

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road . Limerick Business Center
Pottstown, PA 19464
Phone: 610-495-8866 . Fax: 610-495-8870
Email: info@generalexposition.com

Set-Up & Dismantle Labor Order Form

Advanced Discount Deadline Date: Wednesday, August 12, 2009

BEAD FEST PHILADELPHIA
Valley Forge Convention Center
August 21 - 23, 2009

In the interest of prompt and efficient processing of exhibitors labor requirements for set-up and dismantling of exhibits, it is urged that advance notice be provided on this form. Orders received at the show will be processed after advance orders in all cases.

Orders received after advanced discount deadline date and orders placed at show site will be subject to a 25% surcharge.

Display persons are assigned to orders at 8:00 AM daily and completion time of first assignments is uncertain. Therefore, starting times after 8:00 AM cannot be guaranteed, although we will make every attempt to provide labor at requested times.

You must call for labor at the service desk and bring display person back to the service desk when finished to check in labor. Failure to call for labor at requested time will result in a one-hour charge per display person requested, unless a 24 hour advance written notice is provided. If installation labor is used, dismantle labor is also required.

SERVICE #1

To save you time and personal supervision, we suggest Service #1, using our qualified personnel, trained to erect your display prior to your arrival.

You are authorized to erect our display prior to our arrival. For your information, we are forwarding blueprints, photographs or instructions. Where possible, all work should be done on straight time. In the event of shortage in shipment, or damage, please contact our representatives immediately for instructions. **A supervision charge of 30% will be added to our bill for carpenters furnished at the rate shown below.**

We will use the same service to dismantle and pack our exhibit. Before the end of the Show, shipping instructions, address, and waybill will be left at the service desk. **A supervision charge of 30% will be added to our bill for carpenters furnished at the rate shown below.**

SERVICE #2

We would like ___ carpenters available on _____ (date) at _____ (AM / PM) for approximately ___ hours to erect our display under the supervision of our representative.

We would like ___ carpenters available on _____ (date) at _____ (AM / PM) for approximately ___ hours to assist our representative in dismantling and packing our exhibit.

**EXHIBITORS MUST COME TO THE SERVICE DESK
TO SIGN IN AND OUT FOR MEN REQUIRED**

CARPENTER RATES

Straight Time	\$88.00 per hour	
Overtime *	\$128.00 per hour	*After 4:30 PM Daily and all day Saturday
Doubletime **	\$158.00 per hour	**Sunday and all holidays

NOTE: Starting time for all labor is 8:00 AM - One hour minimum per man. One hour increments thereafter.

PAYMENT POLICY: General Exposition Services requires all labor orders to have a credit card on file (VISA, MasterCard or American Express). Service charge of 1% on unpaid balance per month starts 20 days after invoice date.

Estimated Total: _____

Please transfer this total to the Payment Authorization Form.

Exhibiting Company: _____

Booth Number: _____

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road • Limerick Business Center
Pottstown, PA 19464

Phone: 610-495-8866 • Fax: 610-495-8870

Email: info@generalexposition.com

Official Service Contractors and Exhibit Appointed Contractors

BEAD FEST PHILADELPHIA

Valley Forge Convention Center

August 21 - 23, 2009

Official Service Contractors

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment.

Official Service Contractors are appointed to:

- Insure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself,
- See that the proper type and limits of insurance are in force,
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- Supervision may be provided by the Exhibitor.
- The exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitor Appointed Contractors

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. Complete the attached Notification of Intent to use **NONOFFICIAL** Service Contractor.
2. The Exhibitor must notify Show Management in writing and General Exposition Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
3. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to show management and General Exposition Services at least 10 days before the show opening.
4. The exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, and labor.
5. The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
6. The Exhibitor Appointed Contractor will share with General Exposition Services all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etcetera.
7. The Exhibitor Appointed Contractor must furnish Show Management and General Exposition Service with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
8. The Exhibitor Appointed Contractor shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
9. The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space.
10. The Exhibitor Appointed Contractor shall provide, if requested, evidence to General Exposition Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
11. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, General Exposition Services. The Exhibitor Appointed Contractor must coordinate all of its activities with General Exposition Services.
12. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road • Limerick Business Center
Pottstown, PA 19464
Phone: 610-495-8866 • Fax: 610-495-8870
Email: info@generalexposition.com

Notification of Intent to Use Non-Official Service Contractor

BEAD FEST PHILADELPHIA
Valley Forge Convention Center
August 21 - 23, 2009

If your company plans to use a firm other than the official service contractor designated by the show manager, please complete this form and mail it to the address listed below.

Booth Number: _____

Non-Official Service Contractor: _____

Address of Contractor: _____

Supervisor On-Site: _____ Telephone: _____

Type of Service to be performed: _____

Submitted by: _____ Telephone: _____

Please advise the "Non-official" Service Contractor that they MUST send a current General Liability Insurance Certificate, no later than 30 days prior to the show, or they will not be permitted to service your exhibit. This certificate should be sent to General Exposition Management.

It is the exhibitor's responsibility to make sure that each representative of your "Non-Official" Service Contractor abides by the rules and regulations of the show.

Exhibiting Company: _____

Booth Number: _____