

? *Questions about this form?*
 E-mail us at help@championexpo.com.
 Please include name of show.

Booth Labor (I&D)
Part 1 - Labor Supervision

Order Deadline:
January 19, 2009

DesignCon 2009
February 3 - 4, 2009

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

1 Labor Install/Dismantle
Calculate needs for installing and dismantling your exhibit.

- Rates**
- **Straight-Time:** \$73.00 per man hour 8:00 a.m. to 4:30 p.m., Monday through Friday.
 - **Overtime:** \$123.75 per man hour before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.
 - **Orders placed on show site:** Add 20% to hourly rates.
 - **All rates are charged at a one-hour minimum.**

Calculate Labor	Date	Time	Number of Men	Total Hours	Rate per Man	Total Cost
Installation	_____	_____	_____ x _____	x _____	= \$ _____	
Dismantle	_____	_____	_____ x _____	x _____	= \$ _____	
(One-hour minimum) Total Labor Cost:						\$ _____

2 Supervision of All Labor is Required.
Please select supervision plan.

Exhibitor Supervision
 All labor performed under the supervision of Exhibitor. Starting time guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m. Twenty-four (24) hour notice is required for cancellation of labor services. If such notice is not provided, and laborers ordered are not picked up, exhibitor will be charged one hour minimum per laborer ordered. Exhibitor **MUST** check in at the Champion Service Desk to pick up labor ordered, and check out labor at Champion Service desk upon completion of work.


Representative Name/Company _____

Champion Supervision
 All labor performed under the supervision of Champion. **Our fee for this service is 50% of exhibitor's total labor bill .** In order to perform the labor without exhibitor's representative present, Champion **MUST** have detailed set-up instructions (blueprints/floor plans, etc.) with this labor order. Exhibitor must also include outbound shipping instructions with this labor order. (SEE NEXT PAGE – BOOTH LABOR, PART 2)

Total Labor Cost (from 1, above): \$ _____

Champion Supervision Fee (multiply Total Labor Cost x 50%): \$ _____

Total Booth Labor: \$ _____

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Booth Labor (I&D) Part 2 - Outbound Shipping Instructions

**Order Deadline:
January 19, 2009**

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

3 Outbound Shipping Instructions

Please complete this section if Champion will be supervising booth labor.

Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address:
If your freight is being forwarded to another show, be sure to include the name of show and your booth number.

Company/Show:	Booth #:
Address:	
City/State/Zip:	
Attention:	

▪ **Select Shipping Method:**

Select carrier ▶

Ship via carrier of **exhibitor's choice**.

Name of Carrier: _____

Ship via **official show freight carrier**.

Select shipping method ▶

Ground

Air Select Service Preferred _____

Please note:

- If an exhibitor is using a carrier of his/her own choice (or not using the **official** show freight carrier), the exhibitor is responsible for arranging for carrier to pick up at close of show.
- Champion cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Champion's discretion.

4 Billing Information

Please indicate billing information for carrier charges if different than above.

Bill Shipping Charges to (if different from above):

Shipper (signature):	Shipper (print name):
Freight Charges Billed To (Company/Show):	
Address:	
City/State/Zip:	
Telephone:	Attention:

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.