

# LIFT/RIGGING ORDER FORM

This order form is for labor and equipment that may be required **after** shipment has been delivered to the booth. This service is available for assembly of exhibits, spotting skidded materials, and any work that required lifting of heavy or bulky items. **THIS ORDER MUST BE CONFIRMED WITH A SIGNED WORK ORDER FROM THE BREDE SERVICE DESK AT SHOW SITE. NO SHOWS WILL BE BILLED AT THE MINIMUM PER MAN RATE.**

**FOUR HOUR MINIMUM ON LIFT ORDERS –Six hour minimum after four hours.**

QTY	TYPE LABOR	STRAIGHT TIME	OVERTIME	DOUBLE TIME
_____	Forklift - 5,000 lbs. w/Crew	\$274.00 per hr	\$365.50 per hr	\$458.00 per hr
_____	Forklift - up to 15,000 lbs w/Crew	\$313.00 per hr	\$404.50 per hr	\$497.00 per hr
_____	4-Stage Forklift – w/Crew	\$317.00 per hr	\$408.50 per hr	\$501.00 per hr

**Crew consists of Rigger Foreman & one Rigger** \* Add one rigger to two man rigging crew when working a forklift over 15,000 lbs and all crane work – plus headers exceeding 16 ft or 200 lbs. Contractor may modify crew for safety reasons at their discretion.

**ADDITIONAL CREW LABOR**

_____	Rigger Foreman	\$ 105.00 per hr	\$157.50 per hr	\$210.00 per hr
_____	Rigger	\$ 99.00 per hr	\$138.00 per hr	\$178.00 per hr

	# of Forklifts (w/crew)	Weight of heaviest piece	# of Helpers	DATE	TIME	APPROX. HOURS
INSTALL						
DISMANTLE						

**Straight time:** Monday-Friday, 8:00am -4:30pm. **Day the Show Closes:** 4:30pm-8:30pm Mon-Fri. **Flexible Start Times:** 10:00am-6:30pm and 12:30pm-8:30pm Mon-Fri. After 4:30pm the prorated share of steward’s costs may be an additional charge.

**Overtime:** Monday -Friday, 4:30 pm-8:30pm, 8:00am-4:30pm, Saturday. **Day the Show Closes:** 8:30pm-12:30am **Flexible Start Times:** 6:30pm-8:30pm with 10am start or 8:30pm-10:30pm with 12:30pm start

**Double time:** 8:30pm-8:00am, Monday-Friday (unless noted above), before 8:00am and after 4:30pm, Saturday and all day Sunday and holidays. **Day the Show Closes:** 12:30am-8:00am **Flexible Start Times:** After 8:30pm with 10:00am start or after 10:30pm with 12:30pm start

All rates are based on current wage scales and are subject to change in accordance with existing wage scales at the time of the exposition.

**ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW**

EVENT OR SHOW ASCO 2010 HALL MCCORMICK PLACE  
 COMPANY NAME \_\_\_\_\_ BOOTH NO \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 TELEPHONE NO: \_\_\_\_\_ FAX NO. \_\_\_\_\_  
 AUTHORIZED BY \_\_\_\_\_ TITLE \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

All charges for rental items include delivery to booth, installation, when specified, and removal at close of show. A finance charge of 1-1/2% per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.

**SUSPENDED SIGN HANGING**

**ARRANGING FOR THE HANGING OF SIGNAGE**

All ceiling rigging must conform to Show Management rules and regulations and facility limitations. Supervision of the hanging of your sign can be accomplished either by your company representative, a display house or by BES/ACS. If you wish your sign to be hung with your supervision it is the responsibility of your company to have a representative available at the time of construction and installation of the hanging sign. Please take advantage of BES/ACS' opportunity to install your sign with the least freight congestion. Mark box indicating **OK TO INSTALL SIGN** without exhibitor's supervision and ship to the BES/ACS warehouse address to arrive by the date shown on the Shipping Instructions form in the manual. Assembly and hanging instructions must be included with the sign shipment.  
 Note: If it is necessary for you to supervise, please contact BES/ACS Customer Service Representative to determine **approximate** time of installation.

- INSTALL SIGN WITH EXHIBITOR'S SUPERVISION  
 OK TO INSTALL SIGN WITHOUT EXHIBITOR'S SUPERVISION

Procedure	Date	Time	# Men	Rate	# Hours	Amount
Install						
Dismantle						

**RATES PER HOUR – ONE HOUR MINIMUM:**

	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>DOUBLE TIME</u>
LIFT WITH 2 MAN CREW:	\$356.75	\$456.50	\$537.50
LIFT WITH 3 MAN CREW:	\$441.50	\$587.75	\$707.00
ASSEMBLY CREW/ ADDITIONAL LABOR PER MAN/HR	\$ 99.00	\$138.00	\$178.00

Straight Time 8:00am - 4:30pm, Monday - Friday  
 Overtime: 4:30pm - 8:30pm, Monday – Friday, 8:00am - 4:30pm Saturday  
 Double Time 8:30pm - 8:00am, Monday – Friday, (unless noted) before 8:00am and after 4:30pm, Saturday, and all day Sunday and Holidays.

Note: On the break of the show Monday – Friday from 4:30pm – 8:30pm shall be charged at straight time, from 8:30pm – 12:30am shall be charged at overtime.

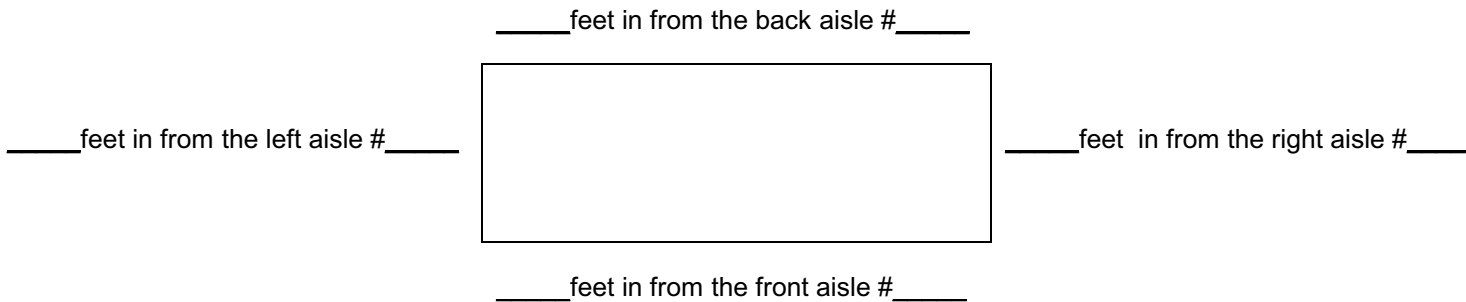
CREW SIZE: Double sided banners of 8' or less in width shall be hung by 2 man crews. All other hanging signs using lift equipment will be hung by 3 man crews.

Accessories for assembly and/or hanging, such as brackets, cables, etc. are not included.

Straight Time cannot be guaranteed. On-site orders will be installed at BES/ACS discretion as time/accessibility permits.

Make sure all signs, with the exception of cloth banners and signs under 100 pounds, have structurally engineered rigging points and blueprints displaying a current structural engineer's stamp. BES/ACS accepts no liability for any work completed without these instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend BES/ACS and Show Management from any claims arising out of or related to the installation of any sign without approved drawings.

**PLACEMENT DIAGRAM**



Hanging electrical signs or signs greater than 500 lbs must be certified for structural integrity and in accordance with the National Electrical Code to be approved and hung by Focus One. **Electrical Service requirements must be ordered in advance using the electrical form in this manual.**

*ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW SITE*

EVENT OR SHOW ASCO 2010 HALL OR HOTEL MCCORMICK PLACE  
 COMPANY NAME \_\_\_\_\_ BOOTH \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_  
 AUTHORIZED BY \_\_\_\_\_ TITLE \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

All charges for rental items include delivery to booth, installation-when specified, and removal at close of show. A finance charge of 1 1/2 % per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.

## HANGING SIGNS PROCEDURES AND RULES

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Hanging of signs, both electrical and non-electrical, is permitted in McCormick Place facilities with permission, under the following conditions and limitations. These conditions have been reviewed and provide absolute limits which cannot be exceeded under any condition.

1. The top of the sign may not exceed the height limitation specific to your booth type and building. Please refer to the General Information Bulletin to determine your height limitations.
2. All hanging signs must be sent to Brede/Allied warehouse 2500 West 35<sup>th</sup> Street, Chicago, IL 60632, and be received by May 10, 2010. Signs received after May 10<sup>th</sup> will incur an off target surcharge of \$30.75.
3. The total weight limit of the sign or materials is not to exceed 1500 lbs. The weight of signs or materials is not to exceed 1000lbs. per hanging sign.
4. All signs, regardless of size, should be constructed of lightweight metals and plastics to allow greater flexibility and ease of installation.
5. The placement of all "hanging signs" shall be determined by McCormick Place and/or Brede/Allied prior to installation in insure minimum stress to the supporting framework.
6. No signs are to be hung from any electrical fixtures, raceways, any water, gas, air, fire protection piping, supports or hangers.
7. All electrical and neon signs must conform to electrical codes of the City of Chicago.
8. All signs (not limited to electrical) and materials weighing more than 500lbs that are to be attached or hung from any structural member will be hung by McCormick Place electricians, and will utilize a McCormick Place electric hoist, operated by McCormick Place electricians.
9. McCormick Place management and/or Brede/Allied are responsible for all hanging signs. Brede/Allied will pre-assemble all signs. No display house will be allowed to assemble any hanging sign. This pertains only to assembly. Dismantling can be done by a display house.
10. Set-up instructions must be included with the Order Form and with sign crates.
11. Because of the structure of the ceiling, and the location of exhibits, in relation to support beams, your sign may have to be moved from your original specifications.
12. McCormick Place reserves the right to refuse signs which do not meet safety specifications and to install signs only with approved devices and cable, to ensure a safely hung sign.
13. Exhibitor personnel or you display house may supervise on your behalf. Exhibitors who do NOT provide supervision (either company personnel or display house) agree to accept the charges for time, materials and equipment as determined by Brede/Allied and/or McCormick Place.
14. **YOU ARE REQUIRED TO MAKE ALL ARRANGEMENTS PRIOR TO MOVE-OUT FOR THE OUTBOUND DISMANTLING, PACKING AND SHIPPING OF YOUR HANGING SIGN. BREDE/ALLIED CANNOT BE HELD FOR LIABLE FOR DAMAGES OR MISPLACEMENT OF SIGN(S) SHOULD OUTBOUND DISMANTLING ARRANGEMENTS NOT BE MADE. ALL PERTINENT INFORMATION AND ARRANGEMENTS MUST BE GIVEN TO THE BREDE/ALLIED SERVICE CENTER IN EACH FACILITY.**

# CHICAGO UNION GUIDELINES

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All exhibit and display work in the Chicago area must be done by union personnel. There are six major unions that have jurisdiction over tradeshow. The following guidelines will help you in preparing your exhibit to conform to union jurisdiction and adherence to them can save you a substantial amount of money.

## **TEAMSTER UNION**

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the material to your booth and remove and reload material at the close of the show. The only exceptions to this are, machinery, which is handled by the Riggers and Machinery Movers Union, and small items which can be easily carried by one man, in one trip, without the aid of flat trucks, dollies, etc. Exhibitors may carry in small packages including pop-up booths provided they can be hand-carried.

## **MACHINERY MOVERS & RIGGERS UNION**

Riggers, as members of the union are usually referred to, handle all machines. This includes unloading machines from trucks, moving the materials to your booth and uncrating them if necessary. Riggers also remove skids and reskid machines and spot the machines in your booth. The weight of your machine and its size dictate the number of riggers you will need. As an example, if you require a forklift you must have a full crew of riggers (three men). If the machine is small and can be handled by one or two men, you will not be required to use a full crew. Exhibitors may carry computers or appliances provided it can be reasonably done by hand. Exhibitors may remove small computers and appliances from the crate or box provided that it can be done without a forklift or any power equipment. On computer equipment and small appliances, crew sizes for operations requiring a rigger, will be determined by the size of the job.

## **CARPENTERS UNION**

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work with the exception of machinery, signs or lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also recrate machines for outbound loading. Exhibitors may set up and dismantle pop-up displays in booths 10' x 10' or less. A pop-up display shall be defined as a display system of ten feet or less, that can be set up by one person in ½ hour or less, without the use of tools. Pop-up displays larger than 10 feet will require union labor.

## **DECORATORS UNION**

Decorators handle installation of signs, drape background, table skirting, and other items of a decorative nature that must be done after a display background is erected, such as photos and framed and unframed pictures. Exhibitors may hang their own corporate logos, small pictures and graphics when such items are designed to be attached by pre-set Velcro strips, permanently mounted hooks or snaps. Exhibitors may set up and take down 10' x 10' displays (pop-ups) if one person can accomplish the task in ½ hour or less without the use of tools. Exhibitors may skirt table(s) provided they do it with their own custom fit skirts, without the use of staples, snaps or Velcro. Exhibitors may blow up balloons provided they are not used in the display.

## **ELECTRICAL UNION**

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to the proper outlets and installing any signs or headers that are lighted, unless they are permanently attached to the exhibit backwall.

## **GENERAL PROVISIONS**

In each case where these rules indicate that an "exhibitor may" do something, this is interpreted to mean a full-time employee of the exhibiting company (full time throughout the year. Verifiable documentation must be provided upon request). Reasonable judgment must be used in determining when a task is so large or so time consuming as to require professional union labor.

## **TIPPING**

Brede/Allied Convention Services requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Brede/Allied representative at the service desk or correspondence may be directed to the attention of the General Manager at our Orlando address.

## **SAFETY**

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede/Allied Convention Services cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form and the necessary ladders and tools will be provided.

## CREDIT CARD AUTHORIZATION, PAYMENT & RECAP OF ORDERS

**THIS FORM ALONG WITH YOUR ORDER & CHECK AND CREDIT CARD INFORMATION FOR PAYMENT MUST BE RETURNED TO BREDE/ALLIED CONVENTION SERVICES AT THE ADDRESS ABOVE. A CREDIT CARD ON FILE IS REQUIRED WHEN USING BREDE/ALLIED CONVENTION SERVICES. ORDERS RECEIVED WITHOUT PAYMENT AND CREDIT CARD AUTHORIZATION WILL NOT BE PROCESSED.**

- To receive discount pricing, order forms and full payment must be received by the deadline date on each form. Purchase Orders are not considered advance payment. Payment may be made by company check or credit card authorization. There will be a \$35.00 minimum service charge for handling returned payments - checks or credit cards.
- Any additional costs incurred for orders or services placed at show site, including labor and material handling, are due and payable upon presentation of the invoice. All adjustments must be made at show site. **ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.**
- *All accounts must be settled at the Brede Exposition Services/Allied Division service desk prior to show closing. Your show site representative must be made aware of this policy and have means of payment, unless credit card authorization below is signed. It is the responsibility of your show site representative to review the Statement of Account prior to the close of the show, as no adjustments will be made after the close of the show.*
- The exhibiting firm is primarily responsible for payment of all charges.
- **INTERNATIONAL EXHIBITORS:** We require 100% pre-payment of advance orders. Payment must be rendered by cash, check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard, or Visa credit cards.
- Wire transfers available - contact Customer Service department.

If you have any questions regarding payment procedures, please contact Brede Exposition Services/Allied Division Customer Service Department (407) 851-0261.

**PLEASE COMPUTE YOUR ORDERS-INCLUDING APPLICABLE DISCOUNT & SALES TAX**

Furniture	\$ _____
Carpet	\$ _____
Custom Rental Exhibits	\$ _____
Signs	\$ _____
Labor	\$ _____
Cleaning & Porter Service	\$ _____
Estimated Material Handling Charges	\$ _____
Other Brede Exposition Services:	\$ _____
<b>ESTIMATED TOTAL</b>	<b>\$ _____</b>

NOTE: RENTAL ITEMS NOT ORDERED, YET FOUND IN BOOTHS, ARE INVOICED AT "STANDARD-FLOOR" PRICING.

**IF PAYING BY CHECK, PLEASE COMPLETE THE FOLLOWING:**

Your check number \_\_\_\_\_ Date \_\_\_\_\_ In the amount of \$ \_\_\_\_\_

**CREDIT CARD INFORMATION - CREDIT CARD IS REQUIRED FOR SERVICES RENDERED:**

We authorize Brede/Allied Convention Services to charge any additional amounts incurred by me or my show representative, including material handling and labor charges. If credit card is declined, Standard-Floor pricing prevails and a \$35.00 service charge will be added.

Charge to:(check one)  MasterCard  Visa  American Express  Discover

Expiration Date \_\_\_\_\_ Using MasterCard indicate the 4 numbers above your name here: \_\_\_\_\_

Account Number \_\_\_\_\_

**I hereby authorize you to charge amounts incurred over and above the Estimated Total shown above for services rendered, and by signature below agree to Payment Policies as described.**

Cardholders Name (please print or type) \_\_\_\_\_

Cardholders Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Cardholders Signature \_\_\_\_\_

Event or Show ASCO Hall or Hotel MCCORMICK PLACE

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Authorized By (Please print or type) \_\_\_\_\_ Booth #: \_\_\_\_\_

## THIRD PARTY BILLING

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Your company is responsible for the payment of all charges incurred on your behalf. If you wish to have a 3rd party billed, we will do so if they have a satisfactory credit standing with Allied Convention Services. Any such billing not paid prior to close of the show will revert to the exhibiting company.

**WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES. IN THE EVENT THE NAMED THIRD PARTY DOES NOT DISCHARGE PAYMENT OF THE INVOICE PRIOR TO THE CLOSE OF THE SHOW, CHARGES WILL REVERT TO THE EXHIBITING COMPANY. ALL INVOICES ARE DUE AND PAYABLE UPON RECEIPT. THE ITEMS CHECKED BELOW ARE TO BE CHARGED TO THE THIRD PARTY:**

- |   |   |
|---|---|
| <input type="checkbox"/> Furniture/Carpet               | <input type="checkbox"/> Signs                    |
| <input type="checkbox"/> Custom Rental Exhibit          | <input type="checkbox"/> Freight Charges In / Out |
| <input type="checkbox"/> Installation / Dismantle Labor | <input type="checkbox"/> Miscellaneous Charges    |
| <input type="checkbox"/> Forklift Service               | <input type="checkbox"/> Other _____              |
|   | Please Specify                                    |

**Additionally, this form must be completed by both firms and returned to us no later than May 18, 2010.**

EXHIBITING FIRM	3RD PARTY BILLING NAME
BY (Authorizing Signature)	ADDRESS
TITLE	CITY
DATE	STATE
	ZIP

**PAYMENT POLICY:** Full payment of all rental charges including sales tax must accompany advance order form to qualify for discount rates. Payment may be made by check or credit card authorization. Remaining balances are due upon presentation of invoice at the show. Any payments not received within (10) days of invoice date will have a finance charge of 1.5% per month, which is an annual percentage rate of 18%.

EVENT OR SHOW	ASCO 2010	HALL OR HOTEL	MCCORMICK PLACE
COMPANY NAME			BOOTH
ADDRESS		CITY	STATE
			ZIP
TELEPHONE #		FAX #	
AUTHORIZED BY		TITLE	
SIGNATURE			