

FREEMAN

205 Viger West, Suite 207
 Montreal, Quebec H2Z 1G2 Canada
 Ph: 514-868-6666 • Fax: 514-394-2667
 FreemanMontrealES@freeman.com

**METHOD OF PAYMENT MUST
 ACCOMPANY YOUR ORDER**

NAME OF SHOW: **CDN ASSN OF CHIEFS OF POLICE - ANNUAL CONFERENCE / JULY 17-18, 2017**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 514-868-6666 to speak with one of our experts.

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

DISPLAY LABOUR (One Hour Minimum per Worker)

| Site | Description | Advance | Show Price |
|----------------|--|----------|------------|
| Straight Time- | 8:00 A.M. to 4:00 P.M. Monday through Friday | \$89.25 | \$125.25 |
| Overtime- | 6:00 A.M. to 8:00 A.M. and 4:00 P.M. to 12:00 Midnight Monday through Friday | | |
| | 8:00 A.M. to 12:00 Midnight Saturday and Sunday | \$134.00 | \$187.50 |
| Double Time- | 12:00 Midnight to 6:00 A.M. and recognized holidays..... | \$178.50 | \$250.00 |

• **Show Site prices will apply to all labour 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 on orders of 2 hours and less - labour thereafter is charged in half (1/2) hour increments
- Four hours minimum per man on orders of 3 hours - labour thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pickup labour
- Labour must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker
- When scheduling dismantle labour, 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 LABOUR

Freeman Supervised Labour - 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 Labour

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) | | | | | | = \$ _____ |
| 5% GST | | | | | | = \$ _____ |
| 9.975% PST | | | | | | = \$ _____ |
| Total | | | | | | = \$ _____ |

DISMANTLE LABOUR

Freeman Supervised Labour - 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 Labour

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) | | | | | | = \$ _____ |
| 5% GST | | | | | | = \$ _____ |
| 9.975% PST | | | | | | = \$ _____ |
| Total | | | | | | = \$ _____ |

17U (451088)

If you have questions or need assistance in completing your order, please call your Freeman I & D Representative.

FREEMAN installation & dismantle

NAME OF SHOW: **CDN ASSN OF CHIEFS OF POLICE - ANNUAL CONFERENCE / JULY 17-18, 2017**

COMPANY NAME: _____

BOOTH#: _____

CONTACT NAME: _____

PHONE#: _____

FREEMAN SUPERVISED LABOUR

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

OFFICIAL CARRIER

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 (other than Freeman) 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*

* Return to warehouse rates are based on weight . A minimum charge of \$300.00 plus applicable taxes will apply. Materials that have not been picked up by your selected carrier after 5 business days will be subject to storage fees. A \$100.00/week minimum charge will be added to your account.

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

FREEMAN installation & dismantle