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

1. Any object over 200 lbs. or requiring chain motors must be submitted to Freeman for approval by the Las Vegas Convention Center.

2. All rigging plans must be submitted to the Rigging Manager at Freeman 21 days prior to the start of rigging installation for group submittal to the LVCC.

3. All rigging plans must state the structure of rigging, weights, and an overlay of the rigging within your booth space. Freeman is required to reflect the plot plan for all booths on the overall ceiling plan for each show.

The exhibitor will be charged $120.30 per hour straight time to transfer the plot plan to the overall ceiling grid that Freeman is required to submit to the Las Vegas Convention Center for approval.

All 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 $120.30 per hour straight time.

4. The exhibitor will provide the certifications for all hoist motor and rigging apparatus to the Director of Engineering upon request by the Las Vegas Convention Center.

5. All special and unusual weights, motors apparatus or items not normally hung must obtain written permission from the 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.

6. Any weight load exceeding the pre-approved limits is subject to removal at the exhibitor’s expense.

7. Freeman cannot hang any object prior to approval from the Director of Engineering or his/her representative.

8. Weight on the catwalks will not exceed over 25 pounds per square foot.

9. There will be no rigging under the catwalk structures.
INSTRUCTIONS

• All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
• All overhead hanging signs must be assembled and installed by FREEMAN. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install the hanging sign. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
• Set up instructions must be provided for signs needing assembly.
• Hanging anchor points must be pre-fabricated and ready for use.
• Overhead hanging signs are to be sent in separate containers directly to the advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than OCTOBER 24, 2019. If these procedures are not followed, you will not receive the discounted rate and FREEMAN cannot guarantee the hanging of your sign.
• 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 SERVICE Order Form.
• If any hang point supports over 200 lbs., notify FREEMAN immediately for special authorization. See enclosed LVCC Rigging Regulations.
• LVCC Rigging Regulations must be adhered to in order to complete your hang.
• All signs must adhere to the SEMA rules regarding hanging signs.

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 or Wood ______________ Other ______________

Shape: Square __________ Triangle _________ Rectangle __________ Other ______________

Size: Height _______________ Length _______________ Width _______________

Weight of Sign: ________________________________________________________________

Does Your Sign Require: Electricity _______________ Assembly _______________

Is Your Sign Designed to Rotate? __________ Yes _________ No *

* Please see Hanging Truss and Chain Hoist Order Form to order rotator(s).

PLACEMENT DIAGRAM

• Use diagram to the right to represent your booth space. 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.

Number of feet from floor to top of sign: ___
**NAME OF SHOW:** SEMA Show 2019 / November 5-8, 2019  
**COMPANY NAME:**  
**BOOTH #:**  
**CONTACT NAME:**  
**PHONE #:**  
**E-MAIL ADDRESS:**

For Assistance, please call 702-579-1700 to speak with one of our experts.

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### HANGING SIGN LABOR AND EQUIPMENT

**HANGING SIGN RATES:**
- One hour minimum charge for Installation and Assembly
- One hour minimum charge for Dismantle
- Separate billing cycle for Installation and Dismantle

**Condor**
- Condor with crew
- Advance Price: $646.45
- Show Site Price: $840.40

**Sign Assembly**
- Advance Price: $127.55
- Show Site Price: $165.80

**Electrical Assembly/Ground Labor**
- **Straight Time:** 8:00 A.M. to 5:00 P.M. Monday through Friday
- **Overtime:** 5:00 P.M. to 8:00 A.M. Monday through Friday and all day Saturday, Sunday and Holidays.

**Rates are per lift and crew per hour. Condor/Crew consists of condor, operator, and rigger. Ground Labor/Labor to assemble charged additionally.**

**MATERIALS:**
- Cables, clamps, etc. additional and charged accordingly.

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**PLEASE NOTE:**

**Orders received after the OCTOBER 18, 2019 deadline are not guaranteed to be filled and additional penalties will apply.**

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### INSTALLATION LABOR

Emergency contact: __________________________ Phone Number: __________________________

- [ ] Exhibitor Supervised Labor

**Supervisor will be:** __________________________ Phone Number: __________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

\[ \text{Date} \times \text{No. of People} \times \text{Approx. Hrs. per Person} = \text{Total Hrs.} \times \text{Hourly Rate} = \text{Estimated Total Cost} \]

**Subtotal** $__________

**Tax 8.25%** $__________

**Total Cost** $__________

---

### DISMANTLE LABOR

Emergency contact: __________________________ Phone Number: __________________________

- [ ] Exhibitor Supervised Labor

**Supervisor will be:** __________________________ Phone Number: __________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
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</tr>
</tbody>
</table>

\[ \text{Date} \times \text{No. of People} \times \text{Approx. Hrs. per Person} = \text{Total Hrs.} \times \text{Hourly Rate} = \text{Estimated Total Cost} \]

**Subtotal** $__________

**Tax 8.25%** $__________

**Total Cost** $__________

---

**STRUCTURAL INTEGRITY STATEMENT**
**MUST ACCOMPANY ORDER**
**NAME OF SHOW:** SEMA Show 2019 / November 5-8, 2019

**COMPANY NAME:**

**CONTACT NAME:**

**E-MAIL ADDRESS:**

For Assistance, please call 702-579-1700 to speak with one of our experts.

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**HANGING TRUSS & THEATRICAL LIGHTING EQUIPMENT AND LABOR**

- Orders received after the deadline date 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.

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

**NAME:**
**PHONE:**

Company Name: ____________________________________________________________________________

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**RIGGING EQUIPMENT**

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Condor w/crew</td>
<td>$646.45</td>
<td>$840.40</td>
</tr>
<tr>
<td>Scissor Lift w/crew</td>
<td>$589.95</td>
<td>$766.95</td>
</tr>
</tbody>
</table>

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

- **Straight Time:** 8:00 A.M. to 5:00 P.M. Monday through Friday
- **Overtime:** 5:00 P.M. to 8:00 A.M Monday through Friday and all day Saturday, Sunday and Holidays.

- **Rigging Labor - ST** $120.30 $156.40
- **Rigging Labor - OT** $235.95 $306.75

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**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.

<table>
<thead>
<tr>
<th>Turn-On / Turn-Off Charge</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST</td>
<td>$120.30</td>
<td>$156.40</td>
</tr>
<tr>
<td>OT</td>
<td>$235.95</td>
<td>$306.75</td>
</tr>
</tbody>
</table>

**MISCELLANEOUS EQUIPMENT**

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Ton Hoist (power not included - complete Electrical Order Form) *</td>
<td>$503.95</td>
<td>$655.15</td>
<td>$</td>
</tr>
<tr>
<td>Half Ton Hoist (power not included - complete Electrical Order Form) *</td>
<td>$503.95</td>
<td>$655.15</td>
<td>$</td>
</tr>
<tr>
<td>20.5” Box Truss (per foot) *</td>
<td>$25.10</td>
<td>$32.65</td>
<td>$</td>
</tr>
<tr>
<td>12” Box Truss (per foot) *</td>
<td>$22.05</td>
<td>$28.65</td>
<td>$</td>
</tr>
<tr>
<td>Small Rotator</td>
<td>$252.05</td>
<td>$327.65</td>
<td>$</td>
</tr>
<tr>
<td>Large Rotator</td>
<td>$503.95</td>
<td>$655.15</td>
<td>$</td>
</tr>
<tr>
<td>Man Lift (per day)</td>
<td>$209.00</td>
<td>$271.70</td>
<td>$</td>
</tr>
<tr>
<td>Genie Hand Crank (per day)</td>
<td>$209.00</td>
<td>$271.70</td>
<td>$</td>
</tr>
</tbody>
</table>

**Total for Miscellaneous Equipment** .................................................................

* Add 8.25% Tax ..................................................

**Grand Total** ...........................................................................................................

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*Please attach a detailed production schedule that includes a daily list of labor and equipment needed for the duration of the show.*
STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____________________________________, the contracted exhibitor at the SEMA Show 2019 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 SEMA, 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: _______________________________
Authorized Name: _______________________________ Date: _______
E-Mail: __________________________________________________________________________

Display House/Builder (if applicable): _______________________________
Authorized Signature: _______________________________
Authorized Name: _______________________________ Date: _______
E-Mail: __________________________________________________________________________

Please complete and return form to:
FREEMAN
6555 West Sunset Road
Las Vegas, NV 89118
Fax: 469-621-5604
THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE.