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.
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.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)
NAME OF SHOW: Vision Expo West 2019 / September 19-21, 2019

For Assistance, please call 702-579-1400 and ask to speak with our I & D Department.

For fast, easy ordering, go to www.freeman.com

DISPLAY LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Price per Hour</th>
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<tbody>
<tr>
<td>Straight Time- 8:00 A.M. to 5:00 P.M. Monday through Friday</td>
<td>$106.25</td>
</tr>
<tr>
<td>Overtime- 5:00 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and recognized holidays</td>
<td>$172.00</td>
</tr>
</tbody>
</table>

- Price is per person/per hour.
- Start time guaranteed only at start of working day and at the close of the show.
- One hour minimum per man - labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pickup labor.
- 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 will be: ___________________________ Phone Number: ___________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
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Freeman Supervision (30%/$45.00) = $__________________
Tax = $ (N/A)
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 will be: ___________________________ Phone Number: ___________________________

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Freeman Supervision (30%/$45.00) = $__________________
Tax = $ (N/A)
Total Dismantle = $__________________

If you have questions or need assistance in completing your order, please call your Freeman I & D Representative.
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.

FREEMAN SUPERVISED LABOR

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to: Warehouse ______ Show Site _____ Date Shipped ___________ Carrier: ___________

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/Order: Drawing Attached (required) ______ Drawing With Exhibit ______ Electrical Under Carpet ______

Comments: __________________________________________________________

Graphics: With Exhibit ___________ Shipped Separately ___________

Comments: __________________________________________________________

Special Tools/Hardware/Equipment Required: ____________________________

OUTBOUND SHIPPING INFORMATION

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

SHIP TO: ____________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Select a Carrier:

☐ Freeman Exhibit Transportation:

☐ Other Carrier:

Freeman will make all arrangements for Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select a Carrier:

☐ Freeman Exhibit Transportation:

☐ Other Carrier:

Select Level of Service:

☐ 1 Day: Delivery next business day

☐ 2 Day: Delivered 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: ____________________________

☐ Lift gate required

☐ Air ride required

☐ Residential

Select Shipment Options (if applicable):

☐ Have loading dock

☐ Inside delivery

☐ Pad wrap required

☐ Do not stack

☐ Reroute via Freeman’s choice

☐ Deliver back to Freeman warehouse at Exhibitor’s expense.

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