

HANGING SIGN INSTRUCTIONS, RULES & REGULATIONS

- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign or advance pricing.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- **All overhead hanging (included but not limited to truss, hanging sign, banner, lights and AV equipment) must be assembled/attached, installed, and removed by Freeman.** Once removed, exhibitors are allowed to disassemble exhibitor-owned overhead items. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance with the MCCNO.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.
- Any non-Freeman supplied chain hoists will require current yearly maintenance records.
- Truss and motor plot must be included with your signage.

******* LOW CEILING AREA *******

******* VERY LIMITED RIGGING AREA *******

******* ADVANCED ARRANGEMENTS REQUIRED *******

Halls E & F: 25'-finished ceiling from entrance to column line approximately 100' inside hall

Hall H,I & J: 22'-finished ceiling from entrance to column line 100' inside hall

Truss & Motors are not allowed in Low Ceiling Area

Any personnel within the designated footprint of the overhead work area will be required to wear a Type 1 Class G Hard Hat

Contact Show Management to confirm if your specific booth is within the low ceiling area, or visit www.weftec.org/exhibit/exhibitor-service-manual/display-guidelines/ for the posted list

PLEASE INCLUDE THE BELOW ITEMS WHEN PLACING YOUR ORDER

- Method of Payment
- Structural Integrity Statement
- Hanging Sign Order Form
- Chain Hoist / Truss / Overhead Equipment Order Form (if applicable)

INCLUDE THE STRUCTURAL INTEGRITY STATEMENT WITH YOUR ORDER

NAME OF SHOW: WEFTEC 2020 / OCTOBER 3 - 7, 2020

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

HANGING SIGN LABOR AND EQUIPMENT

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time
8:00 A.M. to 5:00 P.M., Monday through Friday

Overtime
5:00 P.M. to 8:00 A.M. Monday through Friday, All Day Saturday & Sunday

Double Time
Recognized holidays

Any personnel within the designated footprint of the overhead work area will be required to wear a Type 1 Class G Hard Hat.

Equipment With Crew

- Show site prices will apply to all labor orders placed at show site
- Crew Size - MINIMUM of two people
- Materials- Cable, clamps, etc are additional and charged accordingly
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- **Straight time cannot be guaranteed**

Sign Description, Size & Weight

• For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner ___ Metal or Wood ___ Other ___

Shape: Square ___ Triangle ___ Rectangle ___ Circle ___ Other ___

Size: Height _____ Length _____ Width _____

Weight of Sign: _____

Does Your Sign Require Electricity _____ Assembly _____

Is Your Sign Designed to Rotate? _____ Yes _____ No
(Initial in the applicable space above)

Is a Motor include with your sign? _____ Yes _____ No

Is Your Sign Shipping to the Advance Warehouse? _____ Yes _____ No

***Shipping signs to the Advance Warehouse will expedite hanging of signs at show site.**

Sign Placement

Is your hanging sign centered in the booth? Yes ___ No ___

If "No" please include detailed Rigging Plot Layout with your order.

Hanging Signs Labor

	Straight Time	Overtime	Double Time
Condor With crew (up to 200 lbs lift capacity)			
Advance Price	\$621.50	\$758.25	\$888.50
Show Site Price	\$870.00	\$1061.75	\$1244.00

Installation Estimate

Approx Hours _____ Hourly Rate _____ Estimated Sub-Total* _____

_____ @ _____ = _____

Dismantle Estimate

Approx Hours _____ Hourly Rate _____ Estimated Sub-Total* _____

_____ @ _____ = _____

Sign Assembly Labor

	Straight Time	Overtime	Double Time
Assembly Labor/Additional Crew (Per person / Per hour)			
Advance Price	\$102.50	\$153.75	\$204.75
Show Site Price	\$143.50	\$215.00	\$286.50

No. of People _____ Approx # Hrs per Person _____ Total Hours _____

_____ X _____ = _____

***2% tax to apply to all labor & 11.45% tax to apply to all materials**

Additional fees for materials, such as cable & clamps, may apply

ESTIMATED TOTAL COST	
Materials**	\$ _____
**11.45% Tax	+ \$ _____
Labor*	+ \$ _____
*2% Tax	+ \$ _____
GRAND TOTAL	\$ _____

FREEMAN hanging sign labor