

LET US DO THE HEAVY LIFTING

Freeman specialists are ready to assist you with all of your exhibit requests, from beginning to end. And when it comes to installing and dismantling exhibits, we make no exceptions. Whether it's shipping and storage, emergency on-site repairs, basic installation and dismantling or support service coordination, including electrical, furnishings and more, Freeman has the resources and capabilities to ensure the most successful show experience possible.



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com

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 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 _____ Show Site _____ Date Shipped _____

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

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: _____

Select a Carrier:

Freeman Exhibit Transportation:

No need to schedule your outbound shipment.
Charges will appear on your Freeman invoice.

Other Carrier:

Carrier Name: _____
Carrier Phone: _____

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select Level of Service:

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 PM second business day
- Deferred: Delivery within 3-5 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated or truckload

Freight Charges:

Same as ship to

Bill To: _____

Select Shipment Options (if applicable)

- Have loading dock
- Inside delivery
- Pad wrap required
- Do not stack
- Lift gate required
- Air ride required
- Residential

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

- Re-route via Freeman's choice
- Deliver back to the warehouse at exhibitor's expense

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

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

NAME OF SHOW: **ASLA Conference on Landscape Architecture / November 15-18, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS: _____

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

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FORKLIFT RIGGING EQUIPMENT AND LABOR (One Hour Minimum per Worker)

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
DoubleTime - ALL DAY on Saturday and Sunday
Holiday - ALL DAY on recognized Holidays

- Show site prices will apply to all 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 Service Center to pickup labor.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Additional crew, equipment and or larger 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.
- Cable, clamps, shackles, turnbuckles, etc. are additional and will be charged accordingly.
- When moving or placing machinery, the applicable rate of a Rigger will be added to the Forklift charges.

Description	Price/Hour Advance	Price/Hour Show Site
FORKLIFT LABOR		
304050 Forklift w/operator up to 5,000 lbs ST.....	\$ 202.50	\$ 283.50
304051 Forklift w/operator up to 5,000 lbs OT.....	\$ 269.75	\$ 377.75
304052 Forklift w/operator up to 5,000 lbs DT.....	\$ 310.25	\$ 434.50
304053 Forklift w/operator up to 5,000 lbs HOL.....	\$ 377.50	\$ 528.50
3040150 Forklift w/operator up to 15,000 lbs ST.....	\$ 263.75	\$ 369.25
3040151 Forklift w/operator up to 15,000 lbs OT.....	\$ 331.00	\$ 463.50
3040152 Forklift w/operator up to 15,000 lbs DT.....	\$ 371.50	\$ 520.25
3040153 Forklift w/operator up to 15,000 lbs HOL.....	\$ 438.75	\$ 614.25
304040 Forklift w/operator 4-Stage ST.....	\$ 222.25	\$ 311.25
304041 Forklift w/operator 4-Stage OT.....	\$ 289.50	\$ 405.50
304042 Forklift w/operator 4-Stage DT.....	\$ 330.00	\$ 462.00
304043 Forklift w/operator 4-Stage HOL.....	\$ 397.25	\$ 556.25
RIGGING LABOR		
3020100 Rigger ST.....	\$ 166.25	\$ 232.75
3020101 Rigger OT.....	\$ 249.50	\$ 349.50
3020102 Rigger DT.....	\$ 299.25	\$ 419.00
3020103 Rigger HOL.....	\$ 382.50	\$ 535.50
3010100 Material Handler ST.....	\$ 134.50	\$ 188.50
3010101 Material Handler OT.....	\$ 201.75	\$ 282.50
3010102 Material Handler DT.....	\$ 242.25	\$ 339.25
3010103 Material Handler HOL.....	\$ 309.50	\$ 433.50
EQUIPMENT		
3090600 Forklift Cage.....	\$ 28.25	
3090700 Forklift Boom.....	\$ 28.25	
3090800 Pallet Jack.....	\$ 28.25	

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Lift Capacity _____ Height Required _____							Sub-Total	
Describe work to be done: _____							Tax	N/A
							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Lift Capacity _____ Height Required _____							Sub-Total	
Describe work to be done: _____							Tax	N/A
							Total	

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HANGING SIGN INSTRUCTIONS / RULES & REGULATIONS

**Exhibitors who comply with all outlined regulations will be given first priority.
Incomplete or missing information may delay your installation.**

- 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.
- Please attach **Certified Weigh Bill** and **Certified Structural Engineered Drawing**.
- Refer to Show Management Rules & Regulations for height restrictions.
- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.
- Set up instructions must be provided for signs needing assembly.
- 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.
- 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.
- **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.**
- 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.
- 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.

PLACING YOUR ORDER (please include these required items when placing your order)

- **Complete the Method of Payment**
- **Complete the Structural Integrity Statement**
- **Complete the Hanging Sign Order Form**
- **Complete the Hanging Sign Details & Placement Form**
- **Complete the Motor & Truss Order Form** (If applicable)
- **Send the above information to Freeman at the address on order forms.**

For more details or clarification regarding the above instructions / rules and regulations, please contact San Diego Rigging Department, by email at sdrigging@freeman.com or call at 858-320-7846.

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

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COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

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HANGING SIGN LABOR

EQUIPMENT AND LABOR RATES TO HANG SIGNS

- Straight Time** - 8:00 A.M. to 4:30 P.M., Monday through Friday.
- Double Time** - 4:30 P.M. to 8:00 A.M. Monday through Friday and all day Saturday and Sunday.
- Holidays** - All day on Holidays.

EQUIPMENT WITH CREW

- Standard prices will apply to all hanging sign orders placed at show site.
- Crew Size - **MINIMUM** of two people.
- Materials - Cable, clamps, etc... are additional and charged accordingly.**
- 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.**

SIGN HANGS ONLY

	<u>Straight Time</u>	<u>Double Time</u>	<u>Holiday</u>
Boom/Condor Lift with Crew per hour			
Advanced Price.....	\$ 674.00	\$ 927.25	\$ 1,085.50
Standard Price.....	\$ 943.75	\$ 1,298.25	\$ 1,519.75

ASSEMBLY CREW/ADDITIONAL LABOR

Assembly Crew or Ground Supervisor - Per Person, Per Hour			
Advanced Price.....	\$ 135.25	\$ 243.50	\$ 311.00
Standard Price.....	\$ 189.50	\$ 341.00	\$ 435.50

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: NOVEMBER 6, 2019
- Shipping to Show Site* (Standard Prices Apply)
- Date of Arrival: _____

*Standard prices will apply for all Hanging Signs shipped direct to show site.

CEILING POINT FEE**

Quantity	Rate	Estimated Cost
_____ @	\$ 296.00 ea.**	= _____

**CEILING POINT FEE: Ceiling point fees apply to any sign and/or chain hoist hung from the ceiling in the San Diego Convention Center. This is in addition to the quoted rates for hanging signs, truss or equipment.

ASSEMBLY ESTIMATE

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

***REQUESTED INSTALL DATE: _____ TIME: _____**

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

***REQUESTED DISMANTLE DATE: _____ TIME: _____**

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

TOTAL ESTIMATED COST: _____

***REQUESTED DATES & TIMES ARE NOT GUARANTEED.**

FREEMAN hanging sign labor

NAME OF SHOW: **ASLA Conference on Landscape Architecture / November 15-18, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

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HANGING SIGN DETAILS & PLACEMENT DIAGRAM

SIGN DESCRIPTION, SIZE & WEIGHT

• For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner Metal Wood Other _____

Shape: Square Circle Rectangle Triangle Other _____

Is Electrical Required? Yes No Is Assembly Required? Yes No

Size: Height _____ Length _____ Width _____ Weight* _____

No. of feet from the floor to the top of the hanging structure _____

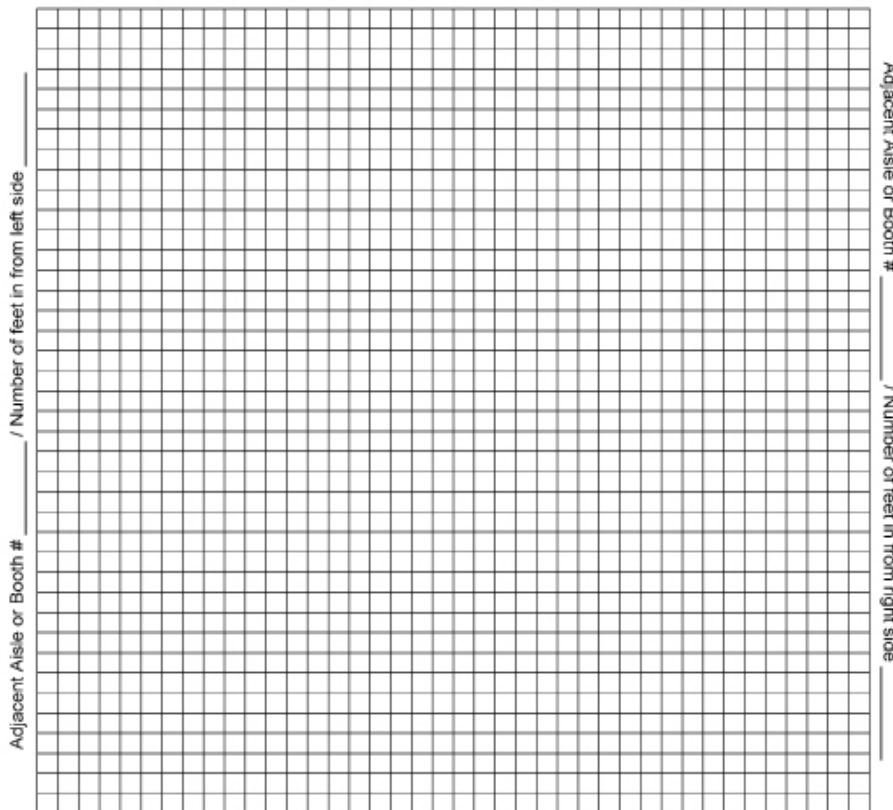
***Any hanging structure that weighs in excess of 100 pounds will require the employment of chain motors. Additional crews may be dispatched at the Exhibitor's expense if deemed necessary by Freeman.**

Are you using chain motor(s)? _____ Quantity: _____ <input type="checkbox"/> Exhibitor Provided* <input type="checkbox"/> Freeman Provided**	Is your sign designed to rotate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Exhibitor Provided <input type="checkbox"/> Freeman Provided**
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Does your sign require Truss? Yes No Exhibitor Provided Freeman Provided**

** Any non-Freeman supplied chain hoists will require current yearly maintenance records.
** Refer to the Motor & Truss Order Form.*

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

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

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

_____, the contracted exhibitor at the **ASLA Conference on Landscape Architecture / November 15-18, 2019** 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, SAN DIEGO 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.

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MOTORS AND TRUSS

- For custom quotes on truss or lighting, please contact San Diego Rigging Department, by email at: sdrigging@freeman.com or call at 858-320-7846.
- 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.

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:

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

Description	Advance Price	Standard Price	Total
EQUIPMENT			
_____ Quarter Ton Hoist	641.80	898.55	\$ _____
_____ Half Ton Hoist	641.80	898.55	\$ _____
_____ One Ton Hoist.....	641.80	898.55	\$ _____
_____ Rotating Motor	520.00	728.00	\$ _____
_____ 12" Box Truss (per foot)*	26.75	37.45	\$ _____
_____ 12" Corner Blocks*	92.15	129.05	\$ _____
_____ 20.5" Box Truss (per foot)*	34.95	48.95	\$ _____
_____ 20.5" Corner Blocks*	102.55	143.60	\$ _____

Total for Equipment..... \$ _____

* **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**

The San Diego Convention Center rigging regulations must be adhered to.