

Tradeshow Services, Inc. 245 Huls Drive Englewood, Ohio 45315
 P 937 832-0144 T 855 263-6858 F 937 832-1904
 tradeshow-services.com



COMPANY NAME (PLEASE TYPE OR PRINT)			BOOTH NO.
ADDRESS			PHONE
CITY	STATE	ZIP	FAX
PLEASE PRINT OR TYPE CONTACT PERSON	E-Mail Address (For Order Confirmation)		DATE

Our CREDIT POLICY requires payment with order for service INCLUDING TAX. This form with your check or credit card information must be forwarded to TRADESHOW SERVICES, INC. at the above address in order for us to provide any equipment or services. FULL PAYMENT of rental charges must accompany your order **before Deadline** to qualify for the **ADVANCE ORDER PRICES**. **ALL ORDERS RECEIVED AT THE SERVICE DESK WILL BE CHARGED AT FLOOR ORDER PRICES.** If advance orders are paid by credit card, additional services or rentals ordered at the show will be invoiced to your credit card.

PLEASE SPECIFY HOW YOU WILL BE PAYING FOR

DISCOVER NETWORK
 MasterCard
 VISA
 AMERICAN EXPRESS
 CHECK

CREDIT CARD INFORMATION

CREDIT NUMBER																				
NAME ON CARD (PLEASE PRINT OR TYPE)	SIGNATURE										EXP. DATE	3 or 4 digit code								

ALL ORDERS MUST BE ACCOMPANIED WITH FULL PAYMENT

NAME OF EVENT: DAYTON HAMVENTION 2017

- RENTAL TABLE AND SKIRT \$ _____
- RENTAL CARPET AND PADDING \$ _____
- RENTAL CHAIR & ACCESSORIES \$ _____
- ESTIMATED MATERIAL HANDLING (NON TAXABLE SERVICE) \$ _____
- I & D SERVICE LABOR (NON TAXABLE SERVICE) \$ _____
- CUSTOM CLEANING AND VACUUMING (NON TAX SERVICE) \$ _____
- FORK LIFT SERVICE (NON TAXABLE SERVICE) \$ _____
- PLANTS \$ _____

Advance payment in full by check, money order, or credit card is required for all orders. 50% cancellation charge for orders cancelled/changed at show site. A \$30.00 surcharge will be added to your account if any checks or credit cards are denied. Applicable SALES TAX per letterhead address on this form with your remittance. (ENGLEWOOD 7.25%)

SUB TOTAL \$ _____

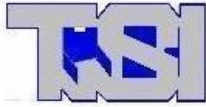
TAX 7.25% \$ _____

NOTE: Please include payment on this FORM only if the items you wish to order on TRADESHOW SERVICES, INC. Letterhead. If the sheet is not on TRADESHOW SERVICES, INC. Letterhead, send your order separately to the firm listed on the form.

TOTAL \$ _____

FOR OFFICE USE ONLY

CHECK #	AMOUNT	DATE	BY	C.C. TYPE	BALANCE
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Dayton Hamvention 2017
May 19-21, 2017
Greene County Fairgrounds

ADVANCE PRICING DEADLINE:
FRIDAY, MAY 5, 2017

CARPET AND PADDING

BELOW PRICING INCLUDES: INSTALLING, TAPING OF CARPET AND VACUUMING **ONCE** BEFORE INITIAL START OF EVENT. ALL CARPETS ARE 9' WIDE. SPECIALCUT / LAY CARPET IS AVAILABLE FOR ALL BULK AREA BOOTHS REQUIRING A TRUE 20' x 20', 20' x 30' etc. PLEASE ADD \$5.00 lin/ft. FOR CUT / LAY SERVICE. PADDING (1/4 in.) IS AVAILABLE FOR .75sq/ft. PADDING **WILL NOT** BE AVAILABLE

AFTER DEADLINE DATE.

COLOR CARPETS: BLACK RED BLUE GRAY

QTY.	DESCRIPTION	ADVANCE PRICE	FLOOR PRICE	AMOUNT
_____	9' x 10'	\$120.00	\$170.00	\$ _____
_____	9' x 20'	\$250.00	\$300.00	\$ _____
_____	9' x 30'	\$380.00	\$450.00	\$ _____
_____	9' x 40'	\$500.00	\$600.00	\$ _____
_____	18' x 20'	\$500.00	\$600.00	\$ _____
_____	18' x 30'	\$760.00	\$900.00	\$ _____
_____	18' x 40'	\$1,000.00	\$1,200.00	\$ _____
_____	sq/ft. PADDING	.75 sq/ft.	N/A	\$ _____
_____	lin/ft. SPECIAL CUT/LAY	\$5.00 lin/ft.		\$ _____

ALL ORDERS MUST BE ACCOMPANIED WITH PAYMENT ON TRADESHOW SERVICES ADVANCE PAYMENT FORM

CANCELLATION POLICY

ORDERS canceled prior to move-in will be charge 50% of the original price.

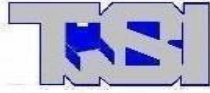
Orders canceled after move-in begins will be charged 100% of the original price.

CHARGES FOR DAMAGED EQUIPMENT- CLEANING CHARGES WILL BE APPLIED FOR ALL ITEMS RETURNED SOILED.

SUB TOTAL \$ _____

SALES TAX 7.25% \$ _____

TOTAL \$ _____



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ADVANCE PRICING DEADLINE:
FRIDAY, MAY 5, 2017

TABLE & SKIRTING RENTAL

PLAIN TABLE = White Vinyl Top only SKIRTED TABLE = White Vinyl Top With **THREE** Sides Skirted
To Skirt **FOURTH** SIDE of Table, **ADD \$25.00**

TABLE SKIRT COLORS: Blue Black Red Navy Gold White Teal Burgundy

REGULAR HEIGHT TABLE - 30" HIGH x 2' WIDE

QTY	DESCRIPTION	ADVANCE PRICE	FLOOR PRICE	AMOUNT
_____	2' x 4' x 30" Skirted	\$60.00	\$70.00	\$ _____
_____	2' x 4' x 30" Plain	\$29.00	\$34.00	\$ _____
_____	2' x 6' x 30" Skirted	\$65.00	\$75.00	\$ _____
_____	2' x 6' x 30" Plain	\$33.00	\$38.00	\$ _____
_____	2' x 8' x 30" Skirted	\$75.00	\$82.00	\$ _____
_____	2' x 8' x 30" Plain	\$36.00	\$44.00	\$ _____
_____	Table(s) FOURTH SIDE Skirted	\$25.00	\$30.00	\$ _____
_____	36" x 30" Round Covered Table	\$50.00	\$60.00	\$ _____
_____	30" SKIRT ONLY	\$25.00	\$30.00	\$ _____

COUNTER HEIGHT TABLE - 40" HIGH x 2' WIDE

_____	2' x 4' x 40" Skirted	\$71.00	\$81.00	\$ _____
_____	2' x 4' x 40" Plain	\$39.00	\$43.00	\$ _____
_____	2' x 6' x 40" Skirted	\$76.00	\$83.00	\$ _____
_____	2' x 6' x 40" Plain	\$43.00	\$47.00	\$ _____
_____	2' x 8' x 40" Skirted	\$81.00	\$92.00	\$ _____
_____	2' x 8' x 40" Plain	\$47.00	\$51.00	\$ _____
_____	Table(s) FOURTH SIDE Skirted	\$30.00	\$35.00	\$ _____
_____	36" x 40" Round Covered Table	\$61.00	\$71.00	\$ _____
_____	40" SKIRT ONLY	\$30.00	\$35.00	\$ _____

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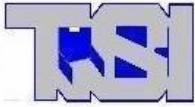
Orders canceled after move-in begins will be charged 100% of the original price.

CHARGES FOR DAMAGED EQUIPMENT- CLEANING CHARGES WILL BE APPLIED FOR ALL ITEMS RETURNED SOILED.

SUB TOTAL \$ _____

SALES TAX 7.25 % \$ _____

TOTAL \$ _____



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May 19-21, 2017
Greene County Fairgrounds

ADVANCE PRICING DEADLINE:

FRIDAY, MAY 5, 2017

RENTAL CHAIR & ACCESSORIES FORM

QTY	DESCRIPTION	ADVANCE PRICE	FLOOR PRICE	AMOUNT
_____	Stacking Chair	\$13.00	\$15.50	\$ _____
_____	Padded Arm Chair	\$26.25	\$30.45	\$ _____
_____	Bar Stool	\$31.50	\$36.75	\$ _____
_____	Waste Basket With Liner	\$11.50	\$13.00	\$ _____
_____	Aluminum Easel	\$26.25	\$31.50	\$ _____
_____	Clamp On Lights	\$30.00	\$45.00	\$ _____
_____	Literature Rack (Metal)	\$50.00	\$75.00	\$ _____
_____	Black Locking Display Case 48" Full Vision Case	\$450.00	Pre-Order Only	\$ _____

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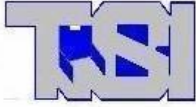
Orders canceled after move-in begins will be charged 100% of the original price.

**CHARGES FOR DAMAGED EQUIPMENT- CLEANING
CHARGES WILL BE APPLIED FOR ALL ITEMS RETURNED
SOILED.**

SUB TOTAL \$ _____

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ADVANCE PRICING DEADLINE:
FRIDAY, MAY 5, 2017

PLANT RENTAL FORM

BLOOMING & POTTED PLANTS

QTY.	DESCRIPTION	ADVANCE PRICE	FLOOR PRICE	TOTAL
_____	Azaleas	\$30.00	\$35.00	\$ _____
_____	Chrysanthemums	\$20.00	\$25.00	\$ _____
_____	Ferns	\$20.00	\$25.00	\$ _____
_____	Assorted Blooming Plants	\$20.00	\$25.00	\$ _____

TUBBED FLOOR PLANTS

_____	3 to 4 ft.	\$35.00	\$40.00	\$ _____
_____	4 to 6 ft.	\$45.00	\$50.00	\$ _____
_____	6 to 8 ft.	\$55.00	\$60.00	\$ _____

FLOWERS

_____	Long & Low	\$40.00	\$45.00	\$ _____
_____	All Around	\$55.00	\$60.00	\$ _____
_____	One Sided	\$35.00	\$40.00	\$ _____
_____	Vase Arrangement	\$45.00	\$50.00	\$ _____

CORSAGES & BOUTONNIÈRES

_____	Carnations	\$25.00	\$30.00	\$ _____
_____	Orchids	\$35.00	\$37.00	\$ _____
_____	Roses	\$25.00	\$30.00	\$ _____
_____	Seasonal Mix	\$25.00	\$30.00	\$ _____
_____	Carnations (Bouttonnière)	\$13.50	\$18.00	\$ _____
_____	Roses (Bouttonnière)	\$15.00	\$20.00	\$ _____

Prices shown are for RENTAL use during Event. IT IS UNDERSTOOD THAT ALL FOLIAGE IS ON A LOAN BASIS ONLY. A REPLACEMENT COST WILL BE CHARGED IF NOT RETURNED.

SUB TOTAL \$ _____
7.25% TAX \$ _____
TOTAL \$ _____

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ON TRADESHOW SERVICES ADVANCE PAYMENT FORM**



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May 19-21, 2017
Greene County Fairgrounds

CUSTOM CLEANING FORM

CARPET CLEANING:

Vacuuming booth carpeting *ONCE* before initial opening of show - **\$.50 per sq. ft.**

Carpeting rented from TRADESHOW SERVICES, INC. is vacuumed *ONCE* before show at *NO CHARGE*

Vacuuming daily thereafter - **\$.50 per sq. ft.**

When ordering vacuuming service calculate # of _____ days.

Vacuuming _____ (square feet) x \$.50 sq. ft. (rate) x _____ (number of days) = \$ _____

Tax Exempt Item

EXHIBIT CLEANING:

Cleaning & Dusting of Display Background and Furnishings *ONCE* before initial opening of show- **\$30.00 per hour/1 hour minimum**

Cleaning & Dusting of Display Background and Furnishings *DAILY* thereafter **\$30.00 per hour/1 hour minimum**

When ordering Exhibit Cleaning Service: Calculate # of _____ Days

Cleaning _____ (hours) x \$30.00 (rate) per hour x _____ (number of days) = \$ _____

Tax Exempt Item

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TOTAL \$ _____



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Dayton Hamvention
 May 19-21, 2017
 Greene Co. Fairgrounds

ESTIMATED MATERIAL HANDLING FORM

Warehouse Advance Shipments _____ **\$62.00 cwt.**

- *Storage at Warehouse up to 30 days prior to show opening
- *Delivery to Show Site and placement at your booth
- *Removal and Return of empty containers, crates, pallets, etc.
- *Loading of Outbound Shipments from Show Site

Direct Shipments to Show Site _____ **\$56.00 cwt.**

- *Placement of materials at your booth
- *Removal and Return of empty containers, crates, pallets, etc.
- *Loading of Outbound Shipments from Show Site

Direct Shipments to Show Site will Only be ACCEPTED during Scheduled MOVE-IN Hours.

All Shipments must be PRE-PAID, NO C.O.D will be accepted. This form must accompany Full Payment on Tradeshow Services, Inc. Advance Payment Form. Please send BOL with this form if available.

TO: **ADVANCE SHIPMENT** TO: **SHOW SITE**
 Your Company Name / Booth # _____ Your Company Name / Booth # _____

FOR: **Hamvention 2017** FOR: **Hamvention 2017**

<p>Tradeshow Services, Inc. C/O ABF Freight System, Inc. 8051 Center Point 70 Blvd. Dayton, OH 45424</p>	<p>C/O Tradeshow Services, Inc. Greene County Fairgrounds & Expo Center 120 Fairground Road Xenia, OH 45385</p>
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WHEN RECORDING WEIGHT, ROUND UP TO TO NEXT 100# Example: 255# = 300# x Rate = Total

WAREHOUSE ADVANCE SHIPMENT:
***DEADLINE DATE: FRIDAY, MAY 5, 2017**

Shipment Weight _____ lbs. X Rate(\$62.00cwt.) = _____ Amount Due

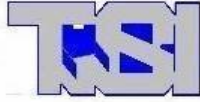
SHOW SITE:
Accepted on MOVE-IN ONLY:

Shipment Weight _____ lbs. X Rate(56.00cwt.) = _____ Amount Due

TOTAL DUE \$ _____

This is a NON Taxable Service

****EXHIBITORS ARE RESPONSIBLE FOR MAKING THEIR OWN SHIPPING ARRANGEMENTS. BLANK BOL & SHIPPING LABELS WILL BE AVAILABLE AT THE TRADESHOW SERVICES, INC. SERVICE DESK. TRADESHOW SERVICES, INC. ASSUMES NO RESPONSIBILITY FOR SHIPMENTS THAT DO NOT HAVE A COMPLETED BOL. ANY FREIGHT NOT PICKED UP WILL BE FORCED OUT BY ABF AT EXHIBITORS EXPENSE.****



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OUTBOUND SHIPMENTS - AFTER SHOW

SHIP TO (CONSIGNEE NAME)		ATTENTION		
STREET ADDRESS		CITY	STATE	ZIP
TOTAL # OF PIECES	TOTAL WEIGHT	CONTACT PHONE		
SEND FREIGHT CHARGES TO: CHECK ONE: <input type="checkbox"/> (ADDRESS ABOVE) <input type="checkbox"/> OTHER (ADDRESS BELOW)				
STREET ADDRESS _____				
CITY _____		STATE _____	ZIP _____	
ATTENTION _____		CONTACT PHONE _____		

GENERAL INFORMATION

STRAIGHT TIME RATES QUOTED are for Monday through Friday 8:00 a.m. to 5:00 p.m. OVERTIME will be charged before 8:00 a.m. and after 5:00 p.m. on weekdays and on Saturday, Sunday or Holidays.

OUTBOUND SHIPMENT assistance for setting up your outbound shipments will be available at the service desk located at showsite where shipping labels, bill of lading and shipping information will also be available. At the close of the show, where carriers fail to pick up or refuse to accept shipments, TRADESHOW SERVICES, INC reserves the right to re-route such shipments where no disposition is provided or material may be hauled to a warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING at the convention facility will be subject to 50% surcharge in addition to the rates listed. This classification shall be applied to but no limited to van shipments or shipments which are packed in such a manner to require unloading by hand, (i.e., loose display parts, uncrated equipment not delivered on a flatbed truck, etc.) Material will be unloaded from vans, exhibitor's trucks or trucks of others at the convention facility, delivered to the exhibitors booth, picked up at the close of the show, moved to the loading area and reloaded on trucks. It is incumbent on the exhibitor to provide written and accurate weight information on each shipment.

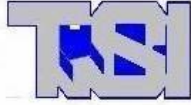
SPECIAL SERVICES AND RATES Forklifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. Mobile equipment will be into and out of the exhibit facility for \$50.00 per round trip.

HAULING TO OR FROM LOCAL FACILITIES will be charged at prevailing hourly rates. In addition, appropriate cwt. charges for services rendered in accordance with the rate schedule will be applied.

OUTBOUND SHIPPING INSTRUCTIONS should be given to the drayage contractor at the Dayton Convention Center service area during the exposition or immediately after its close. If outbound shipping information is available prior to show commencement, forward instructions to the drayage contractor. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Freight remaining on the exhibit floor without proper instructions for disposition will be removed by the drayage contractor and shipped with the information available at the time. Under no circumstances will the Drayage Contractor be liable for shipping errors subsequent to the convention unless it has received specific written instructions and had failed to honor them.

DAMAGE TO EXHIBITS while they are being loaded, unloaded or conveyed to the various booths or common carrier by the Drayage Contractor will be its responsibility. The Drayage Contractor WILL NOT be responsible for damage to materials improperly packed, concealed damage, loss or theft of exhibitors materials after same have been delivered to the booth or before materials have been picked up for loading out of the booth. In any case, the liability of the Drayage Contractor is limited to \$.10 per pound/per article, with a maximum of \$1,000.00 per shipment. This shipper is encouraged to make arrangements with its insurance carrier if value of articles of shipments are in excess of those stated above.

EXHIBITS TO BE STORED will be charged at at minimum monthly rate of \$20.00 or a rate of \$2.00 cwt. per month or fraction there of. No charge will be made for inbound shipments when received 14 days prior to the show.



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Dayton Hamvention 2017

May 19-21, 2017

FORKLIFT SERVICE FORM

RATES:

STRAIGHT TIME HOURLY RATE 8:00 A.M. - 5:00 P.M. MONDAY thru FRIDAY.....\$100.00	OVERTIME & FLOOR ORDER HOURLY CHARGE BEFORE 8:00 A.M. AFTER 5:00 P.M. WEEKDAYS, ALL DAY SATURDAY, SUNDAY & HOLIDAYS....\$150.00
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NOTE: THE ABOVE RATES ARE PER HOUR OR ANY PART OF AN HOUR. This fee will be charged each time a driver is sent to a booth. (i.e. Exhibitor orders the service at 1:00pm and lasts for 15 mins. A ONE hour fee will be charged. The exhibitor requests the service again at 3:00pm and lasts 30mins. another ONE hour fee will be charged). THIS SERVICE DOES NOT REPLACE FREIGHT MATERIAL HANDLING SERVICE.

MOVE IN SCHEDULE

DAY 1 DATE _____ # LIFTS _____ TIME _____

DAY 2 DATE _____ # LIFTS _____ TIME _____

TOTAL HOURS ST _____ FLOOR _____ OT _____

MOVE OUT SCHEDULE

DAY 1 DATE _____ # LIFTS _____ TIME _____

DAY 2 DATE _____ # LIFTS _____ TIME _____

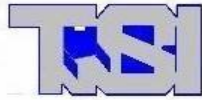
TOTAL HOURS ST _____ FLOOR _____ OT _____

****THE EXHIBITOR IS RESPONSIBLE TO CHECK IN WITH TRADESHOW SERVICES, INC. SERVICE DESK WHEN FORKLIFT IS NEEDED****

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TOTAL \$ _____

FORKLIFT SERVICE IS NON TAXABLE



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I & D SERVICE LABOR FORM

Dayton Hamvention 2017

RATES:

STRAIGHT TIME HOURLY RATE
8:00 am - 5:00 pm
MONDAY thru FRIDAY.....\$58.00

OVERTIME HOURLY CHARGE
BEFORE 8:00 A.M. AFTER 5:00 P.M. WEEKDAYS
ALL DAY SATURDAY,SUNDAY & HOLIDAYS....\$102.00

**IF EXHIBITOR FAILS TO PICK UP LABOR AT TIME ORDERED
A ONE HOUR NO SHOW CHARGE WILL BE CHARGED PER MAN.**

PLAN A (SUPERVISION BY TRADESHOW SERVICES, INC.)

To save time and alleviate exhibitor supervision, PLAN A (Supervision by TRADESHOW SERVICES, INC.) is provided so the exhibits may be installed prior to exhibitors arrival. **INCLUDE BLUEPRINTS, PHOTOGRAPHS, SHIPPING INFORMATION, and SET UP INSTRUCTIONS.** Professionally trained personnel are used on installation. When possible all work is done on straight time. **CHARGE FOR SUPERVISION SERVICE IS 30% WITH A MINIMUM OF \$25.00 OF TOTAL LABOR BILL.**

We require **TRADESHOW SERVICES, INC.** to also dismantle and pack our exhibit

INSTALLATION LABOR
Number of Laborers Needed: _____

LABOR IS REQUIRED ACCORDING TO THIS SCHEDULE

DISMANTLING LABOR
Estimated Number Hours Each Laborer: _____

LOCATION OF PLANS: _____

NUMBER OF PIECES: _____

PLAN B (SUPERVISION BY EXHIBIT PERSONNEL)

Starting time guaranteed only instances where laborers are requested for the start of the working day, 8:00 a.m. unless set-up time is to begin later in the day. While every attempt will be made to provide laborers at the time requested subsequent to 8:00 a.m., such starting time must be approximate. Since laborers are assigned to jobs at the start of the day, it is impossible to gauge exact time of completion of first assignment. It is important that exhibitor check the man ordered, both in and out at the service desk. All work to be done under the supervision of the exhibitor or his representative.

<u>Labor For Installation</u>	<u>Number Of Laborers Needed</u>	<u>Estimated Hours Each Laborer</u>	<u>Start Time</u>	<u>Date</u>
Move In Day 1	_____	_____	_____	_____
Move In Day 2	_____	_____	_____	_____

<u>Labor For Dismantle</u>	<u>Number Of Laborers Needed</u>	<u>Estimated Hours Each Laborer</u>	<u>Start Time</u>	<u>Date</u>
Move Out Day 1	_____	_____	_____	_____
Move Out Day 2	_____	_____	_____	_____

NAME OF SUPERVISOR _____ PHONE () _____

CALCULATION OF ORDER : No. of Laborers _____ X HRS. per Laborer _____ = _____ Total Hours
Total Hours _____ X Rate per Hour _____ = \$ _____ Total Due

NOTE: We understand that your calculation is only an estimate. Invoicing will be done from the actual hours worked

LABOR IS NON TAXABLE TOTAL \$ _____