

FREEMAN

940 Belfast Road
Ottawa, Ontario, Canada K1G 4A2
(613) 748-7180 • Fax: (613) 748-5977
freemanottawaES@freemanco.com



INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

OTTAWA HOME & REMODELLING SHOW

NAME OF SHOW: _____
 COMPANY NAME _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

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

HANGING SIGN LABOUR AND EQUIPMENT

INSTRUCTIONS

- 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 must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labour Order Form for labour to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- 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 on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

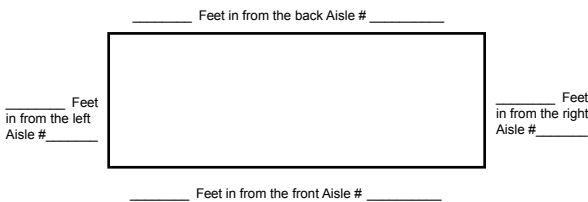
SIGN DESCRIPTION, SIZE & WEIGHT

- 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 _____ 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 box above)

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to top of sign: _____

EQUIPMENT AND LABOUR RATES TO HANG SIGNS

- Straight Time** 8:00am - 4:00pm Monday through Friday
Overtime 6:00am - 8:00am and 4:00pm - 12:00 midnight Monday through Friday
 6:00am - 12 midnight Saturday & Sunday
Double Time 12 midnight *- 6:00am and recognized holidays
Crew Size **MINIMUM of two people**
Materials Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- Show site prices will apply to all hanging sign orders placed at show site.
- 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

LABOUR RATES	Advanced Price/Hr	Show Site Price/Hr
Straight Time	\$ 85.50	\$119.75
Overtime	\$128.25	\$179.75
Double Time	\$171.00	\$239.50

LIFT EQUIPMENT RATES

Scissor Lift	\$113.50	\$158.90
Boom Lift	\$165.00	\$231

INSTALLATION Estimate

QTY	Appx. Hrs.	Rate	Est. Cost
Assembly Labour: _____ x _____ hrs @ _____ = \$ _____			
Install Labour: _____ x _____ hrs @ _____ = \$ _____			
Lift Equipment: _____ x _____ hrs @ _____ = \$ _____			

ESTIMATED INSTALLATION COST: \$ _____

DISMANTLE Estimate

QTY	Appx. Hrs.	Rate	Est. Cost
Disassembly Labour: _____ x _____ hrs @ _____ = \$ _____			
Removal Labour: _____ x _____ hrs @ _____ = \$ _____			
Lift Equipment: _____ x _____ hrs @ _____ = \$ _____			

ESTIMATED DISMANTLE COST: \$ _____

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:
 _____ Freeman
 _____ Exhibitor Personnel
 _____ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

TOTAL

Subtotal	+	13% HST	=	Total
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**PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM**

STRUCTURAL INTEGRITY STATEMENT THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at the **OTTAWA HOME & REMODELLING SHOW** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **SHOW MANAGER, EY CENTRE, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Please complete and return form to:

FREEMAN
940 Belfast Road
Ottawa, ON K1G 4A2
Fax: (613) 748-5977

GUIDELINES FOR BANNER HANGING

The following guidelines are in effect at the facility, in order to ensure that all banner hanging in the facility is conducted safely and with due care for the building infrastructure.

FREEMAN is the Exclusive Supplier of Rigging Services for the facility. As such all rigging in the building will be managed by FREEMAN, according to the following procedures. All related costs are available on our Rigging Services Price List.

All banners must adhere to the requirements below. Delays, additional equipment, and labour charges may be incurred by not having the appropriate materials to hang your banner effectively and safely. All Exhibitor sign hanging may be ordered using Freeman Electrical's Sign & Banner Hanging Order form.

1. Banners in excess of 6 feet linear should come with a rigid support for best results when hanging. For banners in excess of 20 feet linear, truss may be necessary to allow the banner to hang safely and correctly. Freeman Electrical Services will notify the owner/hanging party whether truss is required and whether any additional charges may apply.
2. All banners must include grommets and pole pockets.
3. All non-exhibitor banner hanging orders should be placed through Freeman Electrical Services directly at least two weeks prior to the event move-in date. An order will be considered placed and pricing confirmed when Freeman Electrical Services issues a Rigging Order Acceptance Sheet. A diagram showing banner dimensions and placement will need to accompany all orders.
4. Banner hanging placement must be approved by the facility. Please contact your Event Manager directly.
5. facility exterior banners (if permitted) must meet the following guidelines:
 1. Approximately two thirds of the area of an exterior banner should consist of mesh.
 2. Where a banner is made exclusively of vinyl, wind pockets must be built into the banners in order to allow wind to flow through easily.
 3. All edges of banners should have flat-felled seams, i.e., the edges should be folded over, glued, and doubled-stitched.
 4. Mesh banners must be reinforced with webbing in the in the folds before the grommets are affixed.
 5. All corners must be reinforced with webbing before the grommets are affixed as the corners handle most of the stress.
 6. Banners must be made of lightweight, water-resistant, material
 7. In the event of a severe weather notice, banners may have to be removed, or install delayed
 8. All banners must be made to the following specifications in order to be hung:
 - i. Width: 4 ft. – 11 in. (59 inches max)
 - ii. Height/Length: 28 ft. – 6 in.
 - iii. Top/Bottom Pipe Pocket (1 ¼" pipe rod): 5-6 inches depth
 - iv. Each of the (10) mount position includes: (2) single sided Banners & (1) Double sided Banner

CAN WE HELP YOU?

Please don't hesitate to contact us at 613-748-7180 or at freemanottawaES@freemanco.com for any additional information, assistance or product and services information we can provide you in establishing and confirming your event's rigging/electrical/mechanical services.

We value your business and look forward to your call!

RIGGING & OVERHEAD SAFETY POLICY

The following policies and procedures are in effect at the facility, in order to ensure that all rigging in the facility is conducted safely and with due care for the building infrastructure.

FREEMAN is the Exclusive Supplier of Rigging Services for the facility. As such all rigging in the building will be managed by FREEMAN, according to the following procedures. All related costs are available on our Rigging Services Price List.

1. **FREEMAN** can provide, upon request, AutoCAD and PDF scale drawings of all riggable ceilings in the facility. These drawings will show the location and rating of all rigging points, and other relevant ceiling details. These drawings are provided electronically at no charge.

2. Hanging will be permitted only from approved, rated rigging points. Charges for use of rigging points are shown on our Rigging Services Price List.

3. For any event for which rigging is required, a rigging plan must be submitted to **FREEMAN** for approval. This plan must be in an approved printed or electronic format, must be to scale, must show all equipment being hung, and must show the weight load for each rigging point being used. It must show all required rigging points, including cable picks. Charges for plan approval are shown on our Rigging Services Price List.

This plan must be submitted for approval no later than 14 days in advance of the load-in day of the event. In the event that the customer cannot provide a rigging plan, **FREEMAN** is able to produce one. In such cases, there is a consultation process required, so 21 days notice is requested. Charges for plan production are shown on our Rigging Services Price List.

4. **FREEMAN** must perform all work required to attach and de-attach equipment to the rigging points, installed rigging equipment and all equipment flown. No other supplier may do so. Upon approval of the rigging plan and receipt of a production schedule, **FREEMAN** will provide a cost estimate for the labour required to do so. This labour will be charged on an hourly basis, with a 4-hour minimum charge. **FREEMAN** reserves the right to establish the number of riggers required for your event. The number of riggers (minimum 2) and hours will be based on the work to be done. Hourly rates for Rigging Labour are shown on our Rigging Services Price List.

5. All rigging and lift equipment (including but not limited to scissor, boom, chain hoists, chain falls, hangers etc..) must be ordered through, provided and operated by **FREEMAN**. All rigging and lift operation labour must be ordered through and provided by **FREEMAN**.

6. **FREEMAN** reserves the right to disqualify from use any equipment, which in their opinion, does not meet appropriate safety standards. In this event, **FREEMAN** may be able to provide alternate equipment, and will do so upon request, as quickly as possible.

7. All equipment attached to truss, pipe, beam, lighting fixture, or hung in any other manner must be secured by means of a steel safety cable.

8. All suppliers hanging equipment from the ceiling must provide the facility with a Certificate of Liability Insurance showing proof of coverage in the amount of \$2,000,000 per occurrence, and specifically holding harmless the facility and FREEMAN. This must be provided no later than 14 days in advance of the load-in day of the event.

9. **FREEMAN can provide a full range of rigging components including truss and will provide a cost estimate upon request. Prices for rigging equipment are shown on our Rigging Services Price List.**

CAN WE HELP YOU?

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We value your business and look forward to your call!

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**DISCOUNT PRICE
 DEADLINE DATE
 JANUARY 6, 2017**

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

NAME OF SHOW: **OTTAWA HOME & REMODELLING SHOW**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

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

COMPRESSED AIR **ADDITIONAL INFORMATION**

QTY	Discount Price	Standard Price	TOTAL
_____ 0 to 4 cu.ft. per min. (40-1-1)	\$322.75	\$ 451.85	=\$ _____
_____ 5 to 10 cu.ft. per min. (40-1-10)	\$475.50	\$ 665.70	=\$ _____
_____ 11 to 20 cu.ft. per min. (40-1-11)	\$697.00	\$ 975.80	=\$ _____
_____ 21 to 38 cu.ft. per min. (40-1-12)	\$819.25	\$1,146.95	=\$ _____
_____ 24hrs Continuous Service (40-1-20)	\$ 85.25	\$ 119.35	=\$ _____

Natural Gas

_____ Initial 1/2" connection to booth (40-1-200)	\$396.25	\$554.75	=\$ _____
_____ Additional connection to booth (40-1-200)	BY QUOTATION		=\$ _____
_____ 24hrs Continuous Service (40-1-106)	\$ 85.25	\$ 119.35	=\$ _____

Your Natural Gas order must be accompanied by the TSSA approval and submitted no later than 10 days prior to the exhibitor move in for processing.

Water

_____ Fill and Drain container up to 1000 gallons (40-3-14)	\$285.75	\$400.25	=\$ _____
_____ Fill and Drain container up to 5000 gallons (40-3-15)	\$427.50	\$598.50	=\$ _____
_____ Fill and Drain container exceeding 5000 gallons (40-3-16)	\$534.75	\$748.65	=\$ _____
_____ 1/2" Valved cold water connection to booth (40-2-1)	\$358.00	\$501.20	=\$ _____
_____ Drain connector to booth (gravity) minimum (40-3-17)	\$254.75	\$356.65	=\$ _____
_____ Drain connector to booth (pumped) minimum (40-3-18)	\$380.00	\$532.00	=\$ _____
_____ Additional air, water, or drain outlets (40-2-2)	\$152.00	\$212.80	=\$ _____
_____ Hot Water Tank - [6] imperial gallons (40-2-12)	BY QUOTATION		=\$ _____
_____ Hot Water Tank - [40] imperial gallons (40-2-13)	BY QUOTATION		=\$ _____
_____ 24hrs Continuous Service (40-3-20)	\$165.00	\$231.00	=\$ _____

To honour the Discount Price your order must be remitted **with payment** by the above noted deadline date.

Only an authorized FREEMAN qualified representative is permitted to make a connection to any of the facility's mechanical services sources or termination points.

No mechanical equipment shall be restarted after failure until a FREEMAN qualified representative has found and corrected the malfunction. Service Charges may apply.

CANCELLATION: Cancellation must be made by telephone and accompanied by fax and/or email notification. A 50% refund will be applied on standard listed items on this form if cancelled less than [2] days prior to installation. No refund is applicable to installed services, cancelled on-site, and/or special order items (ie. 208 volt, 220 volt, transformers, generators, compressed air, natural gas, water fill & drain, hot water tanks, etc...).

Service rates quoted include installation to the back centre wall of booth area, services while in use, and removal. If required elsewhere in the booth, a scaled floor plan must be included with orders indicating desired location. Additional labour and material charges may apply.

All services are turned prior to show opening and turned off after show closes on show days. If you require 24hr service operation, please indicate.

Natural Gas is available in limited quantity and in specific limited locations. Use of Propane as an alternate fuel may be per permitted subject to facility, TSSA, and Fire Department rules and regulations. For more information, please contact the facility prior to placing your Natural Gas order.

All orders for Natural Gas must comply with current provincial regulations/codes/standards and the manufacturer's certified instructions. Any variation must be accompanied by a certificate/letter from the TSSA (Technical Standards and Safety Authority) approving the variance. Gas Service will not be supplied for any variance unless the above documentation has been provided and TSSA inspection has been completed. The TSSA may be contacted at 1-877-682-8772.

All electrical equipment shall have a nameplate attached thereto showing the operating voltage, phase, hertz, horsepower, kilowatts, full load, and AC or DC current.

Disputes/Claims: All disputes and claims must be settled prior to the official exhibit closing.

SPECIAL REQUIREMENTS

Please don't hesitate to contact us at 613-748-7180 or freemanottawaES@freemanco.com if you require any additional information and/or special services and/or information.

SPECIAL REQUIREMENT:

TOTAL			
_____	+	_____	=
<i>Subtotal</i>		<i>13% HST</i>	<i>Total</i>

FREEMAN mechanical services

F R E E M A N

HANGING SIGN



DO NOT DELAY

MUST BE DELIVERED BY JANUARY 10, 2017

FROM:

Company Name _____

Piece Count _____

TO: Freeman Electrical

940 BELFAST ROAD

C/O OTTAWA HOME & REMODELLING SHOW

OTTAWA, ONTARIO, CANADA

K1G 4A2

F R E E M A N

HANGING SIGN



DO NOT DELAY

MUST BE DELIVERED BY JANUARY 10, 2017

FROM:

Company Name _____

Piece Count _____

TO: Freeman Electrical

940 BELFAST ROAD

C/O OTTAWA HOME & REMODELLING SHOW

OTTAWA, ONTARIO, CANADA

K1G 4A2