

# UNION REGULATIONS

Veterinary Education Today - VET 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

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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

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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](http://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](http://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.

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### 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.

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### 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.

NAME OF SHOW: Veterinary Education Today - VET 2019

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

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

EMAIL ADDRESS: \_\_\_\_\_

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

**DISPLAY LABOUR (One Hour Minimum per Worker)**

			Advance Price	Show Site Price
<b>Straight Time-</b>	8:00 A.M. to 4:00 P.M.	Monday through Friday .....	\$116.50	\$ 163.00
<b>Overtime-</b>	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		
<b>Double Time-</b>	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 = \$ \_\_\_\_\_

FREEMAN installation & dismantle

NAME OF SHOW: Veterinary Education Today - VET 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.***

# FREEMAN

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

**METHOD OF PAYMENT MUST  
 ACCOMPANY YOUR ORDER**

FREEMAN forklift

## Veterinary Education Today - VET 2019

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

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

### FORKLIFT

- 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 labor orders placed at show site**
- Start time guaranteed only at start of working day
- **One hour minimum**
- Supervisor must check in at Service Desk to pickup labour
- When scheduling dismantle labour, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
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#### FORKLIFT Labour - Installation

30401	Forklift w/operator - up to 5,000 lbs - ST.....	\$241.50	\$338.00
30402	Forklift w/operator - up to 5,000 lbs - OT.....	\$299.75	\$420.00
30403	Forklift w/operator - up to 5,000 lbs - DT.....	\$358.00	\$501.00

#### FORKLIFT Labour - Dismantle

31401	Forklift w/operator - up to 5,000 lbs - ST.....	\$241.50	\$338.00
31402	Forklift w/operator - up to 5,000 lbs - OT.....	\$299.75	\$420.00
31403	Forklift w/operator - up to 5,000 lbs - DT.....	\$358.00	\$501.00

#### INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Subtotal	
_____							13% HST	
_____							<b>Total</b>	

#### DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Subtotal	
_____							13% HST	
_____							<b>Total</b>	

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