
GUIDELINES FOR SIGN/BANNER HANGING

The following guidelines are in effect in order to ensure that all banner hanging in the facility is conducted safely and with due care for the building infrastructure. FREEMAN reserves the right to disqualify the hanging of any signage that is deemed unsafe at our discretion.

FREEMAN is the exclusive supplier of rigging services for the Scotiabank Convention Centre. As such all rigging in the building will be managed by FREEMAN, according to the following procedures.

- All banners must adhere to the requirements below. Delays, additional equipment charges, and labour charges may be incurred by not having the appropriate materials to hang your banner effectively and safely. All Exhibitor sign hanging may be ordered using Freeman's Sign & Banner Hanging Order form.
- Banners in excess of 6 feet linear should come with a rigid support for best results when hanging. For banners in excess of 20 feet linear, truss may be necessary to allow the banner to hang safely and correctly. Freeman will notify the owner/hanging party whether truss is required and whether any additional charges may apply.
- All banners must include grommets and/or pole pockets. **For all 3D signage**, please provide all necessary hardware and cabling (hanging harness, eye hooks, quick links etc.) for **hanging from a single point**. Hanging harnesses are engineered to each specific sign to account for its shape and to ensure that it hangs level. **THE HANGING HARNESS PROVIDED BY THE SIGN MANUFACTURER MUST BE USED, WE DO NOT PROVIDE CABLING FOR 3D SIGNAGE AS IT IS UNIQUE TO EACH TYPE OF SIGN.** All sign hardware must be properly labelled with the load rating of each component and approved by the appropriate governing body.
- All non-exhibitor banner hanging orders should be placed through Freeman directly at least two weeks prior to the event move-in date. A diagram showing banner dimensions and placement will need to accompany all orders.
- The position of the sign/banner will be dependant on the location of the booth relative to the rigging points or grid available. Additional charges may be incurred should a point need to be created by means of truss and motors or any other method.

CAN WE HELP YOU?

Please don't hesitate to contact us at: SCCN@Freeman.com for any additional information, assistance or product and services information we can provide you in establishing and confirming your events rigging services. We value your business and look forward to your call!

COMPANY: _____	SHOW NAME: _____
STREET: _____	LOCATION: _____
CITY: _____	BOOTH #: _____
PROV / STATE: _____ POSTAL CODE: _____	INSTALLATION DATE: _____ TIME (AM/PM): _____
E-MAIL: _____	EXHIBIT START DATE: _____ TIME (AM/PM): _____
PHONE: _____ FAX: _____	EXHIBIT END DATE: _____ TIME (AM/PM): _____
ORDERED BY: _____	CONTACT ON-SITE: _____
PO #: _____ HST/GST/PST #: _____	STAYING AT: _____ PHONE: _____

DISCOUNT PRICE UNTIL: _____

REGULAR PRICE: _____

ORDERS PLACED ON SITE (I.E. DURING MOVE-IN) WILL BE CHARGED ADDITIONAL 10% THE REGULAR PRICE

FREEMAN reserves the right to adjust orders not calculated accurately or received after the Discounted Price deadline date. Orders will only be accepted if paid in full. Incomplete order cannot be processed. Company cheques will only be accepted by the Discounted Price deadline date. Credit Card payments will receive the discounted price if processed by Discount Price deadline date, if received after regular price will be charged. Administration Fees will apply on all credit card transactions over \$5,000

SIGN INFORMATION

Please complete this section and email to SCCN@Freeman.com to receive a quotation
Obtain Show Restrictions and necessary approvals from Exhibitor's Manual or from Show Management prior to requesting a quotation.

- **ALL SIGNS MUST BE HUNG BY FREEMAN AV PRIOR TO AISLE CARPET PLACEMENT.**
- **LARGE/HEAVY SIGNS MUST BE INSTALLED PRIOR TO BOOTH SETUP.**
- **IT IS THE EXHIBITORS RESPONSIBILITY TO ASSEMBLE SIGNS PRIOR TO BEING HUNG BY FREEMAN AV.**
- **ALL 3D SIGNAGE MUST HAVE APPROPRIATE HARDWARE AND CABLING TO BE HUNG FROM A SINGLE POINT.**

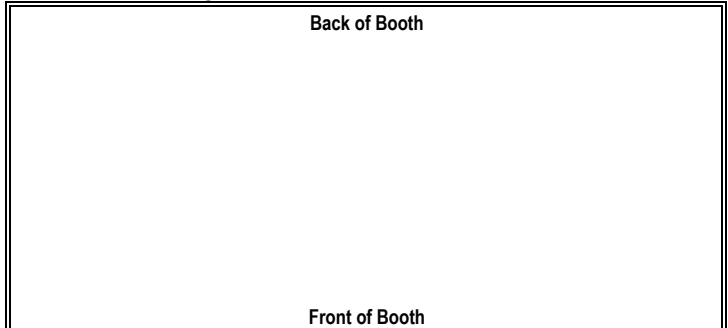
Please carefully read entire GUIDELINES FOR SIGN/BANNER HANGING before submitting order.

QUANTITY: _____	WEIGHT: _____ lbs
VERTICAL HEIGHT: _____ specify feet or inches	HORIZONTAL WIDTH: _____ specify feet or inches

Please complete the following section

Overhead view of sign/banner location

1. Shape of sign: _____
(Example: Banner, 3D square, 3D triangle, 3D circle)
2. Height from floor to bottom of sign(s) _____ (Feet)
3. Material of sign(s) _____
4. Power required _____ Amps/Volts _____
5. Has this sign been hung before at SCCN _____
6. If yes, which show? _____



NOTE: Upon show closing. Exhibitors must remain in their booths until signage can be removed by Freeman AV and picked up by the Exhibitor. Freeman AV is not responsible for loss or storage of signage at show completion.

PAYMENT MUST ACCOMPANY YOUR ORDER

MasterCard VISA American Express Cheque (payable to Freeman)

CREDIT CARD #: _____

NAME OF CREDIT CARD: _____ EXPIRY: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

SIGN/BANNER ESTIMATE

Sign Estimate + 13% HST \$ _____

TOTAL ESTIMATE
(based on details provided above)