

F R E E M A N

PO Box 8530 (78208)
 3323 IH-35 North Ste 120
 San Antonio, Texas 78219
 Ph: 210/227-0341 • Fax 210/212-8049

METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

FREEMAN DISPLAY LABOR

NAME OF SHOW: **SMALL ENGINE TECHNOLOGY CONFERENCE/SETC - NOVEMBER 13 - 16, 2006**

COMPANY NAME: _____ BOOTH # _____
 CONTACT NAME: _____ PHONE#: _____

DISPLAY LABOR (One Hour Minimum per Worker)

| | Description | Advance Price | Show Site Price |
|-----------------------|--|---------------|-----------------|
| Straight Time- | 8:00 A.M. to 5:00 P.M. Monday through Friday | \$ 49.00 | \$64.00 |
| Overtime- | 5:00 P.M. to 8:00 A.M. Monday through Friday, ALL DAY SATURDAY, SUNDAY & HOLIDAYS | \$ 73.50 | \$96.00 |

- 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 man - labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pick up 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 plans/photos, 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: _____

| 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 | | | | | | = \$ _____ 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: _____

| 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 | | | | | | = \$ _____ N/A |
| Total Dismantle | | | | | | = \$ _____ |

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

NAME OF SHOW: SMALL ENGINE TECHNOLOGY CONFERENCE/SETC - NOVEMBER 13 - 16, 2006

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 _____ Showsite _____ Date Shipped _____

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: _____

METHOD OF SHIPMENT

Freeman Transportation:

Common Carrier

Van Line

Air Freight

Next Day

2nd Day

Deferred

Other (list carrier name & phone number):

Other Common Carrier: _____

Other Van Line: _____

Other Air Freight: _____

Freight Charges

Prepaid

Collect

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.

FREEMAN DISPLAY LABOR