

LABOR

Texas is a "right-to-work" state. Full time employees of the exhibiting companies may set up their own exhibits. Union Labor, however, 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

Union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by persons other than company 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.

If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

MATERIAL/FREIGHT HANDLING JURISDICTION

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates. 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 have complete control of the loading docks at all times.

Exhibitors may hand carry their own materials into the facility. The use or rental of dollies, flat trucks and other mechanical equipment is not permitted. Shepard will not be responsible 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

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of the exhibitor. All questions originated by labor are to be expressed only to Shepard Exposition Services. Exhibitors are asked to refrain from voicing labor complaints to craft personnel. Any questions regarding contract labor should be immediately directed to Shepard Exposition Services.

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

George R. Brown Convention Center - Houston, TX

April 2 - 5, 2020

Event Code: T100590420
email houston@shepardes.com
phone (832) 799-5700
fax (832) 415-0517

Discount Deadline Thursday, March 12, 2020

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: 8:00 am - 5:00 pm
DT - Double-time: Sundays, Holidays, all other hours

Holidays:

Shepard Blue Supervised Install Labor			
Code	Discount	Regular	Estimate
68066	ST	\$109.20	\$141.95
68067	OT	\$163.80	\$212.95
68068	DT	\$218.40	\$283.90

Shepard Blue Supervised Dismantle Labor			
Code	Discount	Regular	Estimate
68070	ST	\$109.20	\$141.95
68071	OT	\$163.80	\$212.95
68072	DT	\$218.40	\$283.90

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 _____

*Allow time for empty return when scheduling your pick up

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

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.

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

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____



Exhibitor Supervised Labor

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DT - Double-time: Sundays, Holidays, all other hours

Holidays:

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

Exhibitor Supervised Install Labor

Exhibitor Supervised Dismantle Labor

Code		Discount	Regular	Estimate
68060	ST	\$84.00	\$109.20	
68061	OT	\$126.00	\$163.80	
68062	DT	\$168.00	\$218.40	

Code		Discount	Regular	Estimate
68063	ST	\$84.00	\$109.20	
68064	OT	\$126.00	\$163.80	
68065	DT	\$168.00	\$218.40	

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.

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

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____