

UNION LABOR

California is NOT a “right-to-work” state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Painters decorators union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION

Painters decorator union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, one (1) full-time exhibiting company employee may work without tools for thirty (30) minutes on the installation (move in) and (30) thirty minutes on the dismantle (move out), without union labor on booths that are smaller than 10x10. All booths over 10x10 or exceeding 10 linear feet require union labor. Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size. Exhibitors may handle and set out the products they manufacture; however all background materials-display boards, back drops, stands-anything products are displayed upon, attached to, or made part of and laying of floor tile and carpets must be installed by union labor. If union labor is needed, exhibitor personnel may work alongside of the union on a one to one basis.

MATERIAL/FREIGHT HANDLING JURISDICTION

The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. Exhibitors may carry only what 1 person can manage in one trip, using no equipment. No hand carried items may come through the loading dock. Current union jurisdiction precludes hotel personnel from delivering material to exhibit booths.

GRATUITIES /BREAKS

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to US Tradeshows.

IN GENERAL

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to US Tradeshows management personnel immediately.

SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. US Tradeshows cannot be held 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 included in this manual and the necessary ladders and tools will be provided.



LABOR ORDER FORM

ARN 2015 Revenue Conference & Exhibition

March 9 - 11, 2015

Manchester Grand Hyatt - San Diego, California

1075 Gills Drive, Building D, Ste 200 Orlando, FL 32824
Customer Service Phone: 407-812-8224
Customer Service Fax: 407-812-8225

Event Code: C178040315

Discount Deadline: February 16, 2015

INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

How many laborers will you require? _____ Installation _____ Dismantling
Date of installation: _____ Requested start time: _____ Est. Hours _____
Date of dismantling: _____ Requested start time: _____ Est. Hours _____

I will need Supervised Labor for (please check one):

Installation Dismantling Both Install/Dismantle

I will need Exhibitor Supervised Labor for (please check one):

Installation Dismantling Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
US Tradeshows Supervised Labor (Exhibitor not present)						
68066		ST	85.00	110.50	30% **	
68067		OT	125.00	162.50	30% **	
68068		DT	166.00	215.80	30% **	

**Supervisory fee is 30% of total cost or \$60, whichever is greater.

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	85.00	110.50	
68061		OT	125.00	162.50	
68062		DT	166.00	215.80	

Dismantle: 68063/68064/68065

Sup install: 68069 Sup dismantle: 68073

* Please note - when ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through US Tradeshows at the close of the event may not be available until one hour after show close.

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - 8:30 PM
DT - Double time: All day Saturday/Sunday, all other hours and holidays

If you are shipping carpet to the show and require US Tradeshows to install it for you, please complete the following:

Exhibitor-Owned Carpet Installation/Dismantling					
68080		SQ. FT.	1.00	1.30	
68079		MINIMUM	170.00	221.00	

Booth size: _____ ft. x _____ ft. = _____
Carpet install date/time: _____

Please note: - Hours are based on estimates, you will be invoiced for actual time incurred. Subtotal \$ _____
- Requested times are not guaranteed and are based on availability. N/A Tax*: \$ _____
- Minimum one hour will be charged. Additional time will be billed in in half-hour increments. Amount Due: \$ _____

US TRADESHOWS SUPERVISION INFORMATION

Please complete this section if you have chosen USTS 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: _____
Deliver Shipment To: _____
Address: _____
City, ST, 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:

Force freight through preferred carrier:
Send shipment back to USTS warehouse: (\$400 min. fee)

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 US Tradeshows
Carpet padding? Yes No
Drawings are? Faxed to USTS Shipped w/exhibit crates

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

On-site Exhibitor Contact Information

Name: _____ Phone #: _____
Hotel: _____
Arrival date/time: _____
Departure date/time: _____

Please complete the following: **Company Name:** _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.

* All tax rates are subject to change.



GROUND RIGGING/FORKLIFT RENTAL

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Event Code: C178040315

Discount Deadline: February 16, 2015

GROUND RIGGING FORKLIFT RENTAL

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.

Please complete the following: # of pieces to be spotted _____ Heaviest piece to be spotted _____
 Requested date/time: _____ (times are not guaranteed)
 Description of work to be performed: _____

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY					
35028		Straight-time Hourly Rental	283.50	368.50	
35039		Overtime Hourly Rental	343.50	446.50	
35067		Double-time Hourly Rental	405.00	526.50	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	567.00	737.00	
35049		Overtime Hourly Rental	687.00	893.00	
35069		Double-time Hourly Rental	810.00	1053.00	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	850.50	1105.75	
35066		Overtime Hourly Rental	1030.50	1339.75	
35070		Double-time Hourly Rental	1215.00	1579.50	

CRANE RENTAL AVAILABLE UPON REQUEST

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
 OT - Overtime: Monday-Friday, 4:30 PM - 8:30 PM
 DT - Double time: All day Saturday/Sunday, all other hours and holidays

RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGING FOREMAN LABOR PER MAN HOUR					
35085		Straight-time Hourly Rate	106.25	138.15	
35086		Overtime Hourly Rate	156.25	203.15	
35099		Double-time Hourly Rate	207.50	269.75	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	85.00	110.50	
35100		Overtime Hourly Rate	125.00	162.50	
35101		Double-time Hourly Rate	166.00	215.80	

PLEASE NOTE:

Rate structure includes forklift and (1) operator only.

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

Additional labor and groundmen will be billed at the hourly rate.

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

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

PLEASE NOTE:

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

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

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.

Subtotal	\$
N/A Tax*	\$
Amount Due:	\$