

UNION JURISDICTIONS IN THE SAN FRANCISCO BAY AREA

You may appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, please read the following:

■ **DISPLAY LABOR** ■

By definition, the installation or dismantling of exhibits which requires the use of hand tools, or takes one person more than 30 minutes, or exceeds ten feet in any direction, falls within the jurisdiction of the Local 510 of the Sign Display and Crafts Union. You can handle and set out the products you manufacture; however, all background materials - display boards, backdrops, stands - anything the products are displayed upon, attached to, or made part of, and laying of floor tile and carpets must be installed by union labor. Labor can be ordered in advance by returning the Display Labor order form, or on show site at Freeman Service Center.

■ **MATERIAL HANDLING** ■

The Teamsters Union Local 2785 (and Local 287 for shows in San Jose) has jurisdiction over all unloading and reloading of materials. The Union also has jurisdiction over the operation of all material handling equipment - this includes all dollies and hand trucks.

You may hand carry only what you can manage by yourself (one person) in one trip, using no equipment. Since hand carried materials may not come through the freight entrance, show management will designate a specific entrance for hand carried items. Current union jurisdiction precludes hotel personnel from delivering material to exhibit booths.

■ **ELECTRICAL** ■

IBEW Electricians jurisdiction covers all electrical labor for each booth including but not limited to, cable distribution under your carpet or flooring, and throughout the booth structure. Included are connections & hardwiring of all electrical equipment, (e.g. 208volt & higher services, panels, motors, and audio visual equipment), installation of all lighting hung from truss or beams & distribution of all cabling throughout the booth & truss structures. (San Francisco includes the lighting truss assembly and hanging) All stage hand labor used in the exhibit area will be supplied through Freeman with exception of their company representative/supervisor. Unless contracted directly with the in-house AV / Internet provider, all data and coaxial cable run within the booth, overhead or on the floor will be installed by our electricians. Electrical services are provided on a time and material basis and cannot be performed by other unions, I&D houses or Exhibitors.

■ **TIPPING** ■

Freeman requests that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional status, and we believe that tipping is not necessary. This applies to all Freeman employees. Any request for such should be brought to the attention of a Freeman Representative at Freeman Service Center.

■ **SAFETY** ■

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

■ **IN GENERAL** ■

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions arising with regard to the Union's jurisdiction or practices must be directed to a FREEMAN management representative.

LET US DO THE HEAVY LIFTING

Freeman specialists are ready to assist you with all of your exhibit requests, from beginning to end. And when it comes to installing and dismantling exhibits, we make no exceptions. Whether it's shipping and storage, emergency on-site repairs, basic installation and dismantling or support service coordination, including electrical, furnishings and more, Freeman has the resources and capabilities to ensure the most successful show experience possible.



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com

Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

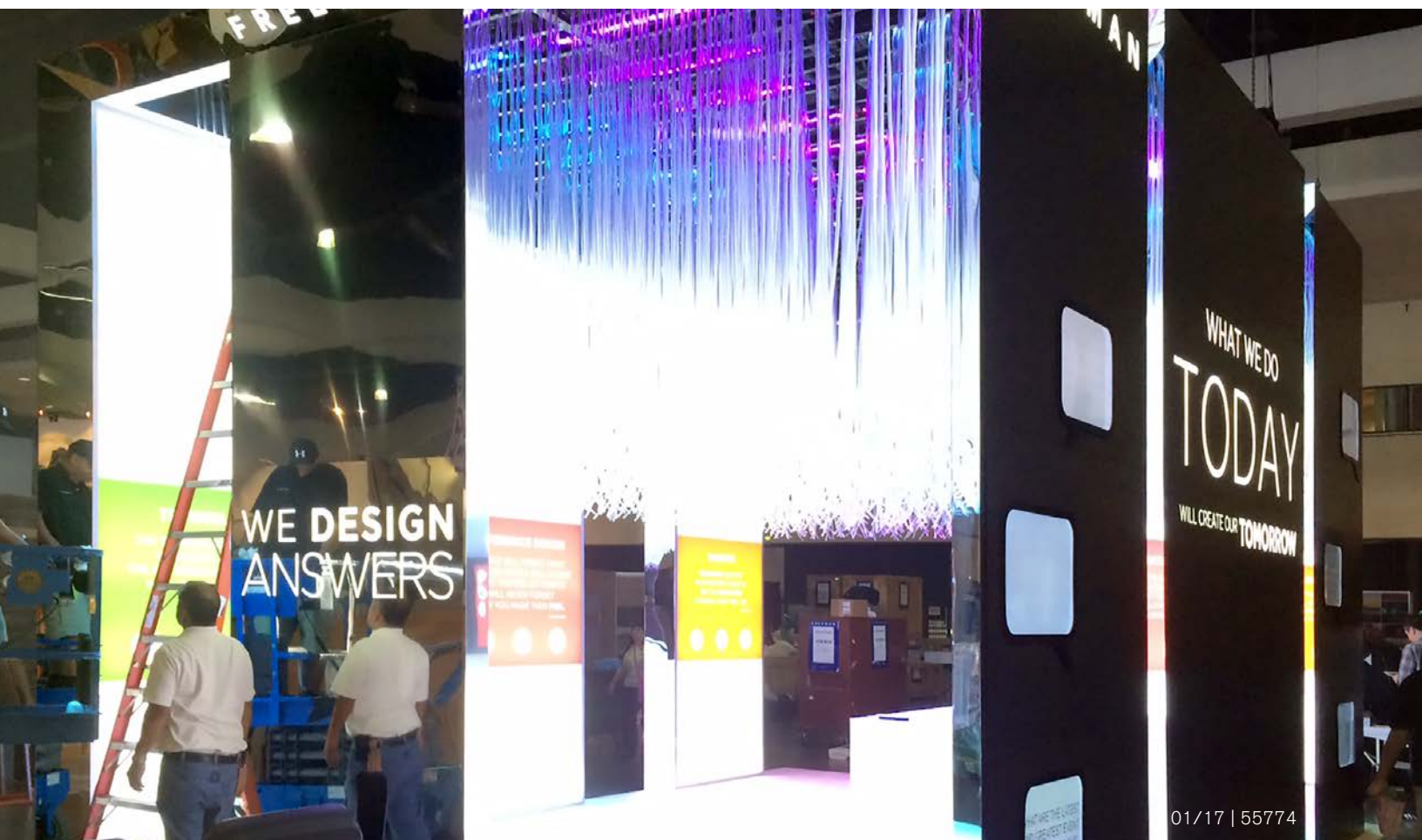
- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations focused on incremental improvement to meet rapidly changing market conditions based upon customer feedback
- Post-show evaluations that help identify small changes that make big impacts

ON-SITE SUPERVISION

You may wish to supervise labor on your own, but if you need assistance, Freeman installation & dismantling experts will get the job done as an extension of your team.

If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.



FREEMAN

245 S. Spruce Ave., Ste. 100
South San Francisco, CA 94080
(775) 355-4670 Fax: (469) 621-5607

DEADLINE DATE
JANUARY 17, 2018

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

NAME OF SHOW: **2018 Genitourinary Cancers Symposium / February 08 - 10, 2018**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (775) 355-4670 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Price	Advance Price	Show Site
Straight Time- 8:00 A.M. to 5:00 P.M. Monday through Friday	\$	135.00	\$ 189.00
Overtime- 5:00 P.M. to 8:00 A.M. Monday through Friday, ALL DAY on Saturday, Sunday on recognized Holidays	\$	236.50	\$ 331.25

• 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.**

INSTALLATION LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side 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 labor bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

☐ **Exhibitor Supervised Labor** (Supervisor must check in at Service Desk to pick up labor)

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)						= \$ _____
Tax						= \$ (N/A)
Total Installation						= \$ _____

DISMANTLE LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side 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 labor bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

☐ **Exhibitor Supervised Labor** (Supervisor must check in at Service Desk to pick up labor)

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)						= \$ _____
Tax						= \$ (N/A)
Total Dismantle						= \$ _____

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X
 CONTACT NAME: _____ PHONE #: _____

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: _____

Select a Carrier:

☐ **Freeman Exhibit Transportation:**

☐ **Other Carrier:**

No need to schedule your outbound shipment.

Carrier Name: _____

Charges will appear on your Freeman invoice.

Carrier Phone: _____

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select Level of Service:

☐ 1 Day: Delivery next business day

☐ Standard Ground

☐ 2 Day: Delivery by 5:00 PM second business day

☐ Specialized: Pad wrapped, uncrated or truckload

☐ Deferred: Delivery within 3-5 business days

Freight Charges:

☐ Same as ship to

Bill To: _____

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

☐ Re-route via Freeman's choice

☐ Deliver back to the warehouse at exhibitor's expense

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