

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 to receive a quotation and email to SCCN@freeman.com
For assistance please contact - (905) 357-7004

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 SET-UP. IT IS THE EXHIBITOR'S RESPONSIBILITY TO ASSEMBLE SIGNS PRIOR TO BEING HUNG BY FREEMAN AV.

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

<p>Please complete the following section</p> <ol style="list-style-type: none"> Shape of sign: _____ (Example: Banner, 3D square, 3D triangle, 3D circle) Height from floor to bottom of sign(s) _____ (Feet) Material of sign(s) _____ Power required _____ Amps/Volts _____ Has this sign been hung before at SCCN _____ If yes, which show? _____ 	<p>Overhead view of sign/banner location</p> <div style="border: 1px solid black; height: 150px; position: relative;"> <div style="position: absolute; top: 5px; right: 5px;">Back of Booth</div> <div style="position: absolute; bottom: 5px; left: 5px;">Front of Booth</div> </div>
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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

Please complete this order form to receive a quotation and email to adam.archer@freeman.com

Sign Estimate + 13% HST \$ _____	TOTAL ESTIMATE (based on details provided above)
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GUIDELINES FOR SIGN/BANNER HANGING

The following guidelines are in effect at the facility, in order to ensure that all banner hanging in the facility is conducted safely and with due care for the building infrastructure.

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. Please provide all necessary hardware (hanging harness, eye hooks, quick links etc.) for hanging of 3D signage. Additional charges may be incurred should these items not be present.
- 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 905-357-7004 or at: SCCN@freeman.com for any additional information, assistance or product and services information we can provide you in establishing and confirming your event's rigging services. We value your business and look forward to your call!