



NAME OF SHOW: **THE ASI SHOW CHICAGO 2021 / July 14 - 15, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

INSTALLATION & DISMANTLE LABOR

Description	Advance Price	Show Site Price
Straight Time: 8:00 AM to 4:30 PM Monday through Friday.....	\$153.50	\$215.00
Overtime: 4:30 PM to 8:30 PM Monday through Friday; 6:00 AM to 6:30 PM Saturday	\$230.25	\$322.50
If a Display Laborer has not worked eight (8) straight time hours on that day between 8:00 AM and 4:30 PM, Monday through Friday (Holidays excluded), Double Time rates will apply for that day during the hours of 6:30 p.m. to 8:30 p.m., Monday through Friday.		
Double Time: 8:30 PM - 8:00 AM Monday through Friday (unless noted above); Before 6:00 a.m. and after 6:30 p.m. Saturday; ALL DAY Sunday and Holidays.....	\$307.00	\$430.00

NOTE: On the break of a show occurring on Monday through Friday, work performed from: 12:00 Noon to 8:30 PM shall be charged at Straight Time; from 8:30 PM to Midnight shall be charged at Overtime (time and a half). (For shows that close prior to 12:00 Noon, Overtime charges will apply after 8 hours).

- **Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.**
- **Show Site prices will apply to all labor orders placed at show site.**
- Price is per person/per hour.
- Start time guaranteed only when labor is requested for the start of the working day (8AM), unless the official set up time begins later in the day.
- Half (1/2) hour minimum per man--labor thereafter is charged in half (1/2) hour increments.
- 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 must check in at the Freeman Service Center to pick up labor. Upon completion of work, supervisor must return to the Freeman Service Center to release laborers.)

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 _____	= _____	x _____	= \$ _____
Freeman Supervision (30%/\$45.00) = \$						(N/A)
10.25% Tax = \$						_____
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 must check in at the Freeman Service Center to pick up labor. Upon completion of work, supervisor must return to the Freeman Service Center to release laborers.)

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 _____	= _____	x _____	= \$ _____
Freeman Supervision (30%/\$45.00) = \$						(N/A)
10.25% Tax = \$						_____
Total Dismantle = \$						_____

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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 & SET-UP INFORMATION

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

Total No. of Pieces: 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: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

Select a Carrier:

- Freeman Exhibit Transportation:**
 No need to schedule your outbound shipment.
 Charges will appear on your Freeman invoice.
 Freeman will make arrangements for all Freeman Exhibit Transportation shipments.
- Other Carrier:**
 Carrier Name: _____
 Carrier Phone: _____
 Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select Level of Service:

- 1 Day: Delivery next business day
 2 Day: Delivery 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: _____
- _____
- _____

Select Shipment Options (if applicable)

- Have loading dock
 Inside delivery
 Pad wrap required
 Do not stack
- Lift gate required
 Air ride required
 Residential

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

- Re-route via Freeman's choice
 Deliver back to the warehouse at exhibitor's expense

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

installation & dismantle labor