



Hanging Sign Labor Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Architectural Digest Home Design Show
 Pier 94
 March 18 - 21, 2010

Discount Deadline Date:
 February 23, 2010

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

GES IS RESPONSIBLE FOR ASSEMBLY, INSTALLATION, AND REMOVAL OF HANGING SIGNS

- A crew will be assigned consisting of a lift with two riggers for aerial work.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. For rigging work starting at times other than 8:00 AM, 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. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

High Lift w/Operator*	Discount	Regular	Show Site
High Lift, ST Code: 705300	\$ 596.50	\$ 745.50	\$ 894.50
High Lift, OT Code: 705300	\$ 805.00	\$ 1,006.50	\$ 1,207.75
High Lift, DT Code: 705300	\$ 1,193.00	\$ 1,491.25	\$ 1,789.50

- Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday.
Double Time: All day Sunday & Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service

- GES Supervised (OK to Proceed)**
 A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- Exhibitor Supervised (Do Not Proceed)**
 Exhibitor will supervise.
- Indicate workers needed for installation **and** dismantling.
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

Number of Feet from Floor to Top of Sign (Must be compliant with Show Rules & Regulations) _____ Feet
Is Your Sign Electrical? if yes, order power requirements on the Electrical Services Order Form in this manual.

- Yes No

Does Your Sign Require Assembly? If yes, GES will assemble your sign prior to hanging. See Hanging Sign/Truss Information.

- Yes No

Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

LOCATION OF SIGN: Use the Booth Layout Form to represent your booth and indicate from each boundary how you would like your sign/truss placed.

- Type of Sign** (Select one sign type per order)
 Banner Structural Signage Systems
- Shape of Sign** (Select one sign type per order)
 Square Rectangle Triangle
 Circle Other _____

Dimensions & Weight of Sign

Width _____ Length _____ Height _____ Weight _____ lbs
 # _____ Structural Pick Points: # of Pounds _____ at each point

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF LIFT W/ CREW	LABOR RATE	TOTAL	4% PSP	SUBTOTAL	8.875% TAX	GRAND TOTAL
	AM PM	AM PM								\$
	AM PM	AM PM								\$

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

Authorized Signature - Please Sign:

X	AUTHORIZED NAME - PLEASE PRINT	DATE			
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A.	Total Labor Ordered	\$
B.	30% (50.00) GES Supervision	\$
C.	Payment Enclosed	\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

H-1a



FROM:



FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

Architectural Digest Home Design Show

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
125 North Street
Teterboro, NJ 07608
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Wednesday, Feb 10, 2010 - Thursday, Mar 11, 2010

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces

GES.

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