



## LABOR JURISDICTIONS KENTUCKY

### LABOR

Kentucky is a "right-to-work" state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and 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

Exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by Shepard personnel. 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.

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.



# USITT Conference & Stage Expo

Kentucky International Convention Center - Louisville, Kentucky

March 21 - 23, 2019

Discount Deadline **Thursday, February 28, 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 Labor** \*\*Pricing includes Supervisory fee of 30% over standard labor .

Code	Discount	Regular
68066 ST	\$114.73	\$149.15
68067 OT	\$171.60	\$223.10
68068 DT	\$228.80	\$297.45

(68070/68071/68072)

### Spend a Little, Save a Lot

Shepard will supervise\* the labor, set up your exhibit according to your instructions, dismantle it, pack it, and ship it out per your information!

Event Code: I100590319

Connect With Us! email [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
phone (404) 720-8600  
fax (404) 720-8755  
mail 1531 Carroll Drive, NW  
Atlanta, GA 30318

Shepard Blue Supervised Labor

Choose Shepard Blue for your labor needs and leave your worries behind!

### 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

Carrier Name \_\_\_\_\_ Tracking or Pro # \_\_\_\_\_ Estimated Weight \_\_\_\_\_  
# of Pieces \_\_\_\_\_ Advance Warehouse or Direct to Show site? \_\_\_\_\_ Estimated Arrival Date \_\_\_\_\_

### Set Up Information:

Company Contact Name: \_\_\_\_\_ Email \_\_\_\_\_ Cell Phone # \_\_\_\_\_  
Contact Arrival Date \_\_\_\_\_ Time Build Should be Complete \_\_\_\_\_  
Booth Size: \_\_\_\_\_ X \_\_\_\_\_ Carpet:  Ordered from Shepard  Exhibitor Owned Carpet  Carpet Padding

### Drawings/Photos/Instructions:

Attached  Emailed to Shepard  With the Exhibit  In crate # \_\_\_\_\_

### Electrical Placement

(exhibitor is responsible to order)  Emailed to Shepard  Drawing Attached  Drawing with Exhibit

Does Electrical go UNDER carpet?  Yes  No

### Graphics:

With Exhibit  Shipped Separately

### Other Services Ordered:

Overhead Rigging  Cleaning  AV

### Outbound Shipping:

# of Crates \_\_\_\_\_ # of Cartons \_\_\_\_\_ #of Fiber Cases \_\_\_\_\_ # of Pallets \_\_\_\_\_

Ship To: \_\_\_\_\_ Phone # \_\_\_\_\_  
Must Arrive at Destination By: \_\_\_\_\_  
Name of Carrier \_\_\_\_\_  
Date Carrier is Scheduled to Pick Up Freight \_\_\_\_\_  
Method:  Common  Air  Van  Other  
If Your Carrier doesn't show?  Reroute with SLS  Send to 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.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Estimated **SES Blue Labor**: \$ \_\_\_\_\_  
NA Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign

Card Holder Signature



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fax (404) 720-8755  
mail 1531 Carroll Drive, NW  
Atlanta, GA 30318

Exhibitor Supervised Labor

### Exhibitor Supervised Labor

Code	Discount	Regular	Estimate
68060 ST	\$88.25	\$114.75	
68061 OT	\$132.00	\$171.60	
68062 DT	\$176.00	\$228.80	

(68063/68064/68065)

### Helpful Hints!

Send your booth to the Advance Warehouse so it will be onsite when you arrive. Send a detailed drawing and instructions to us prior to the event. When ordering dismantle labor, factor in the time it takes to remove aisle carpet and return empty containers.

#### Step One:

Choose your **service**

Installation  
 Dismantling  
 Both

#### Step Two:

How many **people**?

#   
#   
#

#### Step Three:

How many **hours**?

#   
#   
#

#### Step Four:

Any other **details**?

Any special tools needed? Ladders? Lifts?  
Details:

#### Step Five: Schedule

Date	Start Time	End Time
Installation Request	<input type="text"/>	<input type="text"/>
Dismantle Request	<input type="text"/>	<input type="text"/>

Requested times are not guaranteed and are based on availability.

#### Step Six: Onsite Contact Info

Name   
Cell:  Email:

### Exhibitor Owned Carpet Installation/Removal

Use if you are shipping carpet to the event and require Shepard to install it for you.

To determine square footage amount, multiply the width of your booth space by the length of your booth space.

Carpet and flooring must be shipped to the advance warehouse.

Code	SQ FT	Description	Discount	Regular	Amount	Flooring Type:			
68080		Flooring Only	1.00	1.30		<input type="checkbox"/>	Carpet Rolls	<input type="checkbox"/>	Padding
68083		Padding + Flooring	1.50	1.95		<input type="checkbox"/>	Carpet Squares	<input type="checkbox"/>	Other
68079		MINIMUM	229.45	298.30					

Is electrical to be installed under your carpet?  Yes  No (Please forward Shepard a diagram of your electrical layout.)

**In a Hurry or Have a Plane to Catch?**  
Choose **Shepard Blue** for your labor needs and leave the work to us!

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Labor Estimate \$   
NA Tax\* \$   
Amount Due: \$

Company Name:

Booth #

Contact Name

Contact Email Address

Please Sign

Card Holder Signature