

FREEMAN

850 Spice Island Drive
Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617

INCLUDE THE FREEMAN METHOD OF PAYMENT WITH YOUR ORDER

NAME OF SHOW: **OCEAN SCIENCES MEETING 2018 / 13 - 15 FEBRUARY 2018**

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.freeman.com

FORKLIFT RIGGING EQUIPMENT AND LABOR

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, Sunday and Observed Holidays.

- **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 Freeman Service Desk to pickup 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
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$181.75	\$254.50
304051	Forklift w/operator - up to 5,000 lbs - OT.....	241.50	338.25
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	205.25	287.50
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	250.25	350.50
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	236.25	330.75
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	296.00	414.50
304040	Forklift w/operator - 4-Stage - ST.....	194.25	272.00
304041	Forklift w/operator - 4-Stage - OT.....	252.25	353.25

RIGGING LABOR			
3020100	Rigger - ST.....	148.50	208.00
3020101	Rigger - OT.....	222.75	312.00

VEHICLE SPOTTING			
257024	Vehicle Spotting (Round Trip).....	\$ 368.00	

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
_____							Total	

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
_____							Total	

FREEMAN forklift / rigging labor

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HANGING SIGN LABOR AND EQUIPMENT

PLEASE PROVIDE THE FOLLOWING INFORMATION

ALL ORDERS MUST BE COMPLETE TO MEET THE DISCOUNT DEADLINE DATE. PLEASE REFER TO THE INSTRUCTION SECTION FOR COMPLETE INFORMATION NEEDED.

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.

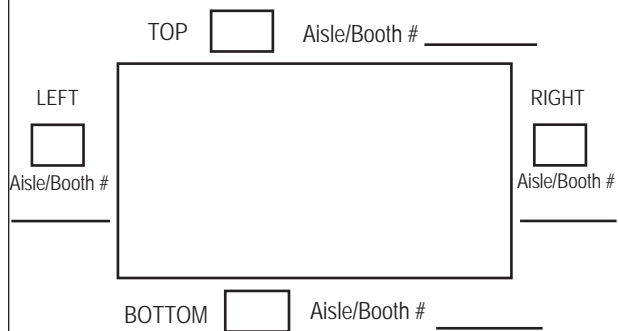
- Are you using chain motor(s)? Quantity: _____
 Chain Hoist Rotating Motor
 Exhibitor Provided Freeman Provided

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.

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? _____

Is Your Sign Designed to Rotate? _____ Yes _____ No
(Initial in the applicable box above)

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

Please note this is only a request. All dates and times are not guaranteed (depending on work to be performed).

INBOUND SHIPPING

- Shipping to Advance Warehouse
Deadline for Receipt: 5 FEBRUARY 2018
- Shipping to Show Site
Date of Arrival: _____ AM/PM

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

Please contact Exhibitor Sales at 755.355.4600 for a Truss & Lighting package quote.

INSTRUCTIONS

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: (OREGON CONVENTION CENTER) rigging regulations must be adhered to.

Name: _____
 Company Name: _____
 Phone: _____ Email: _____

- 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 be permitted to operate the motor controls in raising or lowering truss systems. All Distros will be handled by Freeman.

CHARGES FOR HANGING - TIME & MATERIAL BASIS

- **Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.**
- 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 structures as well as labor to verify weight on hang points. Recrating of signs by Freeman will be handled on a time and material basis

- ****For some events an 8 hour minimum charge of \$933.00 each way could apply.
- One hour minimum per lift crew, assembler and/or supervisor
 - **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 on Observed Holidays

SIGN HANGS ONLY	Straight Time	Over Time
Condor with Crew per hour		
Advanced Price	\$ 614.00	\$ 844.00
Show Site Price	\$ 859.75	\$ 1181.75

ASSEMBLY CREW/ADDITIONAL LABOR

Assembly Crew or Ground Supervisor		
Per Person Per Hour		
Advanced Price	\$ 123.75	\$ 222.25
Show Site Price	\$ 173.25	\$ 311.25

ASSEMBLY ESTIMATE

Approx. Hours @ Hourly Rate = Estimated Cost

INSTALLATION ESTIMATE

Approx. Hours @ Hourly Rate = Estimated Cost

DISMANTLE ESTIMATE

Approx. Hours @ Hourly Rate = Estimated Cost

TOTAL ESTIMATED COST: _____

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: 5 FEBRUARY 2018**
 Company Name and Booth Number _____
 For: **OCEAN SCIENCES MEETING 2018**
 c/o FREEMAN / TRIUMPH
 330 SE Division Pl.
 Portland, OR 97202
 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. **Show Site prices will apply to all labor orders placed at show site.**

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
 - Orientation drawing showing position within the booth space and height from the floor to the top of the sign.

TOTAL COST		
Sub-Total _____	+ Tax _____	N/A = TOTAL _____

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

_____, the contracted exhibitor at the **OCEAN SCIENCES MEETING 2018** 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, OREGON 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