

NAME OF SHOW: **Hydrovision International 2021 / July 27 - 29, 2021**

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

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

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

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

## HANGING SIGN LABOR AND EQUIPMENT

**PLEASE PROVIDE THE FOLLOWING INFORMATION**

**ALL ORDERS MUST BE COMPLETE TO MEET THE DISCOUNT DEADLINE DATE. PLEASE REFER TO THE INSTRUCTION SECTION FOR COMPLETE INFORMATION NEEDED.**

Regardless of previous usage, an authorized signature is required at the top of this form and the following information is to be completed.

**IMPORTANT NOTE:** Hanging structures are permitted in most areas of the Convention Center with the exception of meeting rooms and lobbies. You must comply with all Convention Center weight limitations and hanging structure requirements.

Freeman is the exclusive contractor for all ceiling-hung materials. All truss systems must also meet all facility rules and regulations.

### Structure Description

- Include blue print or drawing containing detailed information so hanging anchor points can be determined.

### Type of Material:

Please specify: wood, cloth, metal, plastic, truss, vinyl, etc.

### Shape of Structure:

Please specify: square, triangle, rectangle, round, banner, etc.

truss only  12" box  20" box

### Number of Signs to be hung:

**Size:** Height \_\_\_\_\_

Length \_\_\_\_\_

Width \_\_\_\_\_

Diameter \_\_\_\_\_

### Weight of Hanging Structure: (in pounds)

Any hanging structure that weighs in excess of 250 pounds will require the employment of chain motors. Additional crews may be dispatched at the Exhibitor's expense if deemed necessary by Freeman.

- Are you using chain motor(s)? Quantity: \_\_\_\_\_
- Chain Hoist  Rotating Motor
- Exhibitor Provided  Freeman Provided

### Structural Integrity of Hanging Structure

- Please attach CERTIFIED WEIGH BILL and CERTIFIED STRUCTURAL ENGINEERED DRAWING
- Banners not requiring assembly weighing less than 100 lbs DO NOT REQUIRE CERTIFICATION.
- Include a copy of the weight specifications for all Truss Structures
- Refer to Show Management Rules & Regulations for height restrictions
- Exhibitors who comply with all outlined regulations will be given first priority.

### PLACEMENT DIAGRAM

Provide an overview sketch of how your sign should be hung in your booth in the large box below. Place booth dimensions in the small boxes. Indicate surrounding aisle or booth numbers for orientation.

TOP  Aisle/Booth # \_\_\_\_\_

LEFT  Aisle/Booth # \_\_\_\_\_

RIGHT  Aisle/Booth # \_\_\_\_\_

BOTTOM  Aisle/Booth # \_\_\_\_\_

- No. of feet from the floor to the top of the hanging structure \_\_\_\_\_
- No. of feet from the floor to bottom of hanging structure \_\_\_\_\_
- No. of feet from the floor to top of ground structure \_\_\_\_\_
- No. of feet in from LEFT SIDE of exhibit space \_\_\_\_\_
- No. of feet in from RIGHT SIDE of exhibit space \_\_\_\_\_
- No. of feet in from BOTTOM of exhibit space \_\_\_\_\_
- No. of feet in from TOP of exhibit space \_\_\_\_\_

Electrical signs must be in working order and in accordance with the National Electric Code. Electrical service requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE order form.

Does your hanging structure require electricity?  YES  NO

Does your hanging structure have lights?  YES  NO

How many people are required to assemble the hanging structure? \_\_\_\_\_

Is Your Sign Designed to Rotate? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Initial in the applicable box above)

### HANGING STRUCTURE

Install-Date/Time \_\_\_\_\_ AM/PM

Dismantle-Date/Time \_\_\_\_\_ AM/PM

Please indicate Method of Supervision you require:

- OK to proceed without Exhibitor Supervision
- Wait for Exhibitor Supervision
- Display House to supervise

Please note this is only a request. All dates and times are not guaranteed (depending on work to be performed).

### INBOUND SHIPPING

- Shipping to Advance Warehouse  
Deadline for Receipt: JULY 19, 2021
- Shipping to Show Site  
Date of Arrival: \_\_\_\_\_ AM/PM

**See Reverse side for instructions, installation, equipment, & labor rates.**

**Please contact the Exhibitor Support Department at 888-508-5054 for a Truss & Lighting package quote.**