

Return to:



3752 Crittenden Drive Louisville, Kentucky 40209-1122
Telephone: 502.367.0254 Fax: 502.368.0284

DISPLAY LABOR SERVICE ORDER FORM

(THIS FORM IS NOT FOR UNLOADING AND RELOADING - SEE DRAYAGE SERVICE)

DEADLINE October 31, 2011

for return of this form:

Cancellation: Cancellation of any portion of labor order within 48 hours of start will be charged 1 hour minimum per man at the applicable hourly rate.

Late Request: Request received on-site will be filled as work force is available.

PLAN A - SUPERVISION BY FERN

To save time and alleviate exhibitor supervision, Plan A (Supervision by Fern) is provided so that exhibits may be installed prior to the exhibitor's arrival. All pertinent information should be directed to us, including blueprints, photographs, shipping information and set-up instructions. Professionally trained personnel are used on installation/dismantles, and where possible, all work is performed on straight time. Charge for supervised service is 30% (with a minimum of \$50.00 per installation and/or dismantle) of the total labor bill.

Please provide an emergency contact telephone number: _____

ORDER:	Number of Men Required Minimum of two	Estimated Hours (one hour increments) Each Man
(1017) Labor for Installation		
(1019) Labor for Dismantle		

PLAN B - SUPERVISION BY EXHIBITOR PERSONNEL

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 A.M., unless official set-up time is set to begin later in the day. While every attempt will be made to provide men at a time requested subsequent to 8:00 A.M. (or official set-up time), such starting time must be approximate, since men are assigned to jobs at the start of the day and it is impossible to gauge exact time of completion of first job assignment. **It is important that exhibit representative check in at service desk to pick up labor ordered.** Exhibit representative must also check the labor back in at the service desk upon completion of work. All work to be done under supervision of the exhibitor or his representative.

ORDER:	Number of Men Required	Estimated Hours (one hour increments) Each Man	Start Time	Start Date	No. Days
(1017) Labor for Installation					
(1019) Labor for Dismantle					

Supervisor will be: _____
Phone: (_____) _____

Note: If exhibitor fails to pick up men at time ordered, a one hour per man no-show charge will be assessed.

RATES: ESTIMATED DISPLAY LABOR COST FOR ADVANCED PAYMENT

Charges for labor service are based on prevailing rates of labor and materials. All labor before 8:00 A.M. and after 4:30 P.M. weekdays and all hours Saturday, Sunday, and holidays will be charged at overtime rate. Minimum charge one (1) hour per man, billed in one (1) hour increments. For information and cost relative to unloading and reloading please see the Shipping Information and Service Order Form enclosed. This form is not intended for the ordering of unloading/loading services. **SEE DRAYAGE SERVICE FORM.**

INSTALLATION			
_____ # of men x _____ # of hours per man x _____ # of days = _____	Total straight time hours x \$ 58.00 / hr.	= _____	
_____ # of men x _____ # of hours per man x _____ # of days = _____	Total over time hours x \$ 116.00 / hr.	= _____	
Add 30% if supervised by Fern (\$ 50.00 min.)		= _____	
DISMANTLE			
_____ # of men x _____ # of hours per man x _____ # of days = _____	Total straight time hours x \$ 58.00 / hr.	= _____	
_____ # of men x _____ # of hours per man x _____ # of days = _____	Total over time hours x \$ 116.00 / hr.	= _____	
Add 30% if supervised by Fern (\$ 50.00 min.)		= _____	

NOTE:
Your company is encouraged to carry insurance covering potential damages or loss associated with your display. Fern will NOT be responsible for damage or loss of display materials. In any case, the liability of Fern will be limited to a maximum of 50% of the total labor bill, not to exceed \$1000.

Yes, I have completed and enclosed the Payment Form
No credit will be given after close of event on items or services ordered, but not received.
If you have a problem please see Fern Service Personnel at the event site prior to opening.

Sub Total: \$ _____
NO TAX ON LABOR
TOTAL: \$ _____

Name of Event **DOD Maintenance Symposium & Exhibition #4-5354-11** Booth# _____ Phone (_____) _____
Firm Name _____ Fax # (_____) _____
Address _____ E-Mail _____
Street City State Zip Code
Print/Type Name _____ Signature _____ Date _____