

LABOR ORDER FORM

	Per Person - Per Hour	Labor Hours ONE HOUR MINIMUM
STRAIGHT TIME	\$ 70.00	Monday through Friday 8:00 a.m. to 4:30 p.m.
OVERTIME	\$ 102.00	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 October 13, 2006.**
- 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 Circle One	
					A Brede Supervised	B Exhibitor Supervised
SET-UP					A	B
DISMANTLE					A	B

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 FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

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

FORKLIFT ORDER FORM - BOOTH WORK ONLY

Forklifts with operators and helpers are available to assist you with your setup, unskidding, and spotting of machinery once it has been delivered to your booth.

	Up to 5,000 lb. Capacity Per Hour-Per Person	Helper (To spot machinery) Per Hour-Per Person	Labor Hours ONE HOUR MINIMUM
STRAIGHT TIME	\$ 210.00	\$ 70.00	Monday through Friday 8:00 am to 4:30 pm
OVERTIME	\$ 250.00	\$ 102.00	Mon. - Fri. before 8:00 am, after 4:30 pm, all day Sat., Sun., & Holidays.

- Forklifts need to be ordered in advance for more than 5,000 lbs. capacity. Please call the Brede Freight Department for availability and quotes.
- **A 20% surcharge will be added onto late/floor orders received after October 13, 2006.**
- If cage is required, please call Brede Customer Service for availability. - \$40.00 per hour
- If crane is required, please call Brede Customer Service for availability and quotes.
- One hour will be charged on orders cancelled without 48 hours notice.
- Payment is due when services are rendered.

-Do not order Forklifts to unload your truck or deliver your freight to your booth from the loading dock.-

	Number of Forklifts w/Operators	Weight of Heaviest Piece	# of Helpers	Date	Time	Approx. Hours
SET-UP						
DISMANTLE						

Describe work to be done: _____

Are straps, chains, fork extensions or any other equipment needed? Yes _____ No _____

If yes, what exactly is needed? _____

Contact in Booth: _____

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____

Address _____ City/State _____ Zip _____

Contact _____ E-mail Address: _____

Phone () _____ Fax () _____