

UNION REGULATIONS

To assist you in planning your participation in your upcoming event, we are certain you will appreciate knowing in advance that union labour may be required for certain aspects of your exhibit handling. To help you understand the union jurisdictions, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING, UNLOADING, LOADING

The Enercare Centre, Beanfield Centre and Exhibition Place agreement with the Labourer's International Union of North America Local 506 (LIUNA) which has jurisdiction over the loading and unloading of all trucks and decorating needs. The assembly of prefabricated booths, the use of mechanical equipment i.e. forklifts, palletjacks, etc. to provide labour for display installation and dismantling. Any local services must be rendered by Local 506. All these services are provided through Freeman. Arrangements for all temporary labourers should be made through Freeman for your event.. Labour can be ordered in advance by returning the Display Labour order form, or on showsite, at the Freeman service desk.

MATERIAL HANDLING

Exhibitors and full time employees of the exhibiting company may hand-carry their own materials into the exhibit facility. The use of dollies, pump trucks and other mechanical equipment, however, is not permitted. Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

TIPPING / GRATUITIES

Tipping is expressly prohibited. Our employees are paid at an excellent wage scale denoting a professional status, this applies to all Freeman employees. This includes such practices as giving money, merchandise or other special consideration for services rendered. For liability reasons, please do not extend any additional hours to the times actually worked on an installation and/or dismantling order. Any attempt to solicit a gratuity should be brought to the attention of a Freeman representative at the Freeman service desk or correspondence may be directed to the attention of the General Manager at the local office address.

SAFETY & EQUIPMENT

Standing on chairs, tables or rental equipment is prohibited. This equipment is not engineered to support your weight. Freeman cannot be responsible for injuries in assembling your booth, please order labour on the Display Labour form and the necessary ladders and/or tools will be provided.

Ladder Safety: in accordance with the Workplace Safety & Prevention Services, please note that labourers are not permitted to stand any higher than the third run from the top of a step ladder. The maximum height of our ladders is 12'

Tools: please note that labourers do not carry standard tools (other than a box cutter). When ordering display labour, please indicate on the order form any tools that may be required to perform the work (such as drills and bits, screwdrivers, hammers, ratchets, pry bars, ladders, etc.).

RC Show 2022 / February 27 - March 1, 2022

NAME OF SHOW: _____
 COMPANY NAME: _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS: _____

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

INSTALLATION & DISMANTLE LABOUR

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 4:00 P.M. Monday through Friday	\$122.50	\$ 171.50
Overtime- 4:00 P.M. to 6:00 P.M. Monday through Friday	\$183.75	\$ 257.25
8:00 A.M. to 4:00 P.M. Saturday and Sunday		
Double Time- All times not mentioned above as well as holidays	\$245.00	\$ 343.00

- **Show site prices will apply to all orders placed at show site.**
- Price is per person / hour
- Start time guaranteed only at start of the working day
- One hour minimum per sperson - labor thereafter is charged in half (1/2) hour increments per person
- Labour must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per person
- 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 page 2 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 labour bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labour (Supervisor must check in at the Freeman Service Centre to pick-up 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 _____	_____ = _____	_____ @ \$ _____	= \$ _____	

Please indicate tools required to perform the work (ladder, drill and bits, screwdrivers, hammer, crowbar, etc.):

Freeman Supervision (30%/\$45.00) = \$ _____

13% HST = \$ _____

Total Installation = \$ _____

DISMANTLE LABOUR

Freeman Supervised Labour - Please complete page 2 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 installation labour bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labour (Supervisor must check in at the Freeman Service Centre to pick-up 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 _____	_____ = _____	_____ @ \$ _____	= \$ _____	

Please indicate tools required to perform the work (ladder, drill and bits, screwdrivers, hammer, crowbar, etc.):

Freeman Supervision (30%/\$45.00) = \$ _____

13% HST = \$ _____

Total Dismantle = \$ _____

installation & dismantle labour

RC Show 2022 / February 27 - March 1, 2022

NAME OF SHOW: _____
COMPANY NAME: _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS: _____

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 _____
Total No. of Pieces: Crates _____ Cartons _____ Fiber Cases _____
Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____
Carpet: With Exhibit _____ Rented From Freeman _____ Colour _____ 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: _____

Select a Carrier:

Freeman Exhibit Transportation:
No need to schedule your outbound shipment.
Charges will appear on your Freeman invoice.
Freeman will make arrangements for all
Freeman Exhibit Transportation shipments.

Other Carrier:
Carrier Name: _____
Carrier Phone: _____
Arrangements for pick-up by other carriers is the responsibility of the
exhibitor.

Select Level of Service:

- 1 Day: Delivery next business day (restrictions apply)
- 2 Day: Delivery by 5:00 PM second business day
- Deferred: Delivery within 3-5 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated or truckload

Shipping Charges:

Same as ship to
Bill To: _____

Select Shipment Options (if applicable)

- Have loading dock
- Inside delivery
- Pad wrap required
- Do not stack
- Lift gate required
- Air ride required
- Residential

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

- Re-route via Freeman's choice
- Deliver back to the warehouse at exhibitor's expense. Return to warehouse rates are based on weight. A minimum charge of \$191.00 (plus applicable taxes) will apply. Materials must be picked-up within 5 business thereafter to avoid further storage charges.

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

installation & dismantle labour

FREEMAN

(888) 508-5054 Fax: (416) 252-2365
 ExhibitorSupport@freeman.com



RC Show 2022 / February 27 - March 1, 2022

NAME OF SHOW: _____
 COMPANY NAME: _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS: _____

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

FORKLIFT & RIGGING LABOUR

Straight Time- 8:00 A.M. to 4:00 P.M. Monday through Friday
Overtime- 4:00 P.M. to 6:00 P.M. Monday through Friday
 8:00 A.M. to 4:00 P.M. Saturday and Sunday
Double Time- All times not mentioned above as well as holidays

- **Show site prices will apply to all orders placed at show site.**
- Price is per person / hour
- Start time guaranteed only at start of the working day
- One hour minimum per sperson - labor thereafter is charged in half (1/2) hour increments per person
- Labour must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per person
- 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.

Part #	Description	Advance Price	Show Site Price
FORKLIFT LABOUR			
(30/31)401	Forklift w/operator - up to 5,000 lbs - ST.....	\$248.75	\$348.25
(30/31)402	Forklift w/operator - up to 5,000 lbs - OT.....	\$308.75	\$432.25
(30/31)403	Forklift w/operator - up to 5,000 lbs - DT.....	\$368.75	\$516.25
(30/31)40100	Forklift w/operator - 5,001 to 10,000 lbs - ST.....	\$309.50	\$433.25
(30/31)40101	Forklift w/operator - 5,001 to 10,000 lbs - OT.....	\$369.50	\$517.25
(30/31)40102	Forklift w/operator -5,001 to 10,000 lbs - DT.....	\$429.50	\$601.25
(30/31)4040	Forklift w/operator - 4-Stage - ST.....	\$269.25	\$377.00
(30/31)4041	Forklift w/operator - 4-Stage - OT.....	\$329.25	\$461.00
(30/31)4041	Forklift w/operator - 4-Stage - DT.....	\$389.25	\$545.00
EQUIPMENT			
(30/31)90600	Forklift Cage.....	\$125.00	\$175.00

INSTALLATION

Part #	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Sub-Total \$ _____
 13% HST \$ _____
Total Installation \$ _____

DISMANTLE

Part #	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Sub-Total \$ _____
 13% HST \$ _____
Total Dismantle \$ _____

forklift & rigging labour