

# F R E E M A N

6555 West Sunset Road  
Las Vegas, NV 89118  
Ph: 702-579-1700 • Fax: 469-621-5604  
FreemanLasVegasES@freemanco.com

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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 Stagehands will provide installation and dismantle labor of self-climbing and/or mechanized truss systems.
- Freeman Stagehands must install and dismantle any programmable dimmable lighting fixtures that are attached to any ground-supported truss.
- Freeman Electricians 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

## IMPORTANT INFORMATION (continued)

### NON-ELECTRICAL HANGING SIGNS (UNDER 250 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

### NON-ELECTRICAL HANGING SIGNS (OVER 250 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.
- Electrical contractor 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

- Electrical contractor will assemble and disassemble all electrical hanging signs.
- Electrical contractor will install and dismantle all electrical hanging signs.
- Electrical contractor will install chain hoist and attach sign to the hoist for signs over 250 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

# 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 250 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 \$113.40 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 \$113.40 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.

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**ORDER FORM  
DEADLINE DATE  
OCTOBER 13, 2017**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SEMA Show 2017 / October 31 - November 3, 2017**

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

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

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

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

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

## HANGING SIGN LABOR AND EQUIPMENT

### 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 18, 2017. 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 250 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 \_\_\_\_\_

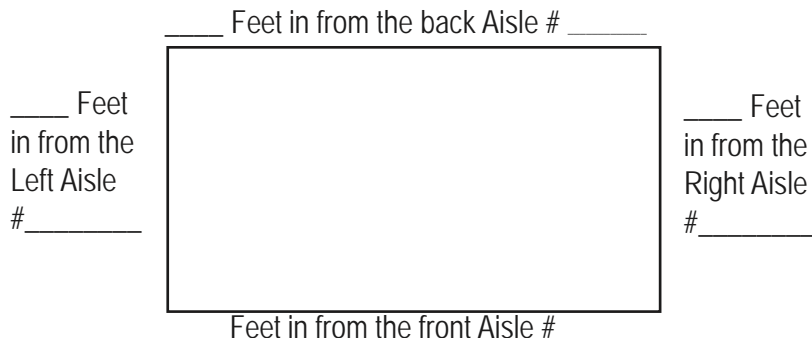
Is Your Sign Designed to Rotate? \_\_\_\_\_ Yes \_\_\_\_\_ No \*

(Initial in the applicable box above)

\* 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: \_\_\_\_\_

FREEMAN hanging sign labor

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

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

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**HANGING SIGN LABOR AND EQUIPMENT**

Description	Advance Price	Show Site Price
<b>HANGING SIGN RATES:</b>		
<ul style="list-style-type: none"> <li>• One hour minimum charge for Installation and Assembly</li> <li>• One hour minimum charge for Dismantle</li> <li>• <b>Separate billing cycle for Installation and Dismantle</b></li> </ul>		
<b>Condor</b>		
Condor with crew.....	\$ 609.30	\$ 792.10
<b>Sign Assembly</b>		
Sign Assembly/Ground Labor .....	\$ 120.25	\$ 156.35
<b>Electrical Assembly/Ground Labor</b>		
<b>Straight Time:</b> 8:00 A.M. to 5:00 P.M. Monday through Friday		
<b>Overtime:</b> 5:00 P.M. to 8:00 A.M Monday through Friday and all day Saturday, Sunday and Holidays.		
Electrical Assembly/Ground Labor - Straight Time .....	\$ 102.05	\$ 132.65
Electrical Assembly/Ground Labor - Overtime .....	\$ 193.15	\$ 251.10

**EQUIPMENT WITH CREW:**  
Rates are per lift and crew per hour. Condor/Crew consists of condor, operator, and rigger. Ground Labor/Labor to Assemble charged additionally.

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.

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

**PLEASE NOTE:**  
**Orders received after the OCTOBER 13, 2017 deadline are not guaranteed to be filled and additional penalties will apply.**

**INSTALLATION LABOR**

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
_____	_____	_____	_____	_____	@ \$ _____	= \$ _____

<b>Subtotal</b>	\$ _____
<b>Tax 8.25%</b>	\$ <b>N/A</b>
<b>Total Cost</b>	\$ _____

**DISMANTLE LABOR**

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
_____	_____	_____	_____	_____	@ \$ _____	= \$ _____

<b>Subtotal</b>	\$ _____
<b>Tax 8.25%</b>	\$ <b>N/A</b>
<b>Total Cost</b>	\$ _____

**STRUCTURAL INTEGRITY STATEMENT MUST ACCOMPANY ORDER**

FREEMAN hanging sign labor

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**ORDER FORM  
DEADLINE DATE  
OCTOBER 13, 2017**

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

NAME OF SHOW: **SEMA Show 2017 / October 31 - November 3, 2017**

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

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

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

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## HANGING TRUSS & THEATRICAL LIGHTING EQUIPMENT AND LABOR

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

Description	Advance Price	Show Site 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 .....	\$ 609.30	\$ 792.10
Scissor Lift w/crew .....	556.05	722.85

#### 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 .....	\$ 113.40	\$ 147.40
Rigging Labor - OT .....	222.45	289.20

- High Rigger   
  Ground Rigger   
  Theatrical Stage Electrician   
  Programmer  
 Projectionist   
  Audio Visual 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 .....	\$ 113.40	\$ 147.40
Turn-On / Turn-Off Charge - OT .....	222.45	289.20

#### MISCELLANEOUS EQUIPMENT

_____ One Ton Hoist (power not included - complete Electrical Order Form) * .....	\$ 475.00	\$ _____
_____ Half Ton Hoist (power not included - complete Electrical Order Form) * .....	475.00	\$ _____
_____ 20.5" Box Truss (per foot) * .....	23.65	\$ _____
_____ 12" Box Truss (per foot) * .....	20.80	\$ _____
_____ Small Rotator .....	237.55	\$ _____
_____ Large Rotator .....	475.00	\$ _____
_____ Man Lift - per day .....	197.00	\$ _____
_____ Genie Hand Crank - per day .....	197.00	\$ _____

**Total for Miscellaneous Equipment .....** \$ \_\_\_\_\_

**\* Add 8.25% Tax .....** \$ \_\_\_\_\_

**Grand Total .....** \$ \_\_\_\_\_

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

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PLEASE INCLUDE THIS FORM WITH  
YOUR HANGING SIGN ORDER FORM

NAME OF SHOW: **SEMA Show 2017 / October 31 - November 3, 2017**

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

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

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

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

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

\_\_\_\_\_, the contracted exhibitor at the **SEMA Show 2017** 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 & VISITORS AUTHORITY, 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

F R E E M A N  
R U S H

RECEIVING BEGINS: SEPTEMBER 21, 2017

DEADLINE DATE IS: OCTOBER 18, 2017

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

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

WAREHOUSE  
HANGING SIGN

EVENT \_\_\_\_\_ SEMA Show 2017

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

EVENT \_\_\_\_\_ SEMA Show 2017

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