Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday ............................................. $   $
Double Time- 4:30 P.M. to 8:00 A.M. Monday through Friday, ALL DAY on Saturday and Sunday ............................................................... $   $
Holiday- ALL DAY on Holidays .................................................................................... $   $

- Show Site prices will apply to all labor orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - 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.

<table>
<thead>
<tr>
<th>INSTALLATION LABOR</th>
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</thead>
<tbody>
<tr>
<td>□ Freeman Supervised Labor - Please complete the reverse side of this form.</td>
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<tr>
<td>□ Exhibitor Supervised Labor (Supervisor must check in at Service Desk to pick up labor)</td>
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</tbody>
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<tr>
<th>Supervisor will be:</th>
<th>Phone Number:</th>
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<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
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Freeman Supervision (30%/$_45.00$) = $________
Tax = $________ (N/A)
Total Installation = $________

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<tr>
<th>DISMANTLE LABOR</th>
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Freeman Supervision (30%/$_45.00$) = $________
Tax = $________ (N/A)
Total Dismantle = $________
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: ________ 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.