



Hanging Sign / Truss Labor Order Form

H-2

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.



2008 APWA International Public Works Congress & Exposition

DISCOUNT DEADLINE DATE:

July 24, 2008

Ernest N. Morial Convention Center • August 17 - 19, 2008

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

GES IS RESPONSIBLE FOR SUPERVISION, ASSEMBLY, INSTALLATION, AND REMOVAL OF ALL HANGING SIGNS/TRUSSES.

- A crew will be assigned consisting of a lift with two riggers for aerial work.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. Please have a representative pick up the crew at the rigging labor desk and supervise the work to be done for "Do Not Proceed" labor not scheduled for 8:00 AM. Upon completion, the exhibitor's representative will return the crew to the rigging labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and lift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and lift will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES.** All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Lift w/Crew Per Hour*	Discount	Regular	Show-Site
Straight Time	\$ 396.50	\$ 495.75	\$ 594.75
Overtime	\$ 495.50	\$ 619.50	\$ 743.25
Double Time	\$ 594.75	\$ 743.50	\$ 892.25

Additional Worker Per Hour	Discount	Regular	Show-Site
Straight Time	\$ 65.75	\$ 82.25	\$ 98.75
Overtime	\$ 98.50	\$ 123.25	\$ 147.75
Double Time	\$ 131.50	\$ 164.50	\$ 197.25

- Straight Time: Monday through Friday 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday, and all day on Saturdays & Sundays.
- Double Time: All day on Holidays.
- Discount Rate: Rate applies to orders placed on or before the above discount deadline date.
- Regular Rate: Rate applies to orders placed after the above discount deadline date, but before the first day of exhibitor move-in.
- Show-Site: Rate applies to orders placed at show site.

* Rates include taxes for equipment used.

Please Indicate Service

- GES SUPERVISED (OK TO PROCEED)**
A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- EXHIBITOR SUPERVISED (DO NOT PROCEED)**
Exhibitor will supervise.
- **Type of Sign** (Select one sign type per order)
 Banner Structural Signage Systems
- **Shape of Sign** (Select one sign type per order)
 Square Rectangle Triangle
 Circle Other _____
- **Dimensions & Weight of Sign**
 Width _____ Length _____ Height _____
 Weight _____ lbs.
 # _____ Structural Pick Points
 lbs. _____ at each point
- **Number of Feet from Floor to Top of Sign** (Must be compliant with Show Rules & Regulations) _____ Feet
- **Is Your Sign Electrical?** If yes, order requirements on Electrical Services Order Form and note "For Hanging Sign"
 Yes No
- **Does Your Sign Require Assembly?** If yes, GES will assemble your sign prior to hanging. See Hanging Sign / Truss Information.
 Yes No

Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend GES and Show Management from any claims arising out of or related to the installation of any sign without approved drawings.

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF LIFTS	LABOR RATE	TOTAL
	AM	AM				\$
	PM	PM				\$
	AM	AM				\$
	PM	PM				\$
	AM	AM				\$
	PM	PM				\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.						
1. Total Labor Ordered						\$
2. 25% (\$50.00) GES Supervision						\$
3. Payment Enclosed						\$
Authorized Signature: _____ X						
AUTHORIZED NAME - PLEASE PRINT						DATE

Please estimate the number of lifts and/or workers and hours per lifts and/or workers needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

LOCATION OF SIGN / DIMENSION OF TRUSS: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your sign/truss placed.

Orders placed at show site are subject to availability and will incur a 30% Late Order Charge. Labor ordered at showsite will be provide on a first-come/first-serve basis.

Exhibitor Contact (Please fill out regardless of supervision status)

CONTACT NAME	PLEASE PRINT	
PHONE	FAX	EMAIL
DATE OF ARRIVAL	TIME OF ARRIVAL	
HOTEL (OPTIONAL)	EMERGENCY #	

SAVE TIME WITH GES ONLINE AT: www.ges.com