



To assist you in planning for your participation in this event, we are certain you appreciate knowing in advance that union labor is required for certain aspects of your exhibit handling. To help you understand the Area Work Rules, we ask you to read the following:

### **FREIGHT HANDLING**

The Local Union claims jurisdiction over the operation of all material handling equipment, all unloading and reloading. An exhibitor may move material that is hand-carriable by one person in one trip, without the use of dollies, hand truck or other mechanical equipment. When exhibitors choose to hand-carry in accordance with the foregoing, they are not permitted access to the loading dock area(s).

EXPO is responsible for receiving and handling all exhibit materials and empty crates. It is our responsibility to manage loading docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition.

### **EXHIBIT INSTALLATION AND DISMANTLING**

We have a contract with Local 1175 Union which claims jurisdiction over the installation and dismantle of tradeshow and exhibits. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, must be rendered by the Union. Labor can be ordered in advance by returning the Labor form, or at show site, at the service desk. Proof of full time employment status may be requested by the Union Steward of any personnel working on your booth.

### **GRATUITIES**

We request that exhibitors do not tip (such practices as giving money, merchandise, or other special consideration for services rendered) employees. Do not give coffee breaks other than mid-morning and mid-afternoon, when union employees have fifteen minute paid breaks. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid an excellent wage. Tipping is strongly discouraged and is not an accepted company policy.

### **EXPO HOLD HARMLESS AGREEMENT / VEHICLE SPOTTING**

The Association and Exhibitor will hold harmless EXPO Convention Contractors, Inc. for any damage or injury resulting from vehicle spotting. Damage or injury to Vehicle / Driver / 3<sup>rd</sup> Party Personnel / Display.

### **IN GENERAL**

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. It is recommended that any questions arising with regard to union jurisdiction or practices be directed to an EXPO management representative.



**CONVENTION CONTRACTORS INC.**  
 15959 NW 15<sup>th</sup> Avenue, Miami, FL 33169-5607  
 Customer Service Phone: (305) 751-1234  
 Customer Service Fax: (305) 751-1298

**LABOR ORDER**

**DISCOUNT DEADLINE:  
 February 11, 2014**



Labor Information			Discount Price	Show Site Price
Straight Time	Monday - Friday	8:00am - 4:30pm	\$60.00	\$82.00
Over Time	Monday - Friday Saturday & Sunday	4:30pm - 8:00am All Day	\$90.00	\$123.00

Expo Supervisory Fee is 20% of total cost or \$50.00, whichever is greater.

**Please note**

- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in half-hour increments.
- If Labor order is cancelled within 24 hours of scheduled services, total charges will be assessed.

Is Labor for assembling sign for hanging? Y/N \_\_\_\_\_  
 Is Labor for laying your own carpet? Y/N \_\_\_\_\_

**INSTALLATION**

Your Supervisor's Name: Cell Number:				Expo Supervision? Yes / No		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

**DISMANTLE**

Your Supervisor's Name: Cell Number:				Expo Supervision? Yes / No		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

Please complete this section if you have chosen EXPO to supervise your installation and/or dismantling.

**Inbound Freight Information**

Carrier Company Name: \_\_\_\_\_  
 # of pieces: \_\_\_\_\_ Weight of Shipment \_\_\_\_\_  
 Is Shipment?  Crated  Uncrated  
 Tracking/Pro#: \_\_\_\_\_  
 Estimated arrival date: \_\_\_\_\_  
 Shipment to arrive at:  Warehouse  Show Site

**Outbound Freight Information**

Carrier Company Name: \_\_\_\_\_  
 Delivery Shipment To: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Type of Service (air, van line, ground, etc.): \_\_\_\_\_

**If for any reason your shipment is not picked up by your carrier, Please choose one of the following options: (Initial beside preferred option)**

Force freight through preferred carrier: \_\_\_\_\_  
 Send shipment back to EXPO warehouse: (\$50.00 min. fee)

**Services You Have Ordered** (please check all that apply)  
 Electrical  Furniture  A/V Equipment   
 Booth Cleaning  Telephone/Internet

**Electrical Information:**  
 Electrical should go under the carpet (diagram is attached)  
 Electrical drawings are attached  
 Electrical drawings are with exhibit in crate number  
 Electrical drawings were sent to the official contractor

**Set-up Information for Installation**

Please check all that apply and provide information where requested.  
 Booth size: \_\_\_\_\_ X \_\_\_\_\_  
 Forklift required?  Yes  No  
 Carpet is?  Owned  Rented from EXPO  
 Carpet padding?  Yes  No  
 Drawings are?  Faxed to EXPO  Shipped w/exhibit crates

Company Name \_\_\_\_\_ Booth \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Please return via fax along with payment policy form to: (305) 751-1298 or email to info@expocci.com



**CONVENTION CONTRACTORS INC.**  
 15959 NW 15<sup>th</sup> Avenue, Miami, FL 33169-5607  
 Customer Service Phone: (305) 751-1234  
 Customer Service Fax: (305) 751-1298

**FORKLIFT /  
GROUND RIGGING**

**DISCOUNT DEADLINE:  
FEBRUARY 11, 2014**



Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY</b> (To move heavy items within the booth)				
	Straight-time Hourly Rental	143.25	186.00	
	Overtime Hourly Rental	173.00	225.00	

Please note:

Rate structure includes lift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction.

Additional labor and ground men will be billed at the hourly rate.

The minimum charge for labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notice will be charged a one (1) hour cancellation fee.

Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 10,000 CAPACITY</b> (To move heavy items within the booth)				
	Straight-time Hourly Rental	166.50	216.25	
	Overtime Hourly Rental	195.50	254.00	

Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 20,000 CAPACITY</b> (To move heavy items within the booth)				
	Straight-time Hourly Rental	210.00	273.00	
	Overtime Hourly Rental	240.00	312.00	

Installation	
Date Needed	Time

Qty.	Item Description	Discount	Regular	Amount
<b>RIGGING - LIFT WITH DRIVER &amp; 2 RIGGERS</b>				
	Straight-time Hourly Rental	358.50	474.00	
	Overtime Hourly Rental	448.50	583.00	

Dismantle	
Date Needed	Time

Qty.	Item Description	Discount	Regular	Amount
<b>ADDITIONAL CREW - SUPERVISOR per man hour</b>				
	Straight-time Hourly Rental	77.75		
	Overtime Hourly Rental	116.75		

Qty.	Item Description	Discount	Regular	Amount
<b>ADDITIONAL CREW - RIGGER per man hour</b>				
	Straight-time Hourly Rental	59.75		
	Overtime Hourly Rental	89.75		

Please indicate work to be performed:  Uncrating  Un-skidding  Re-skidding of machinery  
 Installation/Dismantling of Header  Other \_\_\_\_\_

- Time necessary for workers to get tools and report to the booth, to have work checked by exhibitor and to return to the Customer Service Desk will the exhibitor to be signed out will be included in the time charged to the work order.
- Forklifts must be ordered in advance for more than the 5,000 lbs. capacity.
- One hour will be charged on orders cancelled without 24 hour notice.
- For additional equipment needs not listed above, contact EXPO Convention Contractors, Inc. Exhibitor Service Department.

Company Name \_\_\_\_\_ Booth \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Please return via fax along with payment policy form to: (305) 751-1298 or email to info@expocci.com



**CONVENTION CONTRACTORS INC.**  
 15959 NW 15<sup>th</sup> Avenue, Miami, FL 33169-5607  
 Customer Service Phone: (305) 751-1234  
 Customer Service Fax: (305) 751-1298

**HANGING SIGNS  
& BANNERS**

**DISCOUNT DEADLINE:  
FEBRUARY 11, 2014**



**INSTRUCTIONS**

All hanging signs must conform to Show Management rules and regulations and facility limitations.

All overhead hanging signs or banners must be handled by Expo Convention Contractors, Inc. Overhead hanging signs must be sent in separate containers directly to Expo Convention Contractors, Inc. warehouse and marked HANGING SIGN.

Hanging anchor points must be pre-fabricated and ready for use.

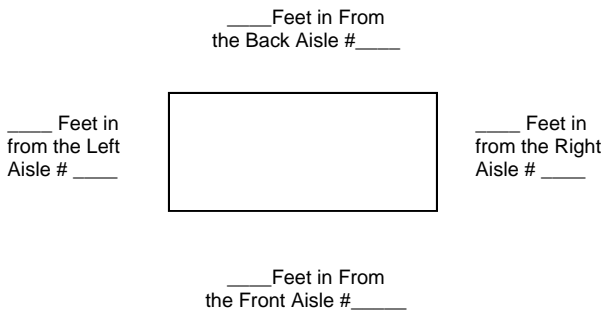
Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE order form. For Signs other than banners, include blueprint or drawing containing detailed information so hanging anchor points can be determined.

**SIGN DESCRIPTION, SIZE & WEIGHT**

Type: Cloth Banner \_\_\_\_\_ Metal or Wood \_\_\_\_\_ Other \_\_\_\_\_  
 Shape: Square \_\_\_\_\_ Triangle \_\_\_\_\_ Rectangle \_\_\_\_\_ Other \_\_\_\_\_  
 Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_  
 Weight of sign: \_\_\_\_\_  
 Does your Sign Require - Electricity \_\_\_\_\_ Assembly \_\_\_\_\_

Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.  
 The ceiling structure and relation to the support beam may require your sign to be moved from your specified location.

**PLACEMENT DIAGRAM**



Number of feet from bottom of sign: \_\_\_\_\_

**EQUIPMENT AND LABOR RATES TO HANG SIGNS**

- STRAIGHT TIME - 8:00am to 4:30pm, Monday through Friday
- OVERTIME - 4:30pm to 8:00am, Monday through Friday, ALL DAY Saturday and Sunday
- CREW SIZE - MINIMUM of three people, Operator and two riggers
- MATERIALS - Cable, clamp, etc. additional & charged accordingly

EQUIPMENT WITH CREW	STRAIGHT TIME	OVERTIME
*Rates Are Per Lift Crew/Per Hour *One Hour Minimum Per Lift Crew		
Boom Lift with Crew..... (Condor/Snorkel) up to 200 lb. lift capacity	\$375.00	\$575.00
Additional crew/Assembly labor...	\$ 75.00	\$115.00

**INSTALLATION ESTIMATE**

Install Date: \_\_\_\_\_

Approx. Hours    Hourly Rate    Total Estimated Cost  
 \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

**DISMANTLE ESTIMATE**

Dismantle Date: \_\_\_\_\_

Approx. Hours    Hourly Rate    Total Estimated Cost  
 \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

**SUPERVISION** for installation and dismantling of overhead hanging signs can be provided by EXPO CONVENTION CONTRACTORS, INC., your company representative or display house.

Please indicate method of supervision you require:

EXPO \_\_\_\_\_ Exhibitor Personnel \_\_\_\_\_ Display House \_\_\_\_\_

\*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 will be charged accordingly.

**NOTE: WE ARE NOT RESPONSIBLE FOR, LIABLE FOR, AND WILL NOT HANG ANY SIGNAGE CONSTRUCTED IN ANY MANNER DEEMED UNSAFE.**

SUB-TOTAL    \$ \_\_\_\_\_

No Sales Tax    \$ \_\_\_\_\_

PAYMENT ENCLOSED    \$ \_\_\_\_\_

Fax along with the Payment Policy form to 305.751.1298

**PAYMENT POLICY:** All invoices must be settled at our Service desk prior to hanging your banner. For your convenience, MasterCard, American Express, Discovercard and Visa credit cards will be accepted.

**IMPORTANT:** TO OBTAIN DISCOUNT PRICE, FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER. No Telephone orders accepted. Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per crew and/or worker.

***PLEASE PRINT***

Exhibitor Name \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name \_\_\_\_\_ email \_\_\_\_\_

Authorized \_\_\_\_\_ Print Name \_\_\_\_\_