

## LABOR ORDER FORM

	Per Person - Per Hour	Labor Hours <b>ONE HOUR MINIMUM</b>
STRAIGHT TIME	\$ 73.00	Monday through Friday 8:00 a.m. to 4:30 p.m.
OVERTIME	\$ 105.00	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 February 10, 2010.**
- 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 <b>Circle One</b>	
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 COMPLETE THE INFORMATION BELOW ON EACH ORDER FORM.**

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