

# FREEMAN

940 Belfast Road  
Ottawa, Ontario K1G 4A2  
(613) 748-7180 • Fax: (613) 748-5977

**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.freeman.com](http://www.freeman.com)

## DISPLAY LABOUR (One Hour Minimum per Worker)

| Description           |  | Advanced  | Show Site |
|-----------------------|--|-----------|-----------|
| <b>Straight Time-</b> | 8:00 A.M. to 4:00 P.M. Monday through Friday.....                            | \$ 62.00  | 87.00     |
| <b>Overtime-</b>      | 6:00 A.M. to 8:00 A.M. and 4:00 P.M. to 12:00 Midnight Monday through Friday |           |           |
|                       | 6:00 A.M. to 12:00 Midnight Saturday and Sunday.....                         | \$ 93.00  | 130.50    |
| <b>Double Time-</b>   | 12:00 Midnight to 6:00 A.M. and recognized holidays .....                    | \$ 124.00 | 174.00    |

### • Show Site prices will apply to all labour orders placed at show site.

- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- Supervisor must check in at the Service Desk to pick up labour.
- One hour minimum per person - labour thereafter is charged in half (1/2) hour increments.
- Labour must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labour, 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 LABOUR

- ☐ **Freeman Supervised Labour - Please complete page 2 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 labour bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- ☐ **Exhibitor Supervised Labour** (Supervisor must check in at Service Desk to pick up labour)

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) = \$ _____ |            |               |                         |            |             |                      |
| 13% HST = \$ _____                           |            |               |                         |            |             |                      |
| Total Installation = \$ _____                |            |               |                         |            |             |                      |

## DISMANTLE LABOUR

- ☐ **Freeman Supervised Labour - Please complete page 2 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 labour bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- ☐ **Exhibitor Supervised Labour** (Supervisor must check in at Service Desk to pick up labour)

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) = \$ _____ |            |               |                         |            |             |                      |
| 13% HST = \$ _____                           |            |               |                         |            |             |                      |
| Total Dismantle = \$ _____                   |            |               |                         |            |             |                      |

FREEMAN installation & dismantle

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

COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE#: \_\_\_\_\_

### FREEMAN SUPERVISED LABOUR

**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: \_\_\_\_\_ 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### METHOD OF SHIPMENT

##### ☐ Freeman Exhibit Transportation:

- ☐ Common Carrier  
☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Expedited

##### ☐ Other (list carrier name & phone number):

- ☐ Other Common Carrier: \_\_\_\_\_
- ☐ Other Air Freight: \_\_\_\_\_
- ☐ Van Line: \_\_\_\_\_

#### 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
- ☐ Deliver back to Freeman warehouse at Exhibitor's expense.

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

**FREEMAN installation & dismantle**

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## FORKLIFT

**Straight Time -** 8:00 A.M. to 4:00 P.M. Monday through Friday  
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- Supervisor must check in at Service Desk to pickup labour
- When scheduling dismantle labour, be sure to allow sufficient time for empty containers to be returned to your booth

| Part# | Description | Advanced | Show Site |
|-------|-------------|----------|-----------|
|-------|-------------|----------|-----------|

### FORKLIFT LABOUR - Installation

|       |   |          |          |
|-------|---|----------|----------|
| 30401 | Forklift w/operator - up to 5,000 lbs - ST..... | \$164.50 | \$230.00 |
| 30402 | Forklift w/operator - up to 5,000 lbs - OT..... | \$189.50 | \$265.00 |
| 30403 | Forklift w/operator - up to 5,000 lbs - DT..... | \$220.50 | \$308.75 |

### FORKLIFT LABOUR - Dismantle

|       |   |          |          |
|-------|---|----------|----------|
| 31401 | Forklift w/operator - up to 5,000 lbs - ST..... | \$164.50 | \$230.00 |
| 31402 | Forklift w/operator - up to 5,000 lbs - OT..... | \$189.50 | \$265.00 |
| 31403 | Forklift w/operator - up to 5,000 lbs - DT..... | \$220.50 | \$308.75 |

## INSTALLATION

| Part #                          | Description | Date | Start Time | # of Equip/ Person | Approx Hrs per Person | Total Hours | Hourly Rate  | Estimated Total Cost |
|---------------------------------|-------------|------|------------|--------------------|-----------------------|-------------|--------------|----------------------|
|                                 |             |      |            |                    |                       |             |              |                      |
|                                 |             |      |            |                    |                       |             |              |                      |
| Describe work to be done: _____ |             |      |            |                    |                       |             | Subtotal     |                      |
| _____                           |             |      |            |                    |                       |             | 13% HST      |                      |
|                                 |             |      |            |                    |                       |             | <b>Total</b> |                      |

## DISMANTLE

| Part #                          | Description | Date | Start Time | # of Equip/ Person | Approx Hrs per Person | Total Hours | Hourly Rate  | Estimated Total Cost |
|---------------------------------|-------------|------|------------|--------------------|-----------------------|-------------|--------------|----------------------|
|                                 |             |      |            |                    |                       |             |              |                      |
|                                 |             |      |            |                    |                       |             |              |                      |
| Describe work to be done: _____ |             |      |            |                    |                       |             | Subtotal     |                      |
| _____                           |             |      |            |                    |                       |             | 13% HST      |                      |
|                                 |             |      |            |                    |                       |             | <b>Total</b> |                      |