

LABOR ORDER FORM

	Per Person - Per Hour	Labor Hours ONE HOUR MINIMUM
STRAIGHT TIME	\$ 66.00	Monday through Friday 8:00 a.m. to 4:30 p.m.
OVERTIME	\$ 99.00	Monday through Friday before 8:00 a.m., after 4:30 p.m., and all day Saturday, Sunday & Holidays.

- One hour minimum per person ~ Labor thereafter is charged in 1/2 hour increments per person.
- **A 20% surcharge will be added onto late/floor orders received after June 8, 2006.**
- Labor cancellations must be received prior to move-in and move-out respectively.
- Failure to notify Brede of cancellation of labor ordered will result in a one-hour minimum charge per person requested.
- A credit card is required for all labor orders.

	# Of Laborers Requested	Date	Time	Approx. Hours	SUPERVISION OPTION Circle One	
SET-UP					A Brede Supervised	B Exhibitor Supervised
DISMANTLE					A Brede Supervised	B Exhibitor Supervised

Option A ~ Brede Supervised

This plan allows for exhibits to be set up prior to exhibitor's arrival. In order to reduce your at-show expenses and save time, supervision is provided by Brede. Specially trained craftsmen perform the work under Brede and, where possible, on straight time. The charge for this service is 30% of the total labor bill, with a minimum of \$45.00 on installation and \$45.00 dismantle.

Please provide the following information:

Set Up Information:

Booth display being shipped to Warehouse or Showsite? _____ Scheduled to be delivered on: _____
 Shipment of: # of crates: _____ # of cartons: _____ # of carpets/pads and size: _____
 If no carpet is being shipped, is carpet ordered through Brede? _____
 Blue Prints & Exhibit Instructions: Attached? _____ Shipped with display? _____ If shipped, in which crate? _____

Dismantle Information:

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.
 In the event outbound shipping instructions are not turned in, please provide the following backup information:
 Ship to: _____ Carrier: _____ **or**
 _____ Via: Contractor's Choice - Ground or Air? _____
 _____ Telephone Number _____
 Contact: _____ (Showsite bill of lading prevails.)

Option B ~ Exhibitor Supervised

All work is performed under the direction of the exhibitor. **Exhibitor must meet the scheduled labor at the Brede Service Desk.**
 Failure to check in at the scheduled time will result in a one-hour minimum charge per person requested.

Contact Name: _____ Telephone Number: _____

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____
 Address _____ City/State _____ Zip _____
 Contact _____ E-mail Address: _____
 Phone () _____ Fax () _____

FORKLIFT ORDER FORM - BOOTH WORK ONLY

Forklifts with operators and helpers are available to assist you with your setup, unskidding, and spotting of machinery once it has been delivered to your booth.

	Up to 5,000 lb. Capacity Per Hour-Per Person	Helper (To spot machinery) Per Hour-Per Person	Labor Hours ONE HOUR MINIMUM
STRAIGHT TIME	\$ 180.00	\$ 66.00	Monday through Friday 8:00 am to 4:30 pm
OVERTIME	\$ 220.00	\$ 99.00	Mon. - Fri. before 8:00 am, after 4:30 pm, all day Sat., Sun., & Holidays.

- Forklifts need to be ordered in advance for more than 5,000 lbs. capacity. Please call the Brede Freight Department for availability and quotes.
- **A 20% surcharge will be added onto late/floor orders received after June 8, 2006.**
- If cage is required, please call Brede Customer Service for availability. - \$40.00 per hour
- If crane is required, please call Brede Customer Service for availability and quotes.
- One hour will be charged on orders cancelled without 48 hours notice.
- Payment is due when services are rendered.

-Do not order Forklifts to unload your truck or deliver your freight to your booth from the loading dock.-

	Number of Forklifts w/Operators	Weight of Heaviest Piece	# of Helpers	Date	Time	Approx. Hours
SET-UP						
DISMANTLE						

Describe work to be done: _____

Are straps, chains, fork extensions or any other equipment needed? Yes_____ No_____

If yes, what exactly is needed? _____

Contact in Booth: _____

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____

Address _____ City/State _____ Zip _____

Contact _____ E-mail Address: _____

Phone () _____ Fax () _____

SIGN HANGING ORDER FORM

General Information

- Brede is responsible for supervision, assembly, installation and removal of all hanging signs.
- **A 20% surcharge will be added onto late/floor orders received after June 8, 2006.**
- All hanging signs must conform to Show Management rules and regulations and facility limitations.
- Detailed diagram must be forwarded to our office with this completed form prior to the show.
- Set up instructions must be provided for signs needing assembly.
- All signs must have approved rigging points with the exception of cloth banners. Brede reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- All signs requiring electrical must be in working order and in accordance with the National Electrical Code. Place electrical order on the appropriate form.

	Scissor Lift/Snorkel Lift and Minimum Crew Per Hour	Operator/Laborer Per Hour-Per Person	Labor Hours TWO HOUR MINIMUM IN ONE HOUR MINIMUM OUT
STRAIGHT TIME	\$ 320.00	\$ 66.00	Monday - Friday 8:00 am to 4:30 pm
OVERTIME	\$ 410.00	\$ 99.00	Mon. - Fri before 8:00 am, after 4:30 pm all day Sat., Sun., & Holidays

Install Date _____ Time _____

Sign Specs: Wt. _____ lbs. - Ht. _____ ft. - Lgth. _____ ft.

_____ ft. from top isle
(booth # _____)

_____ ft. from
left side
(booth # _____)



_____ ft. from
right side
(booth # _____)

_____ ft. from bottom isle
(booth # _____)

_____ ft. from top of sign to the floor.

Check Description(s) below applicable to your sign:

- | | |
|-----------------------------|-----------------|
| _____ Fabric - Cloth Banner | _____ Metal |
| _____ Circle | _____ Triangle |
| _____ Other | _____ Square |
| | _____ Wood |
| | _____ Rectangle |

Does your sign require assembly? _____ Yes _____ No

Electrical ordered for sign? _____ Yes _____ No

Please select one of the following:

- Install WITH Exhibitor Present
- Okay to proceed WITHOUT Exhibitor
(30% Supervision surcharge is added.)

- The minimum crew consists of an operator, one additional laborer, a spotter and the equipment.
- One-hour minimum per laborer and equipment 1/2 hour increments thereafter.
- **Late/floor orders will incur a 20% surcharge on total charges.**
- Cancellation policy ~ 24-hour notice required to avoid a one-hour cancellation fee per crew and equipment.
- Materials will be priced as needed.
- Chargeable time includes gathering tools and materials, travel to and from booth.
- There will be a one hour minimum charge for the removal of all hanging signs.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____

Address _____ City/State _____ Zip _____

Contact _____ E-mail Address: _____

Phone () _____ Fax () _____

INTENT TO USE NON-OFFICIAL I & D CONTRACTOR

If your company plans to use a Contractor other than Brede Exposition Services, complete this form and return to the address below. Non-Official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled.

1. Exhibitors must return this completed form to Brede Exposition Services by June 1, 2006.
2. **Non-Official contractors must submit original insurance form**, in the form of a policy rider listing Brede as an additional insured, furnished by their broker to Brede's office no later than June 1, 2006 This must include a copy of your Worker's Compensation Insurance.
3. Non-Official contractors must furnish Show Management the names, addresses and telephone numbers of key executives for emergency contact.
4. All personnel must be properly badged at show site.

Non-Official installation and dismantle contractors may provide supervision. All Non-Official contractors are allowed on the exhibit floor ONLY during official installation and dismantle hours, providing the information above is supplied. **Failure to comply with any or all of the above will result in refusal of the Non-Official contractor to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. Non-Official contractor will be able to provide supervision only.**

Non-Official Contractor: _____

Address: _____

Phone #: _____

Mobile/Pager #: _____

Contact- In Booth : _____

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____

Address _____ City/State _____ Zip _____

Contact _____ E-mail Address: _____

Phone () _____ Fax () _____