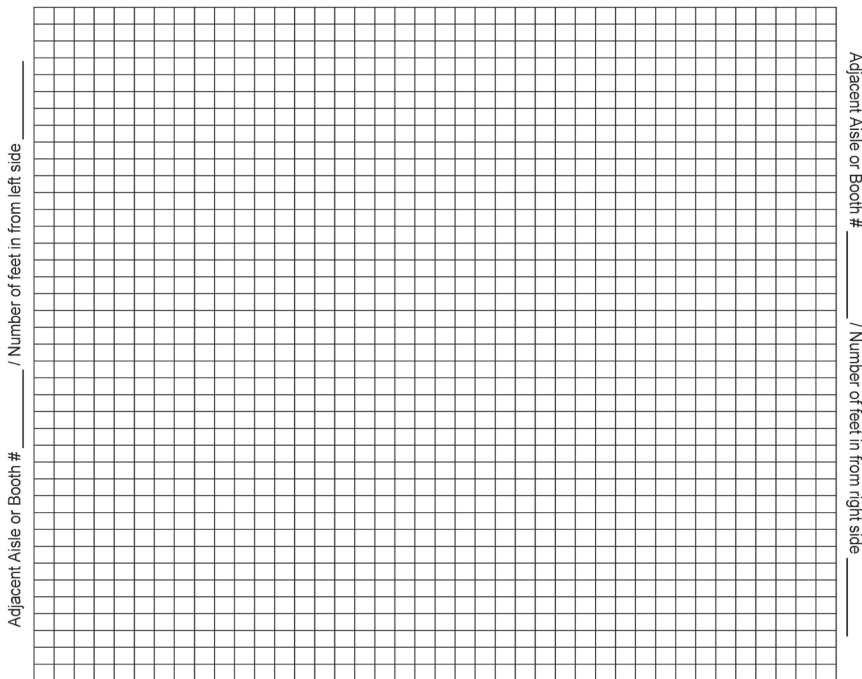
Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

**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

# FREEMAN

2170 S. Towne Centre Place, Ste 100  
Anaheim, CA 92806  
(714) 254-3410 Fax: (469) 621-5602

**PLEASE INCLUDE THIS FORM  
WITH YOUR 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 **AORN GLOBAL SURGICAL CONFERENCE & EXPO 2020 / MARCH 29 - 31, 2020** 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, ANAHEIM 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**

# FREEMAN

2170 S. Towne Centre Place, Suite 100  
 Anaheim, CA 92806  
 (714) 254-3410 Fax: (469) 621-5602

DEADLINE DATE  
 MARCH 5, 2020

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## MOTORS AND TRUSS

- For custom quotes on truss or lighting, please call (714) 254-3400 and ask for the Exhibitor Sales Department.
- ELECTRICAL SERVICE requirements to power the motors must be ordered in advance on the ELECTRICAL SERVICES ORDER FORM.
- ELECTRICAL or HANGING SIGN LABOR requirements to assemble and hang the truss and motors must be ordered in advance on the appropriate order form.
- The cost of Material Handling is included in the rates listed below.
- Please select a color for items indicated with \*. If no color selection is made, silver will be selected for you.
- Orders received after the deadline date will be charged the Standard Price.

Description	Advance Price	Standard Price	Total
<b>EQUIPMENT</b>			
_____ Quarter Ton Hoist .....	637.15	892.00	\$ _____
_____ Half Ton Hoist .....	637.15	892.00	\$ _____
_____ One Ton Hoist.....	637.15	892.00	\$ _____
_____ Rotating Motor .....	516.25	722.75	\$ _____
_____ 12" Box Truss (per foot)* .....	26.55	37.15	\$ _____
_____ 12" Corner Blocks* .....	91.50	128.10	\$ _____
_____ 20.5" Box Truss (per foot)* .....	34.70	48.60	\$ _____
_____ 20.5" Corner Blocks* .....	101.80	142.50	\$ _____
<b>Total for Equipment.....</b>			<b>\$ _____</b>

\* **Select Color for Truss and Corner Blocks:**       Black       Silver  
 (If a color choice is not indicated, silver will be selected for you.)

**Please indicate what you will be hanging with the above equipment:**

- \_\_\_\_\_ Hanging Sign
- \_\_\_\_\_ Lighting Truss
- \_\_\_\_\_ Combination of Both

**STRUCTURAL INTEGRITY STATEMENT  
 MUST ACCOMPANY ORDER**