

F R E E M A N

P. O. Box 14210 • Orange, CA 92863-1610
 714/254-3400 • Fax: 714/490-0801
 FreemanAnaheimES@freemanco.com

**PLEASE INCLUDE THE FREEMAN
 METHOD OF PAYMENT FORM
 WITH YOUR ORDER**

NAME OF SHOW: **TRAINING DIRECTORS FORUM** JUNE 11-13, 2006

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____ FAX #: _____

DISPLAY LABOR (One Hour Minimum per Worker)

Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday \$ 78.15 Per Person/Per Hour
Double Time- 4:30 P.M. to 8:00 A.M. Monday through Friday,
 ALL DAY on Saturday and Sunday \$ 140.90 Per Person/Per Hour
Holiday- ALL DAY on Holidays \$ 179.05 Per Person/Per Hour

- Start time guaranteed only at start of working day.
- Supervisor must check in at 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.
- There is a minimum one (1) hour charge for all labor orders.

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 and before hall must be cleared.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00
- **Please include setup plan/photo, special instructions and inbound/outbound shipping information with this order.**

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						= \$ 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
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.

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						= \$ 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.

FREEMAN DISPLAY LABOR

NAME OF SHOW: **TRAINING DIRECTORS FORUM**

JUNE 11-13, 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 Exhibit 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: _____

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.

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

