UNION JURISDICTIONS FOR THE DALLAS / FT. WORTH AREA

THE FOLLOWING GUIDELINES APPLY IN THE DALLAS / FT. WORTH AREA:

We are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction that the various unions have, we ask that you read the following:

ELECTRICAL LABOR & PLUMBING
Responsible for assembly, installation, and dismantling of anything that uses electricity as a source of power to the building electrical system. This includes:
- Electrical wiring
- Electrical signs
- Multiple TV and VCR connections
- Videotaping using multiple video cameras, including camera operation, audio and lighting

Responsible for all plumbing supplies. This includes:
- Air
- Water
- Gas lines
- Tanks and venting

TEAMSTER LABOR - TEAMSTER UNION LOCAL 745
The Teamsters Union Local 745 has jurisdiction for the operation of all material-handling equipment, all unloading and reloading, and the handling of empty containers. Exhibitors may unload their own vehicles provided they do not use any material handling equipment (fork-lifts, flatbeds, dollies, pallet jacks, etc.)

INSTALLATION & DISMANTLE LABOR - DECORATORS UNION LOCAL 756
The Decorators Union Local 756 has jurisdiction for the installation and dismantling of all exhibits including carpet, furniture, and hanging signs. All hired labor must belong to Local 756. Labor can be ordered in advance by returning the enclosed form, or on showsite, at the Freeman Service Desk.

Three options for installation and dismantle labor exist in Dallas. Labor may be:
- performed by full-time employees of the exhibiting company; or
- hired through Freeman, the official general service contractor; or
- hired through an exhibitor-appointed contractor.

PLEASE NOTE:
- Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.
- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.
**NAME OF SHOW:**  IADC / SPE DRILLING CONFERENCE / MARCH 4-6, 2014

**COMPANY NAME:**

**CONTACT NAME:**

**E-MAIL ADDRESS:**

For Assistance, please call 214-634-1463 to speak with one of our experts.

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td>8:00 A.M. to 4:30 P.M. Monday through Friday</td>
<td>$ 74.00</td>
</tr>
<tr>
<td>Overtime-</td>
<td>6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday</td>
<td></td>
</tr>
<tr>
<td>Double Time-</td>
<td>12:00 Midnight to 6:00 A.M. and recognized holidays</td>
<td>$ 111.00</td>
</tr>
</tbody>
</table>

- **Show Site prices will apply to all labor orders placed at show site.**
- **Price is per person/per hour.**
- **Start time guaranteed only at start of working day.**
- **One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.**
- **Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.**
- **When scheduling dismantle labor, 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.**

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**INSTALLATION LABOR**

- **Freeman Supervised Labor - Please complete the reverse side 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 labor bill, with a minimum of $45.00.

- **Exhibitor Supervised Labor (Supervisor must check in at Service Desk to pick up labor)**

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**DISMANTLE LABOR**

- **Freeman Supervised Labor - Please complete the reverse side 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 dismantle labor bill, with a minimum of $45.00.

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For fast, easy ordering, go to www.freemanco.com/store
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: ^Crate s ^Cartons ^Fiber Cases

Setup Plan/Photo: Attached___________ To Be Sent With Exhibit___________ In Crate No.___________

Carpet: With Exhibit___________ Rented From Freeman___________ Color___________ Size___________

Electrical Placement:___________ Drawing Attached___________ With Exhibit___________ Electrical Under Carpet___________

Comments:______________________________

Graphics: With Exhibit___________ Shipped Separately___________

Comments:______________________________

Special Tools/Hardware Required:______________________________

OUTBOUND SHIPPING INFORMATION

SHIP TO:________________________________________________________________________

METHOD OF SHIPMENT

☐ Freeman Exhibit Transportation:

☐ Common Carrier

☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Expedited

☐ Other (list carrier name & phone number):

☐ Other Common Carrier:______________________________

☐ Other Air Freight:______________________________

☐ Van Line:______________________________

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 Freeman’s choice

☐ Deliver back to Freeman warehouse at Exhibitor’s expense.

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

- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign or advance pricing.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner  Metal or Wood  Other
Shape: Square  Triangle  Rectangle  Other
Size: Height  Length  Width
Weight of Sign:

Does Your Sign Require Electricity  Assembly
Is Your Sign Designed to Rotate?  Yes  No

(INitial in the applicable box above)

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

Number of feet from floor to top of sign:

11/06 (311894)
TO:  __________________________

EXHIBITOR NAME

C/O: FREEMAN
5130 CASH RD
DALLAS, TX 75247

HANGING SIGN

EVENT:  IADC / SPE DRILLING CONF
BOOTH NO._______NO.______OF______PCS.

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

MUST DELIVER BY FEBRUARY 25, 2014
**INSTRUCTIONS**

- All rigging must comply with Show Management rules, regulations and facility limitations.
- Freeman is the exclusive provider of rigging service. Truss and chain motor rental from Freeman includes all material handling charges. All other equipment will be charged at rates published in the service manual.
- All overhead rigging and flown objects must be assembled by Freeman. Exhibitor’s display company, and/or I&D representatives, may supervise only, but will not be allowed to assemble, install, or remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts. Please complete the enclosed Labor Order form for labor to assemble/disassemble rigging and flown objects.
- Rigging plots must be submitted in advance by exhibitor. These plots must show the location of the hangpoints, the height above the floor of the hangpoints, and the weight of each point. The plot must show the Booth outline with the Front Aisle for reference.
- Lighting contractors or exhibitors please contact the I & D Dept. at Freeman (214) 634-1463 to review truss and chain hoist requirements, general questions, or assistance in creating a rigging plot.
- For Boom Lift and rigging crew, use the FREEMAN HANGING SIGN order form.
- A Structural Integrity Statement form must be included for any exhibitor supplied flown objects.
- Hanging Sign rules will apply to any exhibitor supplied flown objects.

**RENTAL PRICES**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Quantity</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2 Ton Hoist</td>
<td>$367.00 ea</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>One Ton Hoist</td>
<td>$399.00 ea</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>20.5&quot; Box Truss</td>
<td>$30.00 ft.</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>12&quot; Box Truss</td>
<td>$19.50 ft.</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>12&quot; Rohn Truss per 20'</td>
<td>$188.00 20/ft.</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>400 lb. Sign Rotator</td>
<td>$603.00 ea</td>
<td>_______</td>
<td>_______</td>
</tr>
</tbody>
</table>

- Black Truss available for a 20% surcharge
- ELECTRICAL SERVICE requirements for hoists must be ordered in advance on the enclosed ELECTRICAL SERVICE order form.
- Orders received after deadline date will be an additional 30%

**METHOD OF PAYMENT MUST ACCOMPANY THIS ORDER**

For Assistance, please call 214-634-1463 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store
PLEASE INCLUDE THIS FORM WITH YOUR HANGING SIGN ORDER FORM

STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_______________________________________________, the contracted exhibitor at the IADC / SPE DRILLING CONFERENCE / MARCH 4-6, 2014 and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the ASSOCIATION, FORT WORTH CONVENTION CENTER, FREEMAN, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor’s expense.

Exhibiting Company: _________________________________ Booth #:_______

Authorized Signature: ________________________________________________

Printed Name: ___________________________________________ Date:_______

E-Mail: ____________________________________________________________

Display House/Builder (if applicable): _________________________________

Authorized Signature: ________________________________________________

Printed Name: ___________________________________________ Date:_______

E-Mail: ____________________________________________________________

Complete and return form to address listed at the top of this form.