

## Hanging Sign Labor and Equipment Rules & Regulations

### Important information

- All overhead hanging must be assembled, installed, and removed by Freeman.
- Overhead hanging signs are to be sent in separate containers directly to the advance warehouse using the 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. Refer to show management rules and regulations for event specific height restrictions.
- For signs other than banners, Exhibitor must include a blueprint or drawing with detailed information so hanging anchor points can be determined.
- Regarding sign placement, the ceiling structure and relation of the desired placement of the applicable sign to nearby support beams may require such sign to be moved from the desired location.
- Set up instructions must be provided in writing for signs needing assembly. If written instructions are not provided to Freeman, then Freeman will not assembly any such signs unless Exhibitor supervises assembly.
- All hardware, including but not limited to nuts and bolts, must be shouldered, forged, stamped, and rated for overhead lifting. In the event Exhibitor provides non-compliant hardware, Freeman will replace such hard at Exhibitor's cost.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Exhibitors are required to order electrical service requirements in advance from the electrical service provider.
- Hanging signs and/or overhead hanging components weighing 250 lbs. or less are hung by Freeman. Any rigged object including signage over 250 lbs. will require the use of an additional lifting device (e.g., chain hoist, chain falls), unless the applicable venue has a lower weight threshold. Please [contact us](#) for additional rules or restrictions that may apply.

### Rigged structures

Freeman requires a stamped certification from an appropriately qualified design professional (i.e., a civil or structural engineer who is licensed in the United States) affirming structural integrity, calculations, and specifications for any custom-built suspended elements including but not limited to signs, lightboxes, headers, video wall surrounds, and entry portals. Should Exhibitor fail to provide such stamped certification, Freeman reserves the right to not rig the applicable overhead structure. For additional assistance regarding these requirements, please [contact us](#).

### Tie-offs

Freeman requires a stamped certification from an appropriately qualified design professional (i.e., a civil or structural engineer who is licensed in the United States) affirming structural integrity, calculations and specifications for any structure to provide additional support terminating to the venue (e.g., tie-off of header, seismic lines, tie-off of video walls). Should Exhibitor fail to provide such stamped certification, Freeman reserves the right to not rig the applicable structure. If you anticipate needing this service, please [contact us](#) for review and pre-authorization.

### Schedule and supervision

- Freeman will begin to assemble and hang the signs as soon as the hall is accessible so long as the order and the signs are received by the appropriate deadline dates.
- Scheduling is done on a first come, first serve basis. Requested dates and times cannot be guaranteed.
- Supervision for assembly and disassembly of overhead hanging signs can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

### Rates, equipment and materials

- Show site labor rates will apply to all hanging sign orders placed at show site.
- Rates for service are per lift and crew, per hour with a one hour minimum and calculated thereafter in half hour increments.
- Lift with crew consists of equipment, operator and rigger.

subject to change.

- Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.
- Freeman components, including but not limited to cable, clamps, etc., must be used to hang all signs. These materials are an additional cost and will be charged at the time the service is completed.