

# F R E E M A N

METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

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# FREEMAN DISPLAY LABOR

NAME OF SHOW: SAE 2006 MOTORSPORTS ENGINEERING - DECEMBER 5 - 7, 2006

COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE#: \_\_\_\_\_

## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Price Per Hour
<b>Straight Time-</b> 8:00 A.M. to 4:30 P.M. Monday through Friday .....	\$ 75.25 Per Person/Per Hour
<b>Overtime-</b> 4:30 P.M. to 8:00 A.M. Monday through Friday; ALL DAY Saturday .....	\$ 112.90 Per Person/Per Hour
<b>Double Time-</b> ALL DAY Sunday and Holidays .....	\$ 150.50 Per Person/Per Hour

## INSTALLATION LABOR

**SUPERVISION BY FREEMAN I & D** - Please complete the next page.

- Exhibits are set-up prior to exhibitor's arrival under the direction of Freeman I & D Supervisors.
- The charge for this service is **30%** of the total installation labor bill, with a minimum of **\$45.00**.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**SUPERVISION BY EXHIBITOR PERSONNEL**

- Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
- Start time guaranteed only when labor is requested for the start of the working day (8:00 am), unless the official set up time begins later in the day.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.

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)						= \$ _____
Total Installation						= \$ _____

Please describe work to be done \_\_\_\_\_

## DISMANTLE LABOR

**SUPERVISION BY FREEMAN I & D** - Please complete the next page.

- Freeman Decorating 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 installation labor bill, with a minimum of **\$45.00**.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**SUPERVISION BY EXHIBITOR PERSONNEL**

- Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
- Start time guaranteed only when labor is requested for the start of the working day (8:00 am), unless the official set up time begins later in the day.
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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)						= \$ _____
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### 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 INFORMATION AND SET-UP INFORMATION:

Carrier: \_\_\_\_\_ Carrier Phone Number \_\_\_\_\_

Shipped To: Warehouse \_\_\_\_\_ Showsite \_\_\_\_\_ Date Shipped \_\_\_\_\_

From: City/State \_\_\_\_\_

Total No. of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

Other (specify): \_\_\_\_\_

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 \_\_\_\_\_

Graphics: With Exhibit: \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Expected date/time of exhibitor arrival: \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

#### OUTBOUND SHIPPING INFORMATION:

**SHIP TO:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### METHOD OF SHIPMENT

**FREEMAN TRANSPORTATION:**  **OTHER CARRIER:** \_\_\_\_\_

- 1 DAY: Delivery next business day
- 2 DAY: Delivery by 5:00 p.m. second business day
- DEFER: Delivery within 3-4 business days
- DECLARED VALUE: \$ \_\_\_\_\_

(Optional for air freight - declaring value is an additional charge.)

- STANDARD GROUND: Delivery within 3-5 business days
- SPECIALIZED: Pad wrapped, uncrated, or truckload
- Other Air Freight: \_\_\_\_\_

(Please indicate the carrier's name)

#### Freight Charges

Prepaid  Collect No. of Labels \_\_\_\_\_

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

If assigned carrier fails to show for pick up, should we reassign carrier?  YES  NO

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