

F R E E M A N

61 Browns Line
 Toronto, Ontario, Canada M8W 3S2
 416-252-3361 • Fax: 416-252-2365
 E-mail: FreemanTorontoES@freemanco.com



METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

NAME OF SHOW: **SIGGRAPH 2011**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

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

DISPLAY LABOUR (One Hour Minimum per Worker)

		Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 4:00 P.M. Monday through Friday	\$ 91.00	\$ 118.30
Overtime-	4:00 P.M. to 6:00 P.M. Monday through Friday	\$ 136.50	\$ 177.45
	8:00 A.M. to 4:00 P.M. Saturday and Sunday		
Double Time-	All times not mentioned above as well as holidays	\$ 182.00	\$ 236.60

Show site prices will apply to all orders placed at show site.

- Start time guaranteed only at start of working day
- One hour minimum per person
- Supervisor must check in at Service Desk to pick up labour
- Labour must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker
- When scheduling dismantle labour, 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 LABOUR

Freeman Supervised Labour - 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 labour bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labour

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)						= \$ _____
12% HST						= \$ _____
Total Installation						= \$ _____

DISMANTLE LABOUR

Freeman Supervised Labour - Please complete the reverse side of this form.

- The Freeman Companies is not responsible for product or literature that is not properly packed and labelled by exhibitor
- The charge for this service is 30% of the total dismantle labour bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labour

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)						= \$ _____
12% HST						= \$ _____
Total Installation						= \$ _____

If you have questions or need assistance in completing your order, please call and ask for your Exhibitor Services Representative.

FREEMAN installation & dismantle

NAME OF SHOW:

SIGGRAPH 2011

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

FREEMAN SUPERVISED Labour

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 _____ Showsite _____ Date Shipped _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From Freeman _____ Colour _____ 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: _____

METHOD OF SHIPMENT

Freeman Transportation:

- Common Carrier
- Air Freight Next Day* 2nd Day Deferred

* Some restrictions may apply. Please contact our Exhibit Transportation Team at (877) 478-1113 for information.

Other (list carrier name & phone number):

- Other Common Carrier: _____
- Other Air Freight: _____
- Van Line: _____

Carrier Phone Number: (_____) _____

Freight Charges

- Prepaid Collect

Bill To: _____

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

Reroute via Freeman's choice.

Delivery back to warehouse at Exhibitor's expense*

* Return to warehouse rates are based on weight . A minimum charge of \$150.00 plus applicable taxes will apply.

* Materials that have not been picked up by your selected carrier after 5 business days will be subject to storage fees.

A \$75/ week minimum charge will be added to your account.

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

07/09 (YVR)