

# 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](http://www.freeman.com)

Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

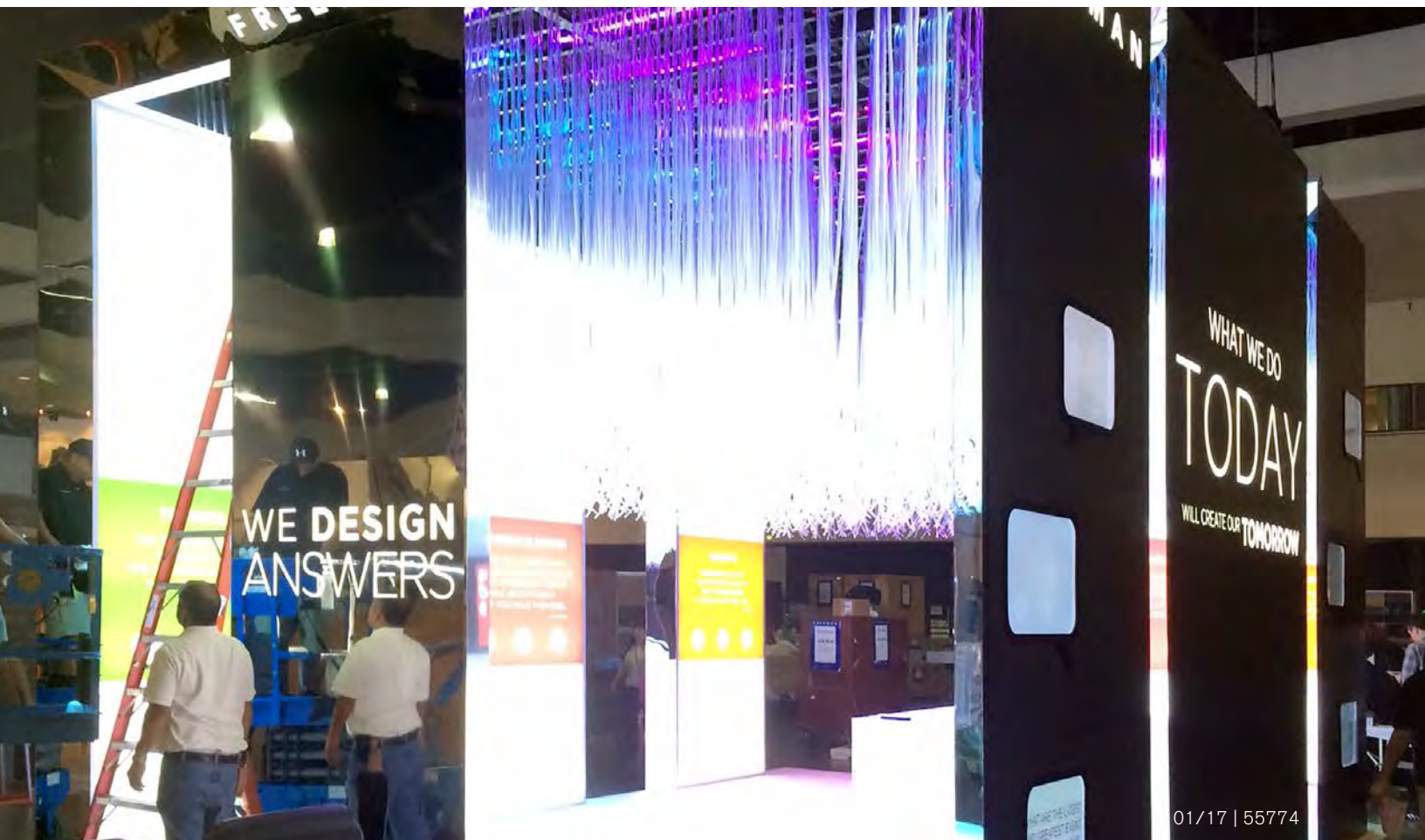
- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations focused on incremental improvement to meet rapidly changing market conditions based upon customer feedback
- Post-show evaluations that help identify small changes that make big impacts

## ON-SITE SUPERVISION

You may wish to supervise labor on your own, but if you need assistance, Freeman installation & dismantling experts will get the job done as an extension of your team.

### If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.



01/17 | 55774

# Union Jurisdictions for Orlando, Florida

To assist you in planning for your participation in this 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 jurisdiction the various unions have, we ask that you read the following:

## **EXHIBIT INSTALLATION AND DISMANTLING**

Currently we have an agreement with the Local IATSE Union to provide labor for display erection and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, may be rendered by the Union. Labor can be ordered in advance by returning the Display Labor form, or at showsite, at the service desk.

## **MATERIAL HANDLING**

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by FREEMAN.

## **TIPPING**

FREEMAN requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Freeman representative at the service desk or correspondence may be directed to the attention of the General Manager at the local office address.

## **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 falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

# FREEMAN

1601 Boice Pond Road  
Orlando, FL 32837  
(407) 816-7900 • Fax: (469) 621-5605

**DISCOUNT PRICE  
DEADLINE DATE  
DECEMBER 21, 2018**

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **MOBILE TECH EXPO - ORLANDO / JANUARY 10 - 12, 2019**  
 COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 407-816-7900 to speak with one of our experts.

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

## DISPLAY LABOR (One Hour Minimum per Worker)

| Description   | Advance Price | Show Site Price |
|---|---------------|-----------------|
| <b>Straight Time-</b> 8:00 A.M. to 4:30 P.M. Monday through Friday .....                      | \$105.50      | \$147.75        |
| <b>Overtime-</b> 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday |               |                 |
| 6:00 A.M. to 12:00 Midnight Saturday and Sunday .....   | \$ 158.25     | \$221.75        |
| <b>Double Time-</b> 12:00 Midnight to 6:00 A.M. and recognized holidays.....                  | \$ 211.00     | \$295.50        |

- Show Site prices will apply to all labor orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

## 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.
  - The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

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) |            |               |                         |            |             | = \$ _____           |
| Tax (6.5%) = \$                   |            |               |                         |            |             | _____                |
| 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.

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) |            |               |                         |            |             | = \$ _____           |
| Tax (6.5%) = \$                   |            |               |                         |            |             | _____                |
| Total Dismantle                   |            |               |                         |            |             | = \$ _____           |

# FREEMAN installation & dismantle

NAME OF SHOW: **MOBILE TECH EXPO - ORLANDO / JANUARY 10 - 12, 2019**

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 \_\_\_\_\_ 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:**

**Other Carrier:**

No need to schedule your outbound shipment.

Carrier Name: \_\_\_\_\_

Charges will appear on your Freeman invoice.

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

Standard Ground

2 Day: Delivery by 5:00 PM second business day

Specialized: Pad wrapped, uncrated or truckload

Deferred: Delivery within 3-5 business days

**Freight Charges:**

Same as ship to

Bill To: \_\_\_\_\_

**Select Shipment Options (if applicable)**

Have loading dock

Lift gate required

Inside delivery

Air ride required

Pad wrap required

Residential

Do not stack

**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.