

# UNION REGULATIONS

To assist you in planning your participation in your Vancouver show, 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 jurisdiction the various unions have, we ask that you read the following:

## CAMW - CONSTRUCTION MAINTENANCE & ALLIED WORKERS UNION

The Construction Maintenance & Allied Workers Union are providing labour for display installation and dismantling. Full time employees of the exhibiting companies however, may set their own exhibits without assistance from these locals. Labour can be ordered in advance by returning the Installation & Dismantle Labour Order Form, or on showsite, at the Freeman service desk.

## MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility through the front doors. The use of dollies, pump trucks and other mechanical equipment 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: **CHFA Now Vancouver / April 1-2, 2023**

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

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

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

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

## INSTALLATION & DISMANTLE LABOUR

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 4:00 P.M. Monday through Friday .....	\$140.00	\$ 195.75
<b>Overtime-</b> 4:00 P.M. to 6:00 P.M. Monday through Friday .....	\$210.00	\$ 294.00
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 .....	\$279.75	\$ 391.50

**• 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
- 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

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 _____	= \$ _____
_____	_____	_____	x _____	= _____	x _____	= \$ _____

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

Freeman Supervision (30%) = \$ \_\_\_\_\_

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

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 _____	= \$ _____
_____	_____	_____	x _____	= _____	x _____	= \$ _____

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

Freeman Supervision (30%) = \$ \_\_\_\_\_

Total Installation = \$ \_\_\_\_\_

#### TOTAL COST

Total Cost = \$ \_\_\_\_\_

Applicable taxes will be applied to your order and invoiced accordingly.

NAME OF SHOW: **CHFA Now Vancouver / April 1-2, 2023**

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, Freeman reserves the right to re-route your freight onto another carrier.**

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

NAME OF SHOW: **CHFA Now Vancouver / April 1-2, 2023**

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

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

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

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## 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 person - labour thereafter is charged in half (1/2) hour increments 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
<b>FORKLIFT LABOUR</b>			
(30/31)401	Forklift w/operator - up to 5,000 lbs - ST.....	\$307.25	\$430.25
(30/31)402	Forklift w/operator - up to 5,000 lbs - OT .....	\$377.25	\$530.25
(30/31)403	Forklift w/operator - up to 5,000 lbs - DT.....	\$447.25	\$625.75
(30/31)40100	Forklift w/operator - 5,001 to 10,000 lbs - ST.....	\$370.25	\$518.25
(30/31)40101	Forklift w/operator - 5,001 to 10,000 lbs - OT .....	\$440.75	\$617.00
(30/31)40102	Forklift w/operator -5,001 to 10,000 lbs - DT.....	\$510.50	\$714.75
(30/31)4040	Forklift w/operator - 4-Stage - ST.....	\$335.25	\$469.00
(30/31)4041	Forklift w/operator - 4-Stage - OT .....	\$405.25	\$567.25
(30/31)4041	Forklift w/operator - 4-Stage - DT.....	\$475.00	\$665.00

**EQUIPMENT**

(30/31)90600 Forklift Cage..... \$129.50

**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: \_\_\_\_\_ **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: \_\_\_\_\_ **Total Dismantle** \$ \_\_\_\_\_

## PAYMENT INFORMATION

Freeman only accepts payment information electronically. Place your order on [FreemanOnline](#) or follow the steps below to provide your payment information electronically and submit your order forms.

***Freeman will no longer accept cash payments for any Freeman services.***

### 1. Submit your payment information

Proceed to our electronic Freeman Pay site to securely submit your payment information

<https://www.freemanpay.com/519175>

### 2. Submit your order

Upload your order forms through the same link used to submit your payment information

- Both your order and your payment must be received by the discount price deadline date to guarantee discount pricing.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.