

LABOR

Texas is a "right-to-work" state. Exhibitor personnel may set up their own exhibits if so desired using their own non powered tools and full time company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION

Exhibitors may erect or dismantle their own exhibits provided they utilize their own fulltime company personnel. All hired labor must come from the union supplied labor. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products.

MATERIAL/FREIGHT HANDLING JURISDICTION

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle.

Exhibitors may unload their own privately owned vehicles provided they do not use any material handling equipment (forklifts, dollies, flat beds, pallet jacks, etc)

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Shepard Exposition Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

GRATUITIES /BREAKS

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

IN GENERAL

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.



Sunbelt Builders Show and Conference

Gaylord Texan Resort and Convention Center - Grapevine, Texas

August 5 - 9, 2019

Event Code: T150520819

email houston@shepardes.com

phone (832) 799-5700

fax (832) 415-0517

Discount Deadline Wednesday, July 17, 2019

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Labor Hours

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm
OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday/Sunday: 8:00 am - 5:00 pm
DT - Double-time: All other hours and Holidays

Shepard Blue Supervised Install Labor

Table with 4 columns: Code, Discount, Regular, Estimate. Rows for 68066 ST, 68067 OT, 68068 DT.

Shepard Blue Supervised Dismantle Labor

Table with 4 columns: Code, Discount, Regular, Estimate. Rows for 68070 ST, 68071 OT, 68072 DT.

Booth Size: X

**Pricing includes Supervisory fee of 30% over standard labor .

Step One:

Choose Your Service

- Installation
Dismantling
Both

Step Two:

How Many People?

- #
#
#

Step Three:

How Many Hours?

- #
#
#

Step Four:

When Should the Build be Complete?

- Date: Time:
Date: Time:
Date: Time:

Step Five: Tell Us About Your Exhibit!

(this portion must be completed before Shepard can begin any work on your exhibit)

Inbound Freight Advance Warehouse Direct to Show site

Carrier Name Tracking or Pro #
Estimated Arrival Date # of Pieces Estimated Weight

Set Up Information:

Company Contact Name:
Email
Cell Phone #

Drawings/Photos/Instructions:

- Attached
Emailed to Shepard
With the Exhibit
In crate #

Graphics:

- With Exhibit
Shipped Separately

Electrical Placement

(exhibitor is responsible to order)

- Emailed to Shepard
Drawing Attached
Drawing with Exhibit
Run under carpet

Other Services

Ordered:

- Overhead Rigging
Cleaning
AV

Carpet:

- Ordered from Shepard
Exhibitor Owned Carpet
Carpet Padding

Outbound Shipping:

of Crates
of Cartons
of Fiber Cases
of Pallets

Method:

- Ground
2-Day Air
Next Day Air
Other

Phone #
Must Arrive at Destination By:
Name of Carrier
Date Carrier is Scheduled to Pick Up Freight

If Your Carrier doesn't show? Reroute with SLS
Send to advance warehouse for pick up (\$400 minimum charge)

*Allow time for empty return when scheduling your pick up

Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter.

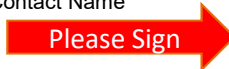
Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

Company Name:

Estimated SES Blue Labor: \$
8.250% Tax*: \$
Amount Due: \$
Booth #

Contact Name

Contact Email Address



Card Holder Signature



Exhibitor Supervised Labor

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Labor Hours

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DT - Double-time: All other hours and Holidays

Exhibitors may not operate any type of mechanical or powered equipment.

Exhibitor Supervised Install Labor

Code		Discount	Regular	Estimate
68060	ST	\$85.00	\$110.50	
68061	OT	\$127.50	\$165.75	
68062	DT	\$170.00	\$221.00	

Exhibitor Supervised Dismantle Labor

Code		Discount	Regular	Estimate
68063	ST	\$85.00	\$110.50	
68064	OT	\$127.50	\$165.75	
68065	DT	\$170.00	\$221.00	

Step One:

Choose your service

- Installation
 Dismantling
 Both

Step Two:

How many people?

- # _____

Step Three:

How many hours?

- # _____

Step Four:

Carpet:

- Ordered from Shepard
 Exhibitor Owned Carpet
 Carpet Padding

Step Five:

Any other details?

Any special tools needed? Ladders? Lifts?

- Ladders
 Lifts
 Special Tools: _____

Details: _____

Step Six: Schedule

	Date	Start Time	End Time
Installation Request			
Dismantle Request			

Requested times are not guaranteed and are based on availability.

Step Seven: Onsite Contact Info

Name: _____

Cell: _____

Email: _____

Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter.

Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

Company Name: _____

Labor Estimate \$ _____
8.250% Tax*: \$ _____
Amount Due: \$ _____
Booth # _____

Contact Name

Contact Email Address



Card Holder Signature