



LABOR PLAN DESCRIPTIONS **L-1**

RoboBusiness

Shepard Exposition Services
1531 Carroll Drive
Atlanta, GA 30318

David L. Lawrence Convention Center
Pittsburgh, PA
April 8-9, 2008
Event Code: G108880408

Phone: **(404) 720-8600** International Phone: **+001 (404) 720-8600**
E-mail: **custsvcs@shepardes.com** Fax: **(404) 720-8755**

This labor is for work in your booth during installation and dismantling only. You do not need to order labor for services such as material handling and delivery of rentals (including standard carpet rental) described elsewhere in this kit.

Plan A - Labor Supervised by Shepard Exhibit Services

Shepard Exhibit Services will supervise labor per your instructions to: Unpack and install the display before you arrive at the show site, and/or Dismantle, pack and arrange to ship display after show closing.

Shepard Exhibit Services will not unpack or re-pack customer product without the customer present. Plan A labor proceeds with installation or dismantling without the exhibitor present and incurs a supervision fee. In addition to the published rates, a 30% supervision fee (\$30 minimum) will apply for both installation and dismantling. Work will be done on straight time if circumstances permit; however, this is not guaranteed. Overtime charges will apply as necessary. A minimum charge of one hour applies per man and time will be charged in half hour increments thereafter. Completion date(s) are subject to freight move-in schedule (and arrival of display) and move-out schedule. **It is very important that the "Plan A Information Form" (L-3) be returned with a request for Plan A labor.**

Plan B - Labor Supervised by Exhibitor

Does not proceed without exhibitor supervision. Start time can be guaranteed only in those instances where labor is requested for the start of the workday (per move-in schedule). A minimum charge of one hour per man applies and time is charged in half-hour increments thereafter. Failure to call for labor at requested time or on will call basis will result in one hour charged per man requested, unless 24-hours notice is provided. Orders for labor received at show site are processed after advance orders. To avoid delays in service, please refer to our Payment Policy (A-4) in this kit.

Plan C - Installation of Customer Owned Carpet

Shepard Exhibit Services will install your carpet prior to your arrival. Carpet must be shipped to our advance warehouse address (see Material Handling section of this kit). Mark on shipping labels "Carpet to be Installed." As long as facility availability allows, all carpet will be installed prior to the first day of customer move-in. Exhibitor must make shipping arrangements for carpet at the end of the show. Rate for installation or dismantling is based on booth dimensions. **Please note that if you require any electrical, phone or other utilities cords to be underneath your carpet, a detailed floor plan must accompany your order.**

See Page L-2 for labor order form



LABOR ORDER FORM **L-2**

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Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ **Fax** _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

Payment in full must accompany your order. Orders should be received three weeks prior to show opening. Floor orders are limited to availability. **Orders must be received at least 48 hours prior to required labor time to receive discount price.**

Labor Rates

		Straight Time Per Hour	Overtime Per Hour
Straight Time	Monday - Friday, 8:00am - 5:00pm	\$80.00	\$104.00
Overtime	Monday - Friday, 5:00pm - 8:00am and all day Saturday	\$99.00	\$128.75
Double Time	All day Sunday and Holidays	\$160.00	\$208.00

Labor Order and Cost Estimate

(select one below)

- Plan A - Labor Supervised by Shepard Exhibit Services - see also Plan A Information Form (L-3) sup ins 68069 dis 68073 (Complete this form, as well as the following Plan A Information (L-3) form.)
- Plan B - Labor Supervised by Exhibitor (install 68060st, 68061ot, 68062dt dis 68063st, 68064ot, 68065dt) (Complete this form. See below.)
- Plan C - Installation of Customer-Owned Carpet (Complete this form. See below.)

Estimate your requirements	Installation	Dismantling
Date labor needed		
Start time		
Number of people		
Number of hours per person		
Total hours estimated		
Hourly rate you anticipate		
Estimate installation*/dismantling*		
*If using Plan A, add 30% or \$30 minimum		
Total Labor (Add installation and dismantle)		

Plan C Details - Installation of Exhibitor-owned Carpet

Booth dimensions: ft. X ft. = Square feet

Square Feet	Description	Discount Price/sq.ft	Regular Price/sq.ft	Total
68080	Customer carpet installation or dismantling	\$1.00	\$1.30	

Carpet to be installed by: Date Time



PLAN A INFORMATION FORM **L-3**

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Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ Fax _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

Complete this form if you order labor under Plan A

Inbound Freight Information

Carrier	
Number of pieces	
Weight of shipment	
Crated or uncrated?	
Pro number	
Target arrival date	
To warehouse or show site?	

Set-Up Information for Installation

Please check all that apply and provide information where requested:

- What is your booth size? _____ X _____
- Set-up drawings are attached
- Drawings are with exhibit in crate number _____
- Forklift is required
- Carpet is (circle one) rented/owned Color: _____
- Padding?

Services You Have Ordered

- Electrical
- Furniture
- Booth Cleaning
- A/V Equipment
- Telephone
- Electrical should go under the carpet (diagram is attached)
- Electrical drawings are attached
- Electrical drawings are with exhibit in crate number _____
- Electrical drawings were sent to the official contractor

Outbound Freight Information

Shipment going collect or prepaid?	
Freight charges bill to address	
City, State and Zip	
Carrier	
Consignee "Deliver to:"	
Address	
City, State and Zip	
Special instructions (air freight, van line, etc.)	

Show Site Contact Person

Name	
Phone number(s)	
Contact's hotel	
Arrival date/time & Departure date/time	



LABOR TERMS AND CONDITIONS

L-4

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Payment in full (including applicable tax) must accompany your advance order. Orders must be received three weeks prior to show opening to be guaranteed. Floor orders are limited to availability. Phone orders are not accepted.

TERMS AND CONDITIONS

DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond the Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

INSURANCE

It is understood that Shepard is not an insurer. Insurance on exhibit materials, if any, shall be obtained by the exhibitor in amounts and for perils determined by the exhibitor. Exhibitor agrees to provide Shepard with a release of subrogation to the extent that any insurance settlement is received.

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All Claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

SHEPARD'S LIMITS OF LIABILITY

If Shepard supervision is requested for dismantling only (i.e. exhibitor supervision for installation) and/or packing instructions are not included with order, Shepard will not accept liability for damages to exhibits which are packed incorrectly.