

UNION REGULATIONS

ITECH TORONTO WEST 2019

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

We currently we have an agreement with the Labourer's International Union of North America Local 506 (LIUNA) to provide labour for display installation and dismantling. Full time employees of the exhibiting companies however, may set their own exhibits without assistance from this Local. Any local services that may be required beyond what your regular full time employees can provide, must be rendered by Local 506. 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.),

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.

ON S'OCCUPE DE TOUT

Les spécialistes de Freeman sont prêts à vous aider avec toutes vos questions sur l'exposition du début à la fin. Quand il s'agit d'installer et de démonter les stands, nous ne faisons pas d'exceptions. Qu'il s'agisse d'expédier ou d'entreposer, de réparations d'urgence sur place, d'une installation ou d'un démontage de base ou la coordination des services de soutien, y compris les systèmes électriques, l'aménagement et bien plus encore, Freeman a les ressources et les capacités d'assurer que votre participation soit un succès complet.



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com

Communiquez avec le service à la clientèle au numéro figurant sur le feuillet Expo en bref. Pour des commandes rapides et faciles, rendez-vous sur www.freeman.com

Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

- Pre-planning and budget consultation
- Skilled labour coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- 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 labour 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.

Les experts en installation et démontage de Freeman travaillent en collaboration étroite avec vous pour coordonner chaque phase de votre participation au salon professionnel, y compris:

- Préplanification et consultation sur le budget
- Main-d'œuvre qualifiée assortie à la coordination des services de soutien - systèmes électroniques, aménagement, arrangements floraux, transport, et audiovisuel
- Superviseurs avec des gestionnaires directs dévoués, sur place
- Évaluations postévènement se concentrant sur des améliorations progressives pour répondre aux conditions rapidement changeantes du marché sur la base des commentaires des clients
- Évaluations postévènement qui aident à identifier de petits changements qui ont eu un impact énorme

SUPERVISION SUR PLACE

Il est possible que vous souhaitiez superviser la main d'œuvre par vous-même, mais si vous avez besoin d'aide, les experts en installation et démontage de Freeman s'occuperont de tout comme s'ils étaient un prolongement de votre équipe.

Si vous utilisez le personnel de Freeman

Les stands peuvent être installés avant votre arrivée sous la direction des superviseurs en installation et démontage de Freeman.

FREEMAN

61 Browns Line
 Toronto, Ontario, Canada M8W 3S2
 416-252-2420 • Fax: 416-252-2365

**METHOD OF PAYMENT MUST
 ACCOMPANY YOUR ORDER**

FREEMAN installation & dismantle

NAME OF SHOW: **ITECH TORONTO WEST 2019**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

EMAIL ADDRESS: _____

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

DISPLAY LABOUR (One Hour Minimum per Worker)

		Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 4:00 P.M. Monday through Friday	\$116.50	\$ 163.00
Overtime-	4:00 P.M. to 6:00 P.M. Monday through Friday	\$174.75	\$ 245.00
	8:00 A.M. to 4:00 P.M. Saturday and Sunday		
Double Time-	All times not mentioned above as well as holidays	\$233.00	\$ 326.00

Show site prices will apply to all orders placed at show site.

- Start time guaranteed only at start of working day
- One hour minimum per person
- Supervisor must check in at Service Desk to pick up labour
- Labour must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker
- 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 the second page 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 will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	x	_____	= _____	@ \$ _____	= \$ _____
_____	_____	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 the second page of this form.

- The Freeman Companies is not responsible for product or literature that is not properly packed and labelled by exhibitor
- The charge for this service is 30% of the total dismantle labour bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised 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	_____	= _____	@ \$ _____	= \$ _____
_____	_____	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	= \$ _____

NAME OF SHOW: **ITECH TORONTO WEST 2019**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

EMAIL 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 _____ Showsite _____ Date Shipped _____

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: _____

METHOD OF SHIPMENT

Choose your service:

- Air Freight
- Next Day
- 2nd Day
- Deferred

List carrier name & phone number:

- Other Common Carrier: _____
- Other Air Freight: _____
- Van Line: _____

Carrier Phone Number: (_____) _____

Freight Charges

- Prepaid
- Collect

Bill To: _____

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

- Reroute via Official Carrier.
- Delivery back to the Show's Advance Warehouse at Exhibitor's expense

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