LET US DO THE HEAVY LIFTING

Freeman specialists are ready to assist you with all of your exhibit requests, from beginning to end. And when it comes to installing and dismantling exhibits, we make no exceptions. Whether it’s shipping and storage, emergency on-site repairs, basic installation and dismantling or support service coordination, including electrical, furnishings and more, Freeman has the resources and capabilities to ensure the most successful show experience possible.
Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations focused on incremental improvement to meet rapidly changing market conditions based upon customer feedback
- Post-show evaluations that help identify small changes that make big impacts

**ON-SITE SUPERVISION**

You may wish to supervise labor on your own, but if you need assistance, Freeman installation & dismantling experts will get the job done as an extension of your team.

If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.
UNION JURISDICTIONS AT JACOB K. JAVITS CONVENTION CENTER

THERE ARE THREE MAJOR UNIONS THAT HAVE JURISDICTION OVER TRADE SHOWS. THE FOLLOWING SHOULD HELP GUIDE YOU IN CONFORMING TO UNION JURISDICTIONS AND ITS ADHERENCE TO THEM WHEN REQUIRED.

TEAMSTER UNION:
Teamsters handle freight at the exhibit hall. They unload trucks or vehicles and deliver materials to and from booths. They also provide rigging of machinery, moving services and spot machinery in your booth. The normal rigging crew consists of two men and a forklift. Customarily, this service must be ordered in advance at exhibitor’s expense.

CARPENTER UNION:
Carpenters handle the erection and dismantling of display and exhibit booths. This also includes all display work. Carpenters uncrate and re-crate machinery or equipment and install and remove all draping and floor covering.

ELECTRICAL UNION:
Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to outlets and install signs or headers that are lighted, unless they are permanently a part of the exhibit backwall.

EXHIBITOR CAPABILITIES & WHAT REQUIRES UNION LABOR:
For detailed information regarding work rules and policies on what exhibitors can do and what requires union labor, please visit Javits Center Operational Policies.

GENERAL INFORMATION:

FLAMEPROOFING:
Table coverings as well as all booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standard established by the New York Fire Department. Affidavits attesting to flameproof compliance with New York City Fire Department Regulations must be submitted when requested.

INSURANCE:
Freeman and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However, every effort will be made to protect exhibitor’s property. You are advised to consult your insurance broker for proper coverage on any of your display material from the time it leaves your Company’s premises until it returns. In most cases a rider can be added to your present policy for a very nominal cost.
NAME OF SHOW: BOOKEXPO / BOOKCON / UNBOUND 2019 / MAY 29 - JUNE 2, 2019

COMPANY NAME: ___________________________________________ 
BOOTH #: ________________________________________

CONTACT NAME: ___________________________________________ 
PHONE #: ________________________________________

E-MAIL ADDRESS: __________________________________________

For Assistance, please call 201-299-7575 to speak with one of our experts.

DISPLAY LABOR (One Hour Minimum per Worker)

<table>
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<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
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Carpenter Labor
Straight Time: Mon - Fri (first 8 hours of the worker’s shift, regardless of time of day)......... $208.50 292.00
Overtime: (after first 8 hours of the worker’s shift, regardless of time of day) and Saturdays .. $263.50 369.00
Double Time: Sundays and Holidays .......................................................... $319.25 447.00

• Show Site prices will apply to all labor 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 - labor thereafter is charged in half (1/2) hour increments.
  • Supervisor must check in at Service Desk to pickup labor.
  • Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
  • When scheduling dismantle labor, 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 LABOR

☐ Freeman Supervised Labor - 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 Labor
  Supervisor will be: ___________________________________________ Phone Number: ___________________________

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<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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Freeman Supervision (30%/45.00) = $______________
Tax 8.875% = $______________
Total Installation = $______________

DISMANTLE LABOR

☐ Freeman Supervised Labor - 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 Labor
  Supervisor will be: ___________________________________________ Phone Number: ___________________________

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Freeman Supervision (30%/45.00) = $______________
Tax 8.875% = $______________
Total Dismantle = $______________

If you have questions or need assistance in completing your order, please call and ask for your Freeman I & D Representative.
NAME OF SHOW: BOOKEXPO / BOOKCON / UNBOUND 2019 / MAY 29 - JUNE 2, 2019

COMPANY NAME: BOOTH#: 

CONTACT NAME: PHONE#: 

FREEMAN SUPERVISED LABOR

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:        ___________________ Crates    _____________________ Cartons  ______________________ Fiber Cases

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: _____________________________________________________________________________________________

Select a Carrier:

☐ Freeman Exhibit Transportation:  ☐ Other Carrier:

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

Select Level of Service:

☐ 1 Day: Delivery next business day  ☐ Standard Ground

☐ 2 Day: Delivery by 5:00 PM second business day  ☐ Specialized: Pad wrapped, uncrated or truckload

☐ Deferred: Delivery within 3-5 business days

Freight Charges:

☐ Same as ship to

Bill To: _____________________________________________________________________________________________

Select Shipment Options (if applicable)

☐ Have loading dock  ☐ Lift gate required

☐ Inside delivery  ☐ Air ride required

☐ Pad wrap required  ☐ Residential

☐ Do not stack

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

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