



DO I NEED TO ORDER LABOR?

As an exhibitor, you are required to follow local labor jurisdictions. Please refer to the enclosed "Labor Jurisdictions" information sheet for details. To order labor, refer to the enclosed Labor Order Form.

WHO SUPERVISES THE LABOR I HIRE?

You may supervise the labor yourself, or you may utilize the expertise of Freeman's installation & dismantle services staff to do it for you.

WHY SHOULD I USE FREEMAN'S I&D SERVICES?

Freeman has a team of specialists dedicated to your specific exhibit needs. From pre-show planning to packing up your exhibit for the next show, Freeman can coordinate all phases of your trade show participation:

- Preplanning and budgeting consultation
- Support service coordination – electrical, furnishings, floral, etc.
- Shipping and storage management
- On-site supervision with dedicated floor managers
- Skilled labor and technicians for installation and dismantling
- Full-service in-house carpentry
- Graphics production
- Emergency repairs and refurbishing
- Post-show evaluations
- Multiple show coordination

FREEMAN SUPERVISION

Exhibits are set up prior to your arrival under the direction of Freeman's I&D supervisors. The charge for this service is 30 percent of the total labor charge, with a minimum fee of \$45.

SUPERVISION BY EXHIBITOR PERSONNEL

Installation

Your labor supervisor must check in at the Service Center to pick up laborers. Upon completion of work, your supervisor must return to the Service Center to release laborers. Start time is guaranteed only when labor is requested for the start of the working day.

Dismantle

When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to booth after show closing. Start time is guaranteed only when labor is requested for the start of the working day.

F R E E M A N

FREEMAN INSTALLATION & DISMANTLE

SHOW SITE WORK RULES IN LAS VEGAS, NEVADA

To assist you in planning for your participation in the show, we are certain you will appreciate knowing in advance that Union labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following.

■ EXHIBIT INSTALLATION AND DISMANTLING ■

Teamsters Union Local #631 has jurisdiction via a labor agreement with FREEMAN for the erection, touch-up, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel.

Local #631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, or the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they must carry company identification such as a medical identification card or a payroll stub.

The utilization of workers hired from a non-union agency or company is prohibited.

To secure labor, please complete the labor forms enclosed.

■ MATERIAL HANDLING ■

Teamsters Union Local #631 has jurisdiction via a labor agreement with FREEMAN for the loading and unloading of all trucks, trailers, and common and contract carriers as well as the handling of empty containers and the operation of material handling equipment. It also has the jurisdiction for the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

FREEMAN has the responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. FREEMAN will not be responsible for any material it does not handle.

Exhibitors may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas.

■ GRATUITIES ■

FREEMAN requests that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service, should be reported immediately to a supervisor of FREEMAN. FREEMAN employee(s) are paid an excellent wage, and tipping is not an accepted company policy.

■ 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.

F R E E M A N

7000 Placid, #101
 Las Vegas, NV 89119
 Ph: (702) 263-1404 • Fax: (702) 263-9260

**DISCOUNT PRICE
 DEADLINE DATE
 FEBRUARY 6, 2007**

INCLUDE THE FREEMAN METHOD OF PAYMENT WITH YOUR ORDER

NAME OF SHOW: **AWMA Real Deal Expo - FEBRUARY 22-23, 2007**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

DISPLAY LABOR (One Hour Minimum per Worker)

	Description	Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 5:00 P.M. Monday through Friday	\$ 72.00	\$ 93.60
Overtime-	5:00 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and recognized holidays	\$ 116.00	\$ 150.80

- 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 man - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pickup labor
- 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 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 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						= \$ _____

If you have questions or need assistance in completing your order, please call your Freeman I & D Representative. (147514) LV-CC 06/07

FREEMAN DISPLAY LABOR

NAME OF SHOW: AWMA Real Deal Expo - FEBRUARY 22-23, 2007
COMPANY NAME: _____ BOOTH #: _____
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 _____
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 will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.