

# DISPLAY LABOR ORDER FORM Page 1 of 2



**Material World New York**  
 Jacob K. Javits Convention Center  
 September 25-27, 2007

**Discount Deadline Date**  
**September 10, 2007**

**RETURN TO:** CSI Worldwide • 16 Plaza Place • Bronx, NY 10465 • Phone (718) 931-2088 • Fax (718) 931-2888

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.  
 TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

1. Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
2. Exhibitor may unpack and place merchandise.
3. Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

**RATES AND INFORMATION**

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY CSI.** CSI requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

<b>ADVANCE DISPLAY LABOR RATES IF ORDERED BY THE ABOVE DEADLINE DATE:</b>		<b>CARPENTERS</b>
Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$137.50 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays	\$189.00 per hour
Double Time	All day on Sundays and Holidays	\$243.00 per hour

<b>REGULAR DISPLAY LABOR RATES IF ORDERED AFTER THE ABOVE DEADLINE DATE</b>		<b>CARPENTERS</b>
Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$171.75 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays	\$236.25 per hour
Double Time	All day on Sundays and Holidays	\$303.50 per hour

**PLEASE INDICATE SERVICE NEEDED**

- CSI SUPERVISED LABOR (Please complete the Display Labor Information Form Page 2 of 2)**  
*CSI will provide the following service:*
1. Unpack and install display labor before exhibitor arrival at show site
  2. Dismantle, pack and arrange to ship display after show closing
- A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- EXHIBITOR SUPERVISED LABOR** **NOTE: If exhibitor fails to pick up men at time ordered, a one (1) hour no-show charge will be assessed.**  
*Exhibitor will supervise.*
1. Indicate workers needed for installation and dismantling.

**PLACE ORDER HERE**

Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Workers	Labor Rate	Total
						\$
						\$
						\$
						\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.

**\*IMPORTANT NOTICE\***

Your Company is encouraged to carry insurance covering potential injury, damage or loss associated with your display. CSI Worldwide will NOT be responsible for injury to display personnel and damage or loss of display materials. In any case, the liability of CSI Worldwide is limited to a max of 50% of total labor not to exceed \$1000.00.

1. Total Labor Ordered	\$
2. 30% CSI Supervision	\$
3. 8.375% NY Sales Tax	\$
<b>4. Total Payment Enclosed</b>	<b>\$</b>

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_

**X**

**3-L**



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**Inbound Freight Information**

Carrier \_\_\_\_\_ Shipped By \_\_\_\_\_ Date \_\_\_\_\_  
 Number of Pieces \_\_\_\_\_ Weight \_\_\_\_\_ Pro Number \_\_\_\_\_  
 Target Date \_\_\_\_\_ Loose Display \_\_\_\_\_ Crated Display \_\_\_\_\_  
 Shipped To: (Check One)  Warehouse  Showsite

**Set-up Information for CSI Installation**

**Set Up Drawings Attached**  Rental Carpet Color \_\_\_\_\_  
 **Set Up Drawings With Exhibit**  Own Carpet Color \_\_\_\_\_  
 Case/Crate Number \_\_\_\_\_  Padding \_\_\_\_\_  
 Number of Workers required for set up \_\_\_\_\_ Approximate time for set up \_\_\_\_\_  
 Forklift Ordered Hrs. \_\_\_\_\_ Time \_\_\_\_\_ Special Equipment Required \_\_\_\_\_

**Did You Order —**

Electrical  Yes  No Electrical Under Carpet  Yes  No  
 Electrical Drawings  Attached  Sent to the Official Electrical Contractor  With the Exhibit  
 Booth Cleaning  Yes  No Other Items \_\_\_\_\_  
 Furniture  Yes  No \_\_\_\_\_  
 A/V Furniture  Yes  No \_\_\_\_\_  
 Telephone  Yes  No \_\_\_\_\_

**Outbound Freight Information**

Outbound Freight Charges \_\_\_\_\_ Consigned To \_\_\_\_\_  
 Prepaid  Collect Address \_\_\_\_\_  
 Bill To \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 \_\_\_\_\_ Second Consignee \_\_\_\_\_  
 \_\_\_\_\_ Address \_\_\_\_\_  
 CSI Storage City/State/Zip \_\_\_\_\_  
 Method  Common Carrier  AirFreight  Vanline  Other \_\_\_\_\_  
 Carrier (if known) \_\_\_\_\_  
 Contact \_\_\_\_\_ Phone \_\_\_\_\_

**Emergency Contact Information / Showsite Contact**

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Other Means of Contacting This Person \_\_\_\_\_  
 Contact's Hotel \_\_\_\_\_ Arrival \_\_\_\_\_ Departure \_\_\_\_\_  
 Purchasing Authorization  Yes  No

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_

**X**

**3-L1**

# FORKLIFT & LABOR ORDER FORM



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**PLEASE COMPLETE THIS FORM FOR ALL FORKLIFT AND LABOR NEEDED.  
 TO DETERMINE IF YOU NEED FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.**

1. In-Booth Forklift and Labor may be required to assemble displays or when uncrating, positioning and reskidding equipment and machinery.
2. A forklift is required for moving equipment and materials weighing 200 pounds or more.
3. If you require a forklift, a crew will be assigned consisting of a forklift with an operator.

**RATES AND INFORMATION**

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without 24 hour notice shall be charged a (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No Show" charge per worker and forklift will apply.

The minimum charge for labor is one (1) hour per worker and forklift. Equipment and Labor thereafter is charged in half (1/2) hour increments. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY CSI.** CSI requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

**DISPLAY LABOR RATES:**

Straight Time Monday through Friday 8:00 AM to 4:30 PM  
 Overtime All other times Monday through Friday, and all day on Saturdays  
 Double Time All day on Sundays and Holidays

FORKLIFT WITH OPERATOR	EXTRA LABORER (\$)
\$301.00 per hour	\$137.50 per hour
\$394.50 per hour	\$189.00 per hour
\$500.50 per hour	\$243.00 per hour

**PLEASE INDICATE SERVICE NEEDED**

**CSI WORLDWIDE IS RESPONSIBLE FOR THE FOLLOWING SERVICES: (Please Circle One)**

- UNCRATING
- LEVELING
- RESKIDDING
- UNSKIDDING
- DISMANTLING
- POSITIONING
- RECRATING

**PLACE ORDER HERE**

Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Forklifts	Labor Rate	Total
						\$
						\$
						\$
						\$

Please estimate the number of forklifts and/or workers and hours per forklift and/or worker needed for installation and dismantling above. If you do not require a forklift, order the number of laborers required. Invoice will be calculated according to actual hours worked.

**\*IMPORTANT NOTICE\***

Your Company is encouraged to carry insurance covering potential injury, damage or loss associated with your display. CSI Worldwide will NOT be responsible for injury to display personnel and damage or loss of display materials. In any case, the liability of CSI Worldwide is limited to a max of 50% of total labor not to exceed \$1000.00.

1. Total Labor Ordered	\$
2. 8.375% NY Sales Tax	\$
<b>3. Total Payment Enclosed</b>	<b>\$</b>

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

**X**

**3-F**

# BOOTH LAYOUT

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**This grid must be attached to the following order forms to ensure proper placement of items in your booth.**

**Please photocopy as needed.**

- Placement of Accessories
- Special Colored Drape
- Pad and Carpet (If you are not carpeting your entire booth)

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

**BACK OF BOOTH** (Indicate Adjacent Booth or Aisle Number: \_\_\_\_\_)

Indicate  
Adjacent  
Booth or  
Aisle Number:  
\_\_\_\_\_

Indicate  
Adjacent  
Booth or  
Aisle Number:  
\_\_\_\_\_

**FRONT OF BOOTH** (Indicate Adjacent Booth or Aisle Number: \_\_\_\_\_)

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

**X**

**3-B**