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## **IMPORTANT INFORMATION - PLEASE READ PRIOR TO ORDERING**

### **HANGING TRUSS & LIGHTING EQUIPMENT**

#### **OFFICIAL SERVICES CONTRACTOR RESPONSIBILITIES**

- Freeman personnel/employees must operate all chain motors, including the final trim.
- Freeman personnel/employees only will be allowed in aerial lifts.
- Freeman personnel/employees only will be allowed to operate mechanized equipment.
- Freeman personnel/employees must assemble and disassemble any and all overhead rigging. This includes, but is not limited to:
  - \* The assembly of all truss
  - \* The attachment and disassembly of light fixtures to truss
  - \* The installation and dismantle of power sources, programmable dimmable lighting packages, chain motors and span sets.
- Freeman Electricians will run all initial power sources and Freeman personnel will make all connections to the dimmable power sources.
- Freeman Stagehands install/dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- Complete the Electrical Order Form for chain hoist power
- Complete the Electrical Labor Order Form for chain hoist power
- Include Rigging Plot in a DWG format with the order forms - plot must reflect the following:
  1. Hang point locations
  2. Height above the floor of each hang point
  3. Weight that will be suspended from each hang point
  4. Exhibit plan showing the location of the hang points and the structure as it pertains to the exhibit plan
- **Complete the Structural Integrity Statement - See enclosed LVCC Rigging Regulations.**
- Send the above information to Freeman at the address on the order forms

### **GROUND-SUPPORTED TRUSS & LIGHTING EQUIPMENT**

#### **OFFICIAL SERVICES CONTRACTOR RESPONSIBILITIES**

- Freeman personnel/employees will provide installation and dismantle labor of self-climbing and/or mechanized truss systems.
- Freeman personnel/employees must install and dismantle any programmable dimmable lighting fixtures that are attached to any ground-supported truss.
- Freeman personnel/employees must assemble and disassemble as well as install and dismantle all electrical hanging signs.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- **Complete the Structural Integrity Statement**
- Send the above information to Freeman at the address on the order forms

### **NON-ELECTRICAL HANGING SIGNS (UNDER 200 POUNDS)**

#### **OFFICIAL SERVICES CONTRACTOR RESPONSIBILITIES**

- Freeman personnel/employees must assemble and disassemble, install and dismantle all hanging signs.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the "Hanging Sign" shipping labels provided
- Send the above information to Freeman at the address on the order forms

## **IMPORTANT INFORMATION (continued)**

### **NON-ELECTRICAL HANGING SIGNS (OVER 200 POUNDS - CHAIN HOIST REQUIRED)**

#### **OFFICIAL SERVICES CONTRACTOR RESPONSIBILITIES**

- Freeman personnel/employees must assemble and disassemble all hanging signs.
- Freeman personnel/employees must install and dismantle all hanging signs.
- Freeman personnel/employees will install chain hoist and attach sign to the hoist.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- **Read enclosed LVCC Rigging Regulations**
- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Complete the Hanging Truss & Chain Hoist Order Form
- Complete the Electrical Order Form for chain hoist power
- Complete the Electrical Labor Order Form for chain hoist power
- Include Assembly Instructions
- All rigging plans must be submitted to Freeman Rigging Manager three (3) weeks prior to move-in in a DWG format.
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the "Hanging Sign" shipping labels provided
- Send the above information to Freeman at the address on the order forms

### **ELECTRICAL HANGING SIGNS**

#### **OFFICIAL SERVICES CONTRACTOR RESPONSIBILITIES**

- Freeman personnel/employees will assemble and disassemble all electrical hanging signs.
- Freeman personnel/employees will install and dismantle all electrical hanging signs.
- Freeman personnel/employees will install chain hoist and attach sign to the hoist for signs over 200 pounds.
- Power for chain hoist must be included with your order for electrical services.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Hanging Sign Order Form
- Complete the Electrical Labor Order Form
- Complete the Electrical Services Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the "Hanging Sign" shipping labels provided.
- Send the above information to electrical contractor at the address on the order forms

### **STRUCTURAL INTEGRITY**

#### **VIDEO WALLS**

- A final technical drawing must be approved by LVCVA Fire & Safety and Freeman. The structure must be built exactly as specified in the drawing. All video walls must also be in accordance with ANSI E1.50-1.
- Any structures of any height (typically over 16 ft. tall) that LVCVA Fire & Safety deems to be unsafe and/or unstable is subject to being tied off to a structural element at the Exhibitor's expense.
- All contents of the booth are subject to onsite inspection. If any element of the booth does not meet structural integrity standards, it is subject to onsite changes at the Exhibitor's expense.

#### **TRUSS**

- All truss must have a wet-stamped drawing from a U.S. licensed engineer and the final version must be approved by LVCVA Fire & Safety and Freeman. The structure must be built exactly as specified in the drawing (i.e. inclusion of weather monitoring equipment, standby labor, etc.). All outdoor trusses must also include a staking and ballasting plan, if needed, and the wind load must be in accordance with IBC or ANSI E1.21.
- Any trusses or structures of any height (typically over 16 ft. tall) that LVCVA Fire & Safety deems to be unsafe and/or unstable is subject to being tied off to a structural element at the Exhibitor's expense.
- All contents of the booth are subject to onsite inspection. If any element of the booth does not meet structural integrity standards, it is subject to onsite changes at the Exhibitor's expense.

# LAS VEGAS CONVENTION CENTER RIGGING REGULATIONS

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Please carefully read these regulations. The Las Vegas Convention Center will strictly enforce these rules.

1. Any object over 200 lbs. or requiring the use of chain motors must be submitted to Freeman for approval by the Las Vegas Convention Center.
2. Freeman is required to reflect the plot plan for all booths on the overall ceiling plan for every show at the Las Vegas Convention Center. Freeman cannot hang any object prior to receiving approval from the Director of Engineering or his/her representative.
3. The exhibitor must submit all rigging plans to the Rigging Manager at Freeman 21 days prior to the start of rigging installation for submittal to the Las Vegas Convention Center.
4. All submitted files should be in DWG format. VectorWorks and PDF format files are not acceptable. Any conversion to DWG will be charged to the exhibitor at \$127.60 per hour (straight time).
5. The exhibitor is responsible for reflecting the structure of rigging, load calculations, and an overlay of the rigging within their booth space in their DWG.
6. The exhibitor will be charged \$127.60 per hour (straight time), with a two hour minimum, to transfer the plot plan to the overall ceiling grid that Freeman is required to submit to the Las Vegas Convention Center.
7. Any conversions, revisions, or changes will be billed at \$127.60 per hour (straight time).
8. If exhibitor gear is used, the exhibitor must provide certifications for all hoist motors and rigging apparatus' upon request of the Las Vegas Convention Center Director of Engineering.
9. All special and unusual weights, motors, and apparatus or items not normally hung must obtain written permission from the Las Vegas Convention Center Director of Engineering. Exceedingly large rigs that support abnormal loads, or non-uniform distribution of weight or hardware, may require (at the exhibitor's expense) plans that have been approved and stamped by a licensed engineer selected by the LVCVA.
10. Any weight load exceeding the pre-approved limits is subject to removal at the exhibitor's expense.
11. Weight on catwalks will not exceed 25 pounds per square foot.
12. Rigging under catwalk structures is prohibited.



(888) 508-5054  
Fax: (469) 621-5611

Place your order online at  
[www.freeman.com/store](http://www.freeman.com/store)

Submit order forms [here](#).

NAME OF SHOW: **SEMA Show 2022 / November 1-4, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For fast, easy ordering, go to [www.freeman.com/store](http://www.freeman.com/store).

## HANGING SIGN LABOR

### INSTRUCTIONS

- 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 or advance pricing.
- 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.
- Set up instructions must be provided for signs needing assembly.
- All hanging hardware must be shouldered, forged, stamped, and rated for overhead lifting. This hardware must be sourced domestically. Freeman will inspect and replace all non-compliant hardware. All additional hardware will be charged accordingly.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical service requirements must be ordered in advance on the enclosed Electrical Order Form.
- If any hang point supports over 200 lbs., notify Freeman immediately for special authorization.
- LVCC Rigging Regulations must be adhered to in order to complete your hang. Refer to LVCC Rigging Regulations for details

### SUPERVISION

Supervision for assembly and disassembly 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/disassembly:

- Freeman  
 Exhibitor Personnel  
 Display House

If Freeman will not be supervising, please provide the contact information for the onsite supervisor:

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

### PLEASE NOTE:

- Freeman will begin to assemble and hang the signs as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.
- In the event the order and sign are not received by the deadline date, Standard Prices will apply and the sign will be hung when the equipment and labor become available.

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Equipment With Crew

- Standard Prices will apply to all orders placed after SEPTEMBER 29, 2022.**
- Standard Prices will apply to all hanging sign orders placed at show site.**
- Rates are per lift and crew per hour.
- Boom with crew consists of boom, operator and rigger.
- Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.
- Assembly and Ground Labor is an additional charge.
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments.
- Freeman components (cable, clamps, etc.) will be used to install all hanging signs and charged accordingly.
- Straight time cannot be guaranteed.

	Discount Price	Standard Price
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#### Boom Lift With Crew

Lift with crew \$685.85 \$891.60

#### Additional Crew/Assembly Labor (Per person / Per hour)

Assembly labor \$135.35 \$175.95

**Rates are blended to include any overtime to accomplish the hanging of all signs in a timely manner prior to the opening of the show.**

	Advance Price	Show Site Price
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#### Electrical Assembly (Per person / Per hour)

Straight Time \$114.85 \$149.30

Overtime \$217.40 \$282.60

Straight Time (cannot be guaranteed)

8:00 AM to 5:00 PM, Monday through Friday

#### Overtime

8:00 AM & 5:00 PM Monday through Friday and all day Saturday, Sunday and recognized holidays

#### Installation Estimate

Approx Hours	Hourly Rate	Total Estimated Cost
_____	@ _____	= _____

#### Dismantle Estimate

Approx Hours	Hourly Rate	Total Estimated Cost
_____	@ _____	= _____

## STRUCTURAL INTEGRITY STATEMENT MUST ACCOMPANY ORDER

Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.  
(510824)

hanging sign labor

NAME OF SHOW: **SEMA Show 2022 / November 1-4, 2022**

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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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E-MAIL ADDRESS: \_\_\_\_\_

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**HANGING SIGN LABOR**

**SIGN DESCRIPTION, SIZE & WEIGHT**

For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.

Type:  Cloth Banner  Metal  Wood  Other \_\_\_\_\_

Shape:  Square  Triangle  Rectangle  Circle  Other \_\_\_\_\_

Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

Weight of Sign: \_\_\_\_\_ **(required)**

Does Your Sign Require Electricity?  Yes  No

Does Your Sign Require Assembly?  Yes  No

Does Your Sign Rotate?  Yes  No

Provider of Rotator?  Freeman  Exhibitor

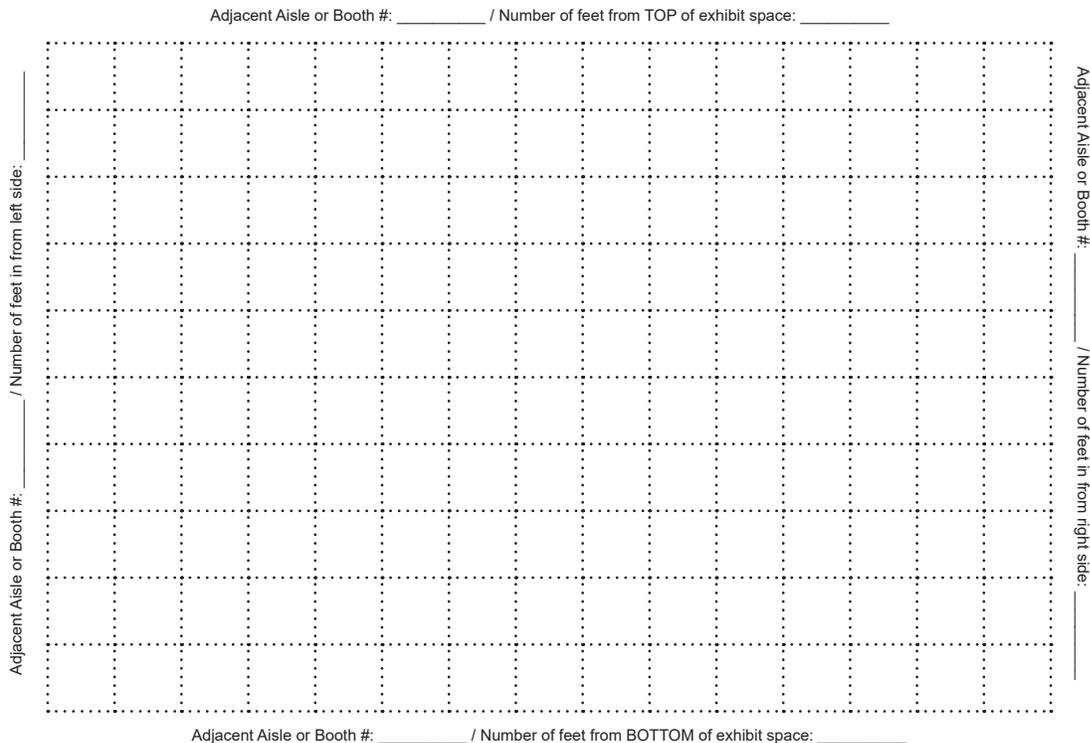
**PLACEMENT DIAGRAM**

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

**Center sign over booth.**  
 Number of feet from floor to top of sign: \_\_\_\_\_ or check here if sign is to be hung at maximum height allowed

**Place sign based on information provided in the diagram below.**  
 Number of feet from floor to top of sign: \_\_\_\_\_ or check here if sign is to be hung at maximum height allowed

- A measurement scale can be applied as necessary to reflect your booth size. Please indicate below the scale used.
  - 10' x 10' use 1 square = 1/4 ft
  - 20' x 20' use 1 square = 1/2 ft
  - 30' x 30' use 1 square = 3/4 ft
  - 40' x 40' use 1 square = 1 ft
  - Customize your grid: \_\_\_\_\_ ft x \_\_\_\_\_ ft use 1 square = \_\_\_\_\_ ft



hanging sign labor

**STRUCTURAL INTEGRITY STATEMENT  
THIS FORM MUST BE RETURNED  
FOR ALL SUSPENDED STRUCTURES**

\_\_\_\_\_, the contracted exhibitor at the **SEMA Show 2022 / November 1-4, 2022** 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 **ASSOCIATION, LAS VEGAS CONVENTION CENTER, 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 200 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: \_\_\_\_\_

**FREEMAN structural integrity statement**



(888) 508-5054  
Fax: (469) 621-5604

Place your order online at  
[www.freeman.com/store](http://www.freeman.com/store)

Submit order forms [here](#).

NAME OF SHOW: **SEMA Show 2022 / November 1-4, 2022**  
COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

For fast, easy ordering, go to [www.freeman.com/store](http://www.freeman.com/store).

## HANGING TRUSS & CHAIN HOIST

- Orders received after **SEPTEMBER 29, 2022** will be charged the Standard Price.
- All rigging must comply with LVCC and Show Management rules and regulations and facility limitations.
- All overhead rigging and flown objects must be assembled and disassembled by Freeman. Exhibitor's display company and/or I & D representatives may supervise only and will not be allowed to assemble/disassemble or install and remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts.
- Freeman requires an engineered print of all truss and lighting rigging, including rigging point loads per our facility agreement. Failure to provide a DWG file of the rigging plot with load and required information three (3) weeks prior to move-in may prohibit your rig from being hung.
- Time will commence per exhibitors request. Failure to start at the requested time will result in a 4 hour minimum charge per stagehand person requested, unless 24-hour advance notice is provided in writing.
- Stagehand labor is based on a four hour minimum.
- During run of show, there will be a 2 hour turn on / 2 hour turn off charge per day, based on the four hour minimum.
- Freeman Stagehands install/dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.
- For Pre Rigging, please contact Freeman for availability.
- Freeman components (cable, clamps, etc.) will be used to install all truss and chain motors and charged accordingly.

### LIGHTING DESIGNER INFORMATION - NOTE: LVCC RIGGING REGULATIONS MUST BE ADHERED TO

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Description	Discount Price	Standard Price
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#### RIGGING EQUIPMENT

- Rates are blended to include any overtime to accomplish the hanging of all signs in a timely manner prior to the opening of the show
- Rates are per lift and crew, per hour
- Crew consists of 1 Operator and 1 Ground Man

Condor w/crew.....	\$685.85	\$891.60
Scissor Lift w/crew.....	\$625.90	\$813.65

#### RIGGING LABOR (please indicate labor needed by checking appropriate box(es) below)

**Straight Time:** 8:00 AM to 5:00 PM Monday through Friday

**Overtime:** 5:00 PM to 8:00 AM Monday through Friday and all day Saturday, Sunday and recognized holidays

Rigging Labor - ST .....	\$127.60	\$165.90
Rigging Labor - OT .....	\$250.35	\$325.45

- High Rigger  Ground Rigger  Theatrical Stage Electrician  Programmer  Projectionist  A/V Technician  Sound Technician

#### MISCELLANEOUS LABOR

- During run of show, there will be a 2 hour turn on / 2 hour turn off charge per day, based on the four hour minimum.
- Charges do not apply if your electrical needs consist of 20 amps or less.

Turn-On / Turn-Off Charge - ST.....	\$127.60	\$165.90
Turn-On / Turn-Off Charge - OT .....	\$250.35	\$325.45

Qty	Description	Discount Price	Standard Price	Total
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#### MISCELLANEOUS EQUIPMENT

_____	One Ton Hoist (power not included - complete Electrical Order Form) *	\$534.60	\$695.00	\$ _____
_____	Half Ton Hoist (power not included - complete Electrical Order Form) *	\$534.60	\$695.00	\$ _____
<i>Temporary hoist power must be ordered separately and cannot be ordered in conjunction with any other outlet.</i>				
_____	20.5" Box Truss (per foot) *	\$26.65	\$34.65	\$ _____
_____	12" Box Truss (per foot) *	\$23.40	\$30.40	\$ _____
_____	Small Rotator .....	\$267.40	\$347.60	\$ _____
_____	Large Rotator .....	\$534.60	\$695.00	\$ _____
_____	Man Lift (per day).....	\$221.70	\$288.20	\$ _____
_____	Genie Hand Crank (per day).....	\$221.70	\$288.20	\$ _____
<b>Total for Miscellaneous Equipment .....</b>				<b>\$ _____</b>

**STRUCTURAL INTEGRITY STATEMENT  
MUST ACCOMPANY ORDER**

Please attach a detailed production schedule that includes a daily list of labor and equipment needed for the duration of the show.

Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.

(510824)

hanging truss & chain hoist

**F R E E M A N**  
**R U S H**

RECEIVING BEGINS: SEPTEMBER 22, 2022

DEADLINE DATE IS: OCTOBER 20, 2022

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O FREEMAN  
6675 W SUNSET RD  
LAS VEGAS, NV 89118

**WAREHOUSE**  
**HANGING SIGN**

EVENT \_\_\_\_\_ SEMA Show 2022

BOOTH # \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Pcs.

**F R E E M A N**  
**R U S H**

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**HANGING SIGN**

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**WAREHOUSE**  
**HANGING SIGN**

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LAS VEGAS, NV 89118

**WAREHOUSE**  
**HANGING SIGN**

EVENT \_\_\_\_\_ SEMA Show 2022

BOOTH # \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Pcs.