

# EXHIBITOR BOOTH SET-UP / DISMANTLE INFORMATION

There are two options available to exhibitors to have their displays set-up and taken down at McCormick Place. Exhibitors can either set-up / dismantle their display with their own employees, or the exhibitor can hire union labor. The guidelines for both options are detailed below. If you have any questions, please contact Freeman.

(1) Consistent with safety and the skills and training necessary to perform the task, as determined by the Authority, an exhibitor and exhibitor employees (“Exhibitor employee” means any person who has been employed by the exhibitor as a full-time employee for a minimum of 6 months before the show’s opening date) are permitted in a booth of any size with the use of the exhibitor’s ladders and hand tools to:

- (i) Set-up and dismantle exhibits displayed on Authority premises;
- (ii) Assemble and disassemble materials, machinery, or equipment on Authority premises; and
- (iii) Install all signs, graphics, props, balloons, other decorative items, and the exhibitor’s own drapery, including the skirting of exhibitor tables, on the Authority’s premises.

(2) An exhibitor and exhibitor employees are permitted in a booth of any size to deliver, set-up, plug in, interconnect, and operate an exhibitor’s electrical equipment, computers, audio-visual devices, and other equipment.

(3) An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position, and re-skid all exhibitor material, machinery, and equipment on Authority premises.

Please note: (4) An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.

## UNION JURISDICTIONS AT McCORMICK PLACE

Should you choose to utilize a contractor for your labor, the following guidelines apply at McCormick Place. (see McCormick Place forms for jurisdictions pertaining to services provided by McCormick Place):

McCormick Place is a union building, and jurisdictions are clearly established.

Above all, there should be no need for disputes. If there is a disagreement, contact your Floor Manager. They will contact the appropriate contractor, who will take up the matter with the appropriate union official. There are established procedures for settling disagreements and using them will prevent problems.

### RIGGERS

Responsible for uncrating, unskidding, positioning and reskidding of all machinery.

### TEAMSTERS

Responsible for the handling of all material (except machinery) in and out of the exhibit hall.

### DISPLAY LABOR (Unified Labor Force Combining Carpenters and Decorators)

Responsible for uncrating of exhibits and display materials; installing and dismantling exhibits, including cabinets, fixtures, shelving units, furniture; laying of floor tile and carpets; hanging and installation of non-electric signs; recrating of exhibits and machinery; installing and dismantling scaffolding, bleachers and ganging of chairs; installing of all drape, cloth and/or tacked fabric panels; and velcro signs.

### HANGING SIGNS

Depending on the type of hanging sign, it will be assembled & installed by decorators or electricians. See Freeman hanging sign form and/or McCormick Place forms for jurisdictions.

### CLEANING/PORTER SERVICE

Freeman is the exclusive cleaning contractor. No other cleaning services, including exhibitor appointed contractors are allowed to perform these services.

**SPECIAL NOTES:** All labor is entitled to certain break times and lunch breaks. Below is an approximate schedule:

Morning Breaks (approximately):	9:30 a.m.	to	9:45 a.m.
Lunch Schedules (approximately):	12:00 Noon	to	12:30 p.m.
Afternoon Breaks (approximately):	2:30 p.m.	to	2:45 p.m.

# F R E E M A N

5040 West Roosevelt Road  
Chicago, IL 60644

(773) 473-7080 • Fax (469) 621-5603

Email: FreemanChicagoES@freemanco.com

international home  
+housewares show

2012

march 10-13  
chicago • usa

**DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 14, 2012**

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

NAME OF SHOW: **INTERNATIONAL HOME + HOUSEWARES SHOW / MARCH 10 - 13, 2012**

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.freemanco.com/store](http://www.freemanco.com/store)

## RIGGING EQUIPMENT AND LABOR

### Straight Time, Overtime, Double Time Window

Time Window	Monday - Friday	Saturday	Sunday & Holidays
6am to 10pm	Straight time for first 8 consecutive hours and Overtime after 8 hours	Overtime for first 8 consecutive hours and Double Time after 8 hours	Double Time All Day
10:01pm - 11:59pm	Overtime	Overtime	
12am to 5:59am	Double Time	Double Time	

**Please contact Freeman Exhibitor Services at (773) 473-7080 for details.**

- Consistent with Safety and the skills and training necessary to perform the task, an exhibitor and exhibitor employees are permitted in a booth of any size in regards to set up and dismantle of machinery or equipment.
- An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position and re-skid all exhibitor material, machinery, and equipment. Please note: this does not pertain to exhibit material or millwright jurisdictions
- An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment.
- It is understood that an "Exhibitor Employee" is defined as any person who has been employed by the exhibitor as a full-time employee for a minimum of six months before the show's opening date.

**Exhibitors may also utilize Straight Time on Monday through Friday, and Overtime on Saturday outside of your shows published hours providing following conditions are met:**

1. You must receive permission from Show Management to work before or after established Exhibitor Installation and Dismantle times for the event.
2. Labor orders must be placed in advance and confirmed 48 hours prior to your requested start date and time.
3. Labor orders may be subject to a 4-hour billable charge, and a prorated share of applicable foremen/steward costs. If this situation exists, Freeman will communicate this to you allowing you to decide whether you want to incur this additional cost.
4. Cancellations must be received 24 hours in advance of the requested start date and time, or you will be subject to the charges as stated in item #3 above. These charges would also be applicable to an exhibitor who fails to appear and begin work at the requested time.

FREEMAN forklift / rigging labor

NAME OF SHOW: **INTERNATIONAL HOME + HOUSEWARES SHOW / MARCH 10 - 13, 2012**  
 COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

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**RIGGING EQUIPMENT AND LABOR**

Part #	Description	Price per Hour	Show Site
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**Forklift Labor**

Prices do not include crew. Crew consists of rigger foreman and one rigger.  
 (Half hour minimum per forklift)

3090600	Man Cage for Forklift.....	\$ 45.00	\$ 58.50
3090700	Boom for Forklift.....	\$ 45.00	\$ 58.50
30405	Sm.Forklift - up to 5,000 lbs .....	\$ 54.40	\$ 70.70
304015	Lg.Forklift - up to 15,000 lbs.....	\$ 92.65	\$120.45
30404	4- Stage Forklift .....	\$ 82.75	\$107.60

**Two Man Rigging Crew--Crew consists of a rigging foreman and one rigger (Half hour minimum)**

3020400	Rigging Crew - ST.....	\$214.40	\$278.75
3020401	Rigging Crew - OT .....	\$321.85	\$418.40
3020402	Rigging Crew - DT.....	\$417.85	\$543.25

**Additional Rigging Labor (Half hour minimum per person)**

3020200	Rigger Foreman - ST .....	\$ 110.45	\$143.60
3020201	Rigger Foreman - OT .....	\$166.00	\$215.80
3020202	Rigger Foreman - DT .....	\$215.25	\$279.85
3020100	Rigger - ST.....	\$103.95	\$135.15
3020101	Rigger - OT .....	\$155.85	\$202.60
3020102	Rigger - DT.....	\$202.60	\$263.40

**PLEASE NOTE:** There may be situations due to safety concerns or unusual circumstances where the contractor, at their discretion, may need to modify crew size.

Please complete the forms below and return with your completed Method of Payment Form.

**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: _____							Sub-Total	
_____							Tax	N/A
_____							<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: _____							Sub-Total	
_____							Tax	N/A
_____							<b>Total</b>	

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FREEMAN installation & dismantle

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## DISPLAY LABOR (Half Hour Minimum per Worker)

Description	Advance Price Per Hour	Show Site Price Per Hour
<b>Straight Time</b> - 8:00 a.m. to 4:30 p.m. Monday through Friday .....	\$ 90.65	\$ 117.85
<b>Overtime</b> - 4:30 p.m. to 8:30 p.m. Monday through Friday; 6:00 a.m. - 6:30 p.m. Saturday .....	\$ 141.35	\$ 183.75

**\*\*If a Display Laborer has not worked eight (8) straight time hours on that day between 8:00 a.m. and 4:30 p.m., Monday through Friday (Holidays excluded), Double Time rates will apply for that day during the hours of 6:30 p.m. to 8:30 p.m., Monday through Friday.\*\***

**Double Time** - 8:30 PM - 8:00 AM Monday through Friday (unless noted above);  
Before 6:00 a.m. and after 6:30 p.m. Saturday; ALL DAY Sunday and Holidays. .... \$ 174.05 \$ 226.25

**NOTE: On the break of a show** occurring on Monday through Friday, work performed from:  
12:00 Noon to 8:30 P.M. shall be charged at Straight Time; from 8:30 P.M. to Midnight shall be charged at Overtime (time and a half).  
(For shows that close prior to 12:00 Noon, Overtime charges will apply after 8 hours).

- **Show Site prices will apply to all labor orders placed at show site.**
  - Price is per person/per hour
  - Start time guaranteed only when labor is requested for the start of the working day (8:00 a.m.), unless the official set up time begins later in the day.
  - Half hour minimum per man--labor thereafter is charged in half (1/2) hour increments.
  - Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
  - Labor must be cancelled 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 supervising 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 and inbound shipping information with this order.**

## INSTALLATION LABOR

**SUPERVISION BY FREEMAN I & D** Please complete the information on the reverse side

- 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: \_\_\_\_\_

**SUPERVISION BY EXHIBITOR PERSONNEL**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
						Freeman Supervision (30%/\$45.00) = \$ _____
						Total Installation = \$ _____

## DISMANTLE LABOR

**SUPERVISION BY FREEMAN I & D** Please complete the information on the reverse side

- 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: \_\_\_\_\_

**SUPERVISION BY EXHIBITOR PERSONNEL**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
						Freeman Supervision (30%/\$45.00) = \$ _____
						Total Dismantle = \$ _____

# F R E E M A N

NAME OF SHOW: **INTERNATIONAL HOME + HOUSEWARES SHOW / MARCH 10 - 13, 2012**

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 AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

### INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION:

Freight will be shipped to: Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date \_\_\_\_\_

Total No. of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

Other (Specify) \_\_\_\_\_

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 CARRIER: (Please indicate the carrier's name)**

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**

**Delivery back to 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.**