

ORDER FORM FOR INSTALLATION & DISMANTLING LABOR



15928 tournament drive
 gaithersburg, md 20877
 phone: (301) 921-0800
 fax: (301) 990-1717
 www.arataexpo.com

As stated in our Payment Policy, all invoices must be paid in advance or by the close of the show. Cash, company check, wire transfer and/or credit card are acceptable methods of payment.

ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

RATES: (ONE HOUR MINIMUM PER MAN)

STRAIGHT TIME: 8:00AM TO 4:30PM MON - FRI \$ 105.00 PER MAN PER HOUR
 OVERTIME: AFTER 4:30PM; BEFORE 8:00AM , ALL DAY SATURDAY AND SUNDAY \$ 187.00 PER MAN PER HOUR

INSTALLATION OF DISPLAY:

Starting time can be guaranteed only when personnel are requested for the start of the working day, which is 8:00 a.m. Every attempt will be made to provide personnel at time requested subsequent to 8:00 a.m. Such starting time must be approximate, as personnel are assigned to jobs at 8:00 a.m. and it is impossible to gauge exact time of completion of first assignments. **30% ADDITIONAL FOR ON-SITE ORDERS.**

Please indicate your labor requirements:

DATE	TIME	NO. OF PEOPLE	APPROX. HOURS	TOTAL HOURS	HOURLY RATE	TOTAL ESTIMATED COST
_____	_____	_____	X _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	X _____	= _____	@ \$ _____	= \$ _____
AEI Supervision (30%/\$35.00)						_____
Total Estimated Labor Costs						_____

Request you to proceed, at earliest hour, to install our display without our supervision. AEI charge for this service is 30% of your total bill (\$35.00 minimum). **IN ORDER TO COMPLETE THE WORK WITHOUT YOUR REPRESENTATIVE PRESENT, YOU MUST COMPLETE THE AEI SUPERVISED LABOR FORM ON THE BACK SIDE OF THIS PAGE.**

Request you to await our representative before installing our display. Time will commence upon assignment of men in accordance with exhibitor's instructions. Representative should check with labor dispatcher's desk to obtain and return men ordered. If exhibitor fails to pick up worker(s) at time ordered, a one hour per worker no-show charge will be applied.

Supervisor's Name: _____ Telephone Number: _____

DISMANTLING OF DISPLAY:

Starting time can be guaranteed only when personnel are requested for the start of the working day, which is 8:00 a.m. Every attempt will be made to provide personnel at time requested subsequent to 8:00 a.m. Such starting time must be approximate, as personnel are assigned to jobs at 8:00 a.m. and it is impossible to gauge exact time of completion of first assignments. **30% ADDITIONAL FOR ON-SITE ORDERS.**

Please indicate your labor requirements:

DATE	TIME	NO. OF PEOPLE	APPROX. HOURS	TOTAL HOURS	HOURLY RATE	TOTAL ESTIMATED COST
_____	_____	_____	X _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	X _____	= _____	@ \$ _____	= \$ _____
AEI Supervision (30%/\$35.00)						_____
Total Estimated Labor Costs						_____

Request you to proceed, at earliest hour, to dismantle our display without our supervision. AEI charge for this service is 30% of your total bill (\$35.00 minimum). **IN ORDER TO COMPLETE THE WORK WITHOUT YOUR REPRESENTATIVE PRESENT, YOU MUST COMPLETE THE AEI SUPERVISED LABOR FORM ON THE BACK SIDE OF THIS PAGE.**

Request you to await our representative before dismantling our display. Time will commence upon assignment of men in accordance with exhibitor's instructions. Representative should check with labor dispatcher's desk to obtain and return men ordered. If exhibitor fails to pick up worker(s) at time ordered, a one hour per worker no-show charge will be applied.

Supervisor's Name: _____ Telephone Number: _____

Name of Show DNA 2009 Booth Number(s) _____

Name of Organization _____

Street Address _____ City _____

State _____ Zip _____ Telephone (____) _____ Fax (____) _____

Authorized by _____ Title _____ Date _____
(Please Print)

E-Mail _____ Signature _____

(This form must be signed and accompanied by your order.)

AEI SUPERVISED LABOR FORM FOR INSTALLATION & DISMANTLING OF EXHIBITS



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This form must be completed by all exhibitors wishing to use
AEI supervised labor for the installation and dismantle of their
exhibits.

SET UP AND INBOUND SHIPPING INFORMATION:

Display shipped in advance to warehouse: _____ Display shipped directly to show site: _____

Date display was shipped: _____ Date display is to arrive: _____

Carrier: _____ Carrier phone number: _____

Shipped from: City/State: _____

Total number of: Crates: _____ Cartons: _____ Fiber Cases: _____

Other (Please specify): _____

Display includes carpet: _____ Carpet rented from AEI: _____

Electrical placement: Electrical under carpet: _____ Drawing attached: _____ Drawing with display: _____

Special instructions for electrical: _____

Set up instructions: Attached: _____ Shipped with display: _____

Tools or hardware required for assembly: _____

Special instructions for set up or dismantle: _____

Graphics: Shipped with display: _____ Shipped separately: _____

Special instructions for graphics: _____

OUTBOUND SHIPPING INFORMATION:

After dismantling, return/ship display to:

Carrier: _____

Common Carrier

Van Line

Air Freight: Next Day 2nd Day Deferred

If your designated carrier fails to pick up or refuses to accept your shipment
your freight will be shipped by one of the official show carriers. It is the
responsibility of the exhibitor to call your carrier of choice to schedule a pick
up time and date.

Emergency contact at show site: _____ Contact phone #: _____

Hotel: _____ Hotel phone #: _____ Arrival date: _____

Name of Show **DNA 2009** _____ Booth Number(s) _____

Name of Organization _____

Street Address _____ City _____

State _____ Zip _____ Telephone (____) _____ Fax (____) _____

Authorized by _____ Title _____ Date _____
(Please Print)

E-Mail _____ Signature _____

(This form must be signed and accompanied by your order.)