

General Information	<p>GES provides labor to install and dismantle Exhibitor's Booths under Exhibitor supervision.</p> <p>GES will not assume responsibility for damage after work has been completed at the Exhibition, unless it is reported to GES' Service Desk immediately. GES will not be responsible for loss or damage arising from the installation, unpacking, dismantlement, or packing of exhibitor property.</p> <p>Starting time can be guaranteed only when labor is requested for the start of exhibitor move-in (see page 4). All exhibit labor for 8am starting times will be dispatched to the exhibitor's Booth at 8am. For all other starting times, Exhibitors must check in at the GES labor desk a ½ hour before time requested. Although Exhibitors inform GES of times that they estimate they will be ready for labor to commence, GES must nonetheless be informed at the Exhibition that the Exhibitor who will supervise the labor is present and that the Exhibitor's freight has arrived. Labor cancelled without a 24-hour prior to start time 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.</p> <p>While every attempt will be made to provide laborers at the time indicated on this form, such starting times are only approximate.</p> <p>Upon completion of installation, the Exhibitor must return with the laborer to the GES Service Desk and sign the labor ticket to certify the exact times that laborers worked for the Exhibitor. The same procedure applies during dismantling.</p>				
Hours	<p>When calculating estimated labor charges, Exhibitors must be aware of the following times to determine hourly rates:</p> <p>Straight time: 8:00am to 4:30pm Monday-Friday Overtime: 4:30pm to 8:00am Monday-Friday, lunch and all day Saturday Double time: All day, Sundays & Holidays</p> <p>NOTE: There is normally a one (1) hour minimum charge for installation and a one (1) hour minimum charge for dismantling for all workers ordered for exhibits and displays. ENK has arranged for a ½ hour minimum for installation and ½ hour minimum for dismantling. Any work installed by union labor must be dismantled by union labor. Dismantling charges will be charged for dismantling even if the Exhibitor breaks regulations and dismantles his/her own.</p>				
Miscellaneous Labor Services	<p>The following services are also offered by GES at the close of the Exhibition to assist Exhibitors shipping freight from the exhibition facility.</p> <table><tr><td>Shrink-wrap</td><td>\$52.30/pallet</td></tr><tr><td>Banding *</td><td>\$3.30/foot *A carpenter is required at listed rates for a ½ hour minimum.</td></tr></table> <p>If you have any questions about Exhibitor Supervised Labor rates, requirements, payment or times, please feel free to call the GES Customer Service department at 800.801.0554 8:30am to 4:30pm, Monday through Friday. GES Customer Service representatives are always ready to help with all your trade show needs.</p>	Shrink-wrap	\$52.30/pallet	Banding *	\$3.30/foot *A carpenter is required at listed rates for a ½ hour minimum.
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General Information In the interest of prompt and efficient processing of Exhibitor's labor requirements for the installation and dismantling of exhibits and displays, it is urged that advance notice be provided on this order form. Exhibitors not familiar with GES' procedures for Exhibitor Supervised Labor should read the information provided on page 48. Four (4) hour minimum applies to crew calls greater than 3 workers.

Supervision Please select one:

☐ **GES Supervised (ok to proceed)** GES will supervise labor to unpack and install display before exhibitor arrival at show site; and 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 sub-paragraph VI, Labor. A 30% {\$65.50 minimum} surcharge will be added to the labor rates below for this professional supervision.

☐ **Exhibitor Supervised (do not proceed)** Exhibitor will supervise all components of installation and/or dismantling.

Rates		PRE DEADLINE	POST DEADLINE
	Straight Time 8:00am to 4:30pm, Mon. - Fri.	\$175.00/hour	\$227.25/hour
	Overtime 4:30pm to 8:00am, Mon.-Fri., all day Saturday & thru lunch	\$245.60/hour	\$319.75/hour
	Double Time All day, Sundays and Holidays	\$295.30/hour	\$383.95/hour

Labor Schedule & Estimated Charges

Installation

DATE	START TIME	END TIME	# OF HOURS	# OF WORKERS	RATE	TOTAL
						\$
						\$

Dismantle

						\$
						\$

Order Summary

Subtotal: \$

Add 30% (\$65.50 minimum) for GES Supervision \$

8.875% Sales Tax: \$

Total Due: \$

Brief description of labor request: _____

Payment

All orders must be submitted with full payment (see GES Order & Payment Summary on page 33). Note: 100% of the Estimated Labor Charges must accompany this order. If paying by check, Exhibitors must be prepared to pay any balance due at the Exhibition. This can be avoided by completing the GES Order & Payment Summary on page 33, which authorizes GES to charge an Exhibitor's credit card with the exact amount. Any work installed by union labor must be dismantled by union labor. Dismantling charges will be charged for dismantling even if the Exhibitor breaks regulations and dismantles his/her own. NOTE: The labor calculation above is an estimate only and actual hours worked may vary significantly. Exhibitors are responsible for all charges for actual hours worked.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms and Conditions of Contract.

Exhibitor

Exhibiting Collection Name (name on booth sign)	Booth Number
Telephone Number	Fax Number
Print Name	Authorized Signature
Show Site Contact	Cell Number

Return to: Global Experience Specialist
7000 Lindell Road, Las Vegas NV 89118-4702
Tel: 800.801.0554, 201.375.9191
Fax: 866.329.1437(usa) 702.294.8643 (Intl)

Confirmation: Confirm GES has received this form; bring a copy of the fax transmission receipt to the Show.