

F R E E M A N

8201 West 47th Street
McCook, Illinois 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

HANGING SIGNS ***Hanging of Signs in McCormick Place*** ***Procedures and Rules***

2018 AACC CLINICAL LAB EXPO / JULY 31 - AUGUST 2, 2018

Hanging of signs, both electrical and non-electrical, is permitted in McCormick Place facilities with permission, under the following conditions and limitations. These conditions have been reviewed and provide absolute limits which cannot be exceeded under any conditions.

1. The top of the sign may not exceed the height limitation specific to your booth type and building. Please refer to the General Information Bulletin to determine your height limitation.
2. All hanging signs must be sent to the Freeman warehouse, 2500 West 35th Street, Chicago, IL 60632, and be received by JULY 18, 2018.
3. The weight of signs or materials is not to exceed 250 lbs. per hanging point. Any sign weighing in excess of 500 lbs. will require a "structural integrity" form.
4. All signs, regardless of size, should be constructed of lightweight metals and plastics to allow greater flexibility and ease of installation.
5. The placement of all "hanging signs" shall be determined by Freeman prior to installation to insure minimum stress to the supporting framework.
6. No signs are to be hung from any electrical fixtures, raceways, any water, gas, air, fire protection piping, supports or hangers.
7. All electrical and neon signs must conform to electrical codes of the City of Chicago.
8. Freeman is responsible for all hanging signs. Freeman will pre-assemble all signs. No display house will be allowed to assemble or disassemble any hanging sign.
9. Set-up instructions must be included with the Order Form and with sign crates.
10. Because of the structure of the ceiling, and the location of exhibits, in relation to support beams, your sign may have to be moved from your original specifications.
11. Exhibitor personnel or your display house may supervise on your behalf. Exhibitors who do NOT provide supervision (either company personnel or display house) agree to accept the charges for time, materials and equipment as determined by Freeman and/or the Electrical Contractor.
12. YOU ARE REQUIRED TO MAKE ALL ARRANGEMENTS PRIOR TO MOVE-OUT FOR THE OUTBOUND DISMANTLING, PACKING AND SHIPPING OF YOUR HANGING SIGN. FREEMAN CANNOT BE HELD LIABLE FOR DAMAGES OR MISPLACEMENT OF SIGN(S) SHOULD OUTBOUND DISMANTLING ARRANGMENTS NOT BE MADE. ALL PERTINENT INFORMATION AND ARRANGEMENTS MUST BE GIVEN TO THE FREEMAN SERVICE CENTER IN EACH FACILITY.

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**DISCOUNT PRICE
 DEADLINE DATE
 JULY 5, 2018**

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

NAME OF SHOW: **2018 AACC CLINICAL LAB EXPO / JULY 31 - AUGUST 2, 2018**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- 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.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- 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.
- Electrical signs must be in working order and in accordance with the National Electrical Code and Local 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. See diagram on the following page.

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

Does your sign require a Chain Fall? _____ Yes _____ No

Are You Shipping to the Adv. Warehouse? _____ Yes _____ No

Installation Estimate

Approx Hours _____ Hourly Rate _____ Total Estimated Cost _____

_____ @ _____ = _____

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

8:00 A.M. to 4:30 P.M., Monday through Friday

Overtime

4:30 P.M. to Midnight, Monday through Friday
 8:00 A.M. to 4:30 P.M. Saturday

Double Time

Midnight to 6:00 A.M. Monday through Friday
 4:30 P.M. to Midnight Saturday

ALL DAY SUNDAY AND HOLIDAYS

Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation

Crew Size MINIMUM of two people under normal circumstances. However, at Freemans discretion, based on the scope of work and safety, 3 or more men may be required.

Materials Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- Standard prices will apply to all orders placed after the deadline date.
- Rates are per lift and crew per hour
- Half hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	Straight Time	Overtime	Double Time
Condor Condor with 2 Man Crew (up to 500 lbs lift capacity)			
Advance Price	\$584.25	\$735.75	\$ 887.25
Standard Price	\$817.95	\$1030.05	\$1242.15
Additional Crew Assembly Labor (Per person / Per hour)			
Advance Price	\$149.50	\$224.25	\$299.00
Standard Price	\$209.30	\$313.95	\$418.60
Electrical Assembly Assembly Labor (Per person / Per hour)			
Advance Price	\$107.00	\$157.00	\$206.00
Standard Price	\$150.00	\$220.00	\$288.50

Dismantle Estimate

Approx Hours _____ Hourly Rate _____ Total Estimated Cost _____

_____ @ _____ = _____

FREEMAN HARD HAT POLICY

OSHA (Occupational Safety Health Administration) has clearly stated that head protection must be worn where hazard of objects falling from above exists. Where there is a risk of injury from overhead work, head protection must be worn. This is applicable to employees, contractors (including EAC's) exhibitors and visitors when working at or visiting locations while engaged in overhead operations where the hazard of falling objects exists. Appropriate signage will be displayed on the show floor indicating hard hat areas and if circumstances warrant, the area may be cordoned off with safety measures easily recognizable.

SUPERVISION

Supervision for assembly/dismantle 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/dismantle below.

- SUPERVISION BY FREEMAN** Please complete the information on the following page
- Installation of your Hanging Sign will be completed at our discretion prior to show opening.

- SUPERVISION BY EXHIBITOR PERSONNEL or DISPLAY HOUSE**

Supervisor will be: _____ Phone Number: _____

Date: _____ Time: _____

FREEMAN hanging sign labor

F R E E M A N

HANGING SIGN PLACEMENT DIAGRAM

The grid below may be printed to layout the placement of your Hanging Sign. Please complete as clearly as possible, indicating the following:

1. Booth orientation: Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.
2. Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
3. The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

Show Name: _____ Dates: _____

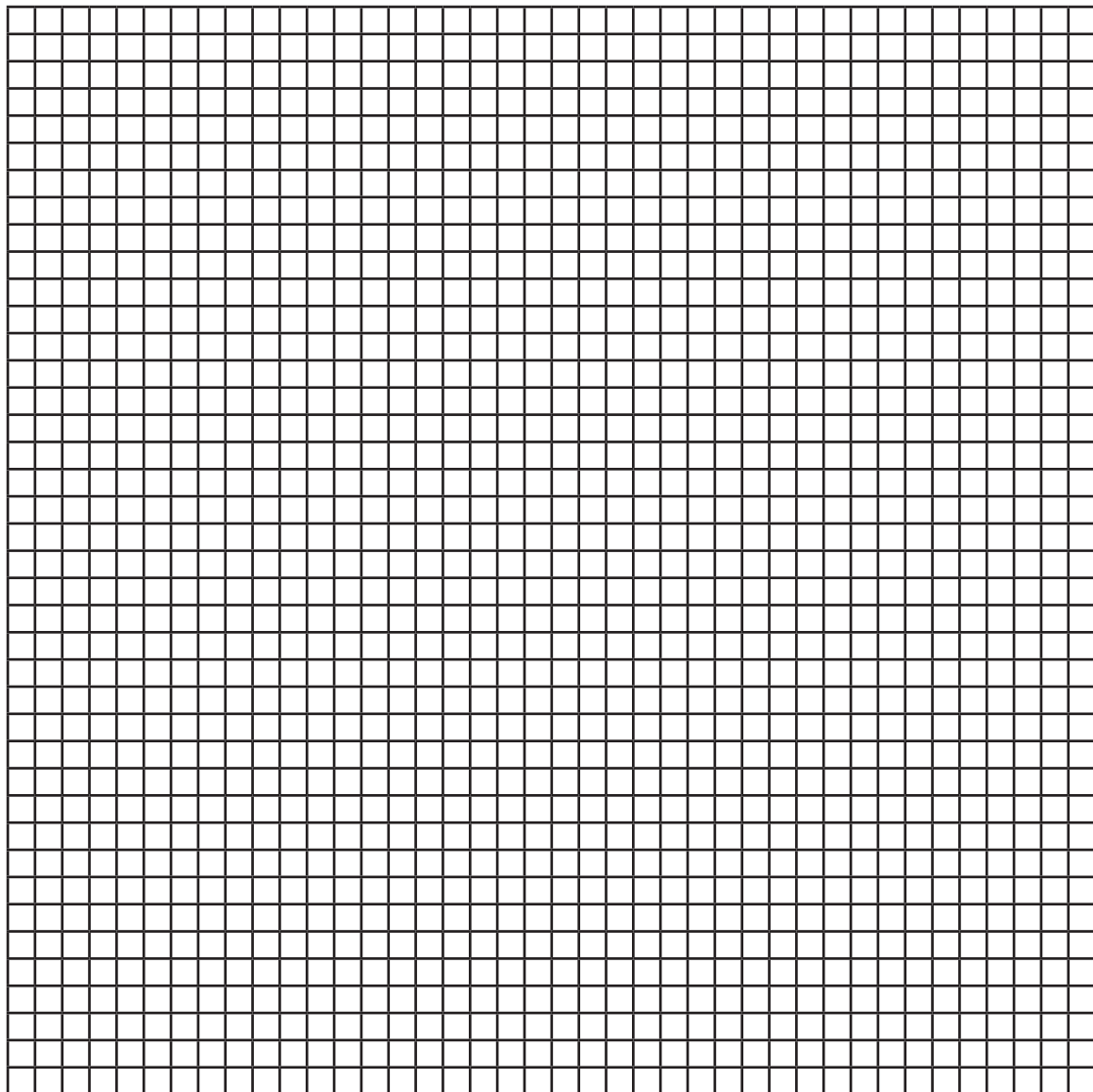
Company Name: _____ Booth #: _____

Number of feet from the floor to top of sign: _____

_____ Feet in from the back Aisle # _____

Feet in from the left Aisle # _____

Feet in from the right Aisle # _____



_____ Feet in from the front Aisle # _____

A measurement scale can be applied as necessary to reflect the size of your booth.

10 x 10 use 1 square = 1/4 foot

20 x 20 use 1 square = 1/2 foot

40 x 40 use 1 square = 1 foot

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DEADLINE DATE
JULY 5, 2018

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 **2018 AACC CLINICAL LAB EXPO** 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 **AMERICAN ASSN FOR CLINICAL CHEMISTRY, McCORMICK PLACE, 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 250 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: _____

Complete and return form to address listed at the top of this form.

FREEMAN structural integrity statement