

non-electrical in-booth forklift & labor order form

2005 International CES

Alexis Park
January 6-9, 2005



T-1

RETURN TO:

GES Exposition Services

7050 Lindell Road, Las Vegas, NV 89118
Phone: (800) 475-2098 • FAX: (866) 329-1437

International Exhibitors Only:

Phone: (702) 515-5970 • FAX (702) 263-1520

DISCOUNT/DEADLINE DATE: December 16, 2004

All orders are governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit.

GES

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE 	AUTHORIZED CONTACT - PLEASE PRINT	DATE

Labor & Equipment Rates

Exhibitors requiring forklifts for assembly of displays or when uncrating, unskidding, positioning, and reskidding equipment and machinery will need to estimate their needs below. A forklift is required for moving equipment or materials weighing 200 pounds or more. **If you require a forklift, a crew will be assigned consisting of a forklift with an operator.** If you do not require a forklift, order the number of laborers required.

HOURLY RATES	Times	Forklift* with Operator	Laborer
Straight Time	Between 8:00 AM and 5:00 PM Weekdays	\$ 112.15	\$ 62.80
Overtime	Before 8:00 AM and after 5:00 PM Weekdays and all day Saturdays, Sundays and holidays	\$ 162.00	\$ 112.15

The minimum charge for labor and equipment is one (1) hour per laborer and forklift. Equipment and labor thereafter is charged in half (1/2) hour increments. Equipment and labor cancelled without 24 hour notice will be charged a one (1) hour cancellation fee per worker and forklift. 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. If exhibitor fails to use the laborers and equipment at the time confirmed, a one-hour "No-Show" charge per laborer and forklift will apply.

Order

Reserve forklifts and/or labor below. Starting times can be guaranteed only when labor is requested for 8 AM. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the Labor Desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the Labor Desk and approve the work order.

We will need:

- ☐ Installation
☐ Dismantling

DATE	TIME (AM) (PM)	NO. OF FORKLIFT CREWS	NO. OF EXTRA LABORERS
*			

*Allow time for return of empty containers.

Describe work to be done: _____

	NO. OF WORKERS	X	HOURS/WORKER	= TOTAL WORKERS HOURS	@ RATE	TOTAL
Forklift with Operator Installation						\$
Forklift with Operator Dismantling						\$
Laborer Installation						\$
Laborer Dismantling						\$
Total Labor Ordered						\$
TOTAL PAYMENT ENCLOSED						\$

Labor ordered at Exhibit Site will incur a 30% Walk-up Surcharge.

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LAS VEGAS
CES 11-0501-02970

non-electrical in-booth forklift & labor order form



client convenience package

2005 International CES

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L-5-LV

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GES

Our Trade Show Professionals Will

- Ensure freight is received correctly and in your booth space prior to labor being dispatched.
- Supervise the installation and dismantling to ensure the correct and careful handling of your display.
- Coordinate with the electrical and furniture divisions for accurate show services delivery and installation.
- Package and label your empty display cases and boxes for storage during the show.
- Wipe down your display properties after installation.
- Review all of your show services to ensure 100% satisfaction on your part.
- Coordinate with you regarding any packing materials that may be required for the shipping of your product.
- At show close, work with freight to ensure a careful and expedited return of your empty cases.
- Carefully dismantle, repack and label your display materials for shipping.
- Complete and submit an outbound material handling form R-1 and fax you a copy with the outbound tracking number.

See Labor Order Form L-1 and check the GES Supervised box.

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installation & dismantling order form

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X		

Supervision Services — Indicate Service Desired

☐ **GES SUPERVISED (OK TO PROCEED)**

Please complete "Key Information" sheet

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.

A 30% (\$50.00 minimum) surcharge will be added to the labor rates below for this professional supervision.

☐ **EXHIBITOR SUPERVISED (DO NOT PROCEED)**

Exhibitor will supervise:

- **Installation** — Exhibitor will need workers on ___/___/___ Time ___:___ AM PM
- **Dismantling** — Exhibitor will need workers on ___/___/___ Time ___:___ AM PM

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 Servicenter one-half (1/2) hour before time requested. Labor cancelled without 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.

DISPLAY LABOR RATES	Times	Hourly Regular Rates
Straight Time	Between 8:00 AM and 5:00 PM Weekdays	\$ 62.80
Overtime	Before 8:00 AM and after 5:00 PM Weekdays, all day Saturdays, Sundays and Holidays	\$ 112.15

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.

Please estimate the number of workers and hours per worker needed below. Invoice will be calculated according to actual hours worked.

	NO. OF WORKERS	X	HOURS	= TOTAL WORKERS HOURS	@ RATE	TOTAL
Installation						\$
Dismantling						\$
Total Labor Ordered						\$
Add 30% (\$50.00 min.) GES Supervision						\$
TOTAL PAYMENT ENCLOSED						\$

Labor ordered at Exhibit Site will incur a 30% Walk-up Surcharge.

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LAS VEGAS
CES 11-0501-02970

installation & dismantling order form



official contractors information



2005 International CES

Alexis Park
January 6-9, 2005

L-3

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GES

OFFICIAL SERVICE CONTRACTORS

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

- Ensure the orderly and efficient installation and removal of the overall exposition.
- Assure the distribution of labor to all Exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself.
- See that the proper type and limits of insurance are in force.
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- a. Supervision may be provided by the Exhibitor.
- b. The Exhibitor may appoint an exhibit installation contractor or display builder.

EXHIBITOR APPOINTED CONTRACTORS

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management and GES Exposition Services in writing of the intention to utilize an independent contractor no later than the deadline date listed above, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to show management and GES Exposition Services at least 10 days before the show opening.
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, GES Exposition Services.
4. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary for licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The Exhibitor Appointed Contractor to be used by the exhibitor must provide a certificate of insurance with at least the following limits:
 - a. Comprehensive General Liability not less than \$2,000,000 with respect to injuries to any one person in an occurrence.
 - b. \$2,000,000 with respect to injuries to more than one person in any occurrence.
 - c. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage.
 - d. **GES Exposition Services and Show Management must be named as additional insureds.**Any exhibitor who does not have a certificate of insurance on file with GES Exposition Services and/or Show Management 10 days prior to the show may be removed from the show.
6. The Exhibitor Appointed Contractor:
 - a. Must agree to abide by all rules and regulations of the show, including all union rules and regulations.
 - b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
 - c. Will share with GES Exposition Services all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etcetera.
 - d. Must furnish Show Management and GES Exposition Services with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
 - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space.
 - g. Shall provide, if requested, evidence to GES Exposition Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes, or labor problems.
 - h. Must coordinate all of its activities with GES Exposition Services.
 - i. Must comply with all reasonable rules and regulations of the venue, Show Management, and/or Official Services Contractor in order to create a safe work environment.
7. All information must be received in the GES Exposition Services office no later than the deadline date.

official contractors information



work authorization request form

2005 International CES

Alexis Park
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L-4-LV

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X

**All Exhibitors using an Exhibitor Appointed Contractor must return this form.
(This form may be copied.)**

THIS FORM MUST BE RETURNED BY THE PUBLISHED DEADLINE DATE.

- ☐ We will be utilizing the services of the following Exhibitor-Appointed Contractor(s) (EACs) whom we will notify that a **General Liability Insurance Certificate** is required by GES no later than the published Deadline Date. **Please note name of event & booth number on certificate.**

EAC Company Name _____

Service to be provided _____

EAC contact person(s) _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Is this company authorized to order services on your behalf?

☐ Yes ☐ No

The following must be completed:

Exhibiting Company _____

Booth # (s): _____ Telephone # _____

I hereby authorize the companies noted above to perform services on our behalf. Further, they have been provided with a copy of the Show/Event Rules and Regulations as noted in the Exhibit Contract and this Service Manual and agree to abide by same.

Name (Please Print)	Signature	Date
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LAS VEGAS
CES 11-0501-02970

work authorization request form



las vegas show site work rules



2005 International CES

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G-4

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GES

Union Information

To assist you in planning your participation in your Las Vegas area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. **Please refer any questions you may have to an on-site GES Management employee. We will be happy to assist you in any way possible.**

Teamsters Union

• *Exhibit Labor*

Teamsters Union Local #631 has jurisdiction through a labor agreement with GES Exposition Services for the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

Local #631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company. To secure labor, please utilize the GES labor forms enclosed.

• *Freight Handling*

Teamsters Union Local #631 has jurisdiction through a labor agreement with GES Exposition Services for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

GES Exposition Services has the responsibility of receiving and handling all materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. GES Exposition Services will not be responsible for any material it does not handle.

An exhibitor may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas.

Electrical Union

Electricians do electrical work, electrical sign hanging, and lighting without dimmers. Electricians always hang electrical hanging signs including rotating and header. Video monitors and plasma screens are installed by electricians unless a "live feed" is required. In the case of "live feed" requirements, Stagehands must perform the work. Electricians distribute power from the source to the booth floor; Exhibitors may plug-in their equipment into the 1 (one) 20A/120VAC receptacle. An electrician must be called for any increase in electrical service. Exhibitors may hang up to 4 (four) small clip-on lights per booth.

Electricians must be called for distribution of power in excess of 20A/120VAC per booth and all concealed and under carpet wiring. Electricians distribute all 208V and 480V power. Electricians hoist Teamster assembled signs weighing 300 lbs. or greater at LVCC. STS hoists signs weighing 200 lbs. or greater at the Sands Exposition.

• *Trusses*

Ground supported, stand alone, whose sole purpose is overhead distribution of electrical equipment is to be installed and removed by the electricians.

Suspended trusses, with motorized hoist and non-dimmable and non-programmable lights are electrician's work.

Stagehands

Stagehands handle programmable theatrical lighting, production, related rigging, and audio-visual. Suspended trusses with or without legs, that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors, video wall, special effects equipment, and laser lighting are to be installed and removed by the stagehands. If the above list of equipment is not present on the truss, then it is either Teamster or Electricians as stated above. Meeting room ground support truss with Stagehand's equipment is Stagehand's responsibility.

Tipping

Our work Rules prohibit the SOLICITATION AND/OR ACCEPTANCE of tips by any of our employees. Our employees are paid excellent hourly wages denoting a professional status and tipping of any form is not allowed.

las vegas show site work rules

