

Installation & Dismantling Order Form

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

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (½) hour without the use of tools.
- Orders placed at show site will be completed in the order in which they are received and are subject to a 30% service fee.

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. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

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.

Labor orders placed during Move-in or at showsite will be provided on first-come/first serve basis.

Please Indicate Service

GES SUPERVISED (OK TO PROCEED)

Please complete "Key Information" form (L-2)

GES will supervise labor to:

- Unpack and install display before exhibitor arrival at show site.
- Dismantle, pack, and arrange to ship display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to subparagraph VI, Labor.

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.

- Indicate workers needed for installation and dismantling
- GES will **not** be responsible for any loss or damage arising from the installation, unpacking, dismantlement or packing of exhibitor property.

GES is responsible for the following type of booth:

- Pop-up Two Story Custom
 Other: _____

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL	
	AM PM	AM PM				\$	
	AM PM	AM PM				\$	
	AM PM	AM PM				\$	
	AM PM	AM 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: <input checked="" type="checkbox"/>							
						AUTHORIZED NAME - PLEASE PRINT	DATE

Please estimate the number of workers and hours per worker 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.

