



# Labor Order Form

IT Roadmap Conference & Expo

April 4, 2007

Deadline Date To Receive Discounted Rates:

March 23, 2007

Please Mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018

Fax: 847-696-9797

Phone: 847-696-2208

Number of Labor Workers Needed:		Hours	Starting Date	Starting Time
_____	Carpenters for	_____	_____	_____
_____	Decorators for	_____	_____	_____
_____	Crew of 3 Riggers for	_____	_____	_____
_____	Electricians for	_____	_____	_____
_____	Plumbers for	_____	_____	_____

Hourly Labor Rates	Straight Time	Overtime	Double Time
Carpenter	\$78.50	\$117.75	\$157.00
Decorator	\$68.00	\$102.00	\$136.00
Teamster	\$48.00	\$72.00	\$96.00
Rigger	\$78.50	\$117.75	\$157.00

### Hourly Equipment Rental Rates

Fork Lift w/o operator	\$60.00, \$80.00, \$120.00	
Economy w/o operator	\$60.00	- Lift for hanging banners from ceiling
Condor w/o operator	\$85.00	- Used for heavy signage lifting and installation

Straight time is 8:00 am to 4:30 pm weekdays. \*Straight time is 8:00 am to 4:00 pm weekdays for electricians and plumbers. Please contact RES or see Service Center for a breakdown of the overtime/double time schedules.

### TERMS AND CONDITIONS

When ordering labor, please be aware of the following:

1. This advance labor request will be considered as only a reservation for labor.
2. On the day and time that you require labor, you must go to the Labor Service Desk and pick up and sign out your labor crew.
3. The labor crew will not be sent to your booth without being signed out.
4. Upon completion of their work, you MUST return the laborers to the Labor Service Desk and sign them in.
5. All labor is billed at one-half hour minimum for each man.
6. Number of workers required will be determined by labor foreman.

### COMPANY I & D SUPERVISION

Northwest Display Corporation is providing I & D Supervision Services for exhibiting companies which will not be present at set-up and/or dismantle. If interested in this service indicate below. Please submit a diagram/drawing with instructions to assemble your booth.

We authorize Northwest Display Corporation to supervise the set-up/dismantle of our exhibit for an additional charge of 30% above the standard carpenter labor rates.

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_



# *Labor Union Guidelines*

There are seven major unions that have jurisdiction over trade shows in the Chicagoland area. The following guidelines will help you in preparing your exhibit to conform to union jurisdiction and adherence to them can save you a substantial amount of money.

## **TEAMSTERS UNION**

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the materials to your booth, and remove and reload materials at the close of the show.

## **MACHINERY MOVERS & RIGGERS UNION**

Riggers handle all machinery. This includes the unloading of the machines from the trucks, moving the materials to your booth, and a one-time spotting of display ready equipment, which the exhibitor must supervise at the time of unloading. Riggers also remove skids and reskid machines, uncrate machines, and respot machines in the booth if needed. This service must be ordered as needed, at exhibitor's expense.

## **CARPENTERS UNION**

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work with the exception of machinery, signs or lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also recrate machines for outbound loading. Millwrights, a division of the carpenters union, handle the assembly and the leveling of machinery, as well as the attachment of all guards and shields.

## **DECORATORS UNION**

Decorators handle the installation of signs, drape background, table skirting, and all other items of decorative nature that must be done after a display background is erected.

## **ELECTRICAL UNION**

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to the proper outlets, installing any signs or headers that are lighted, unless they are permanently attached to the exhibit backwall, and the running of cable within the exhibitors booth.

## **PLUMBERS UNION**

Plumbers handle all plumbing work such as compressed air, water/drain, or natural gas.

## **THEATRICAL STAGEHANDS UNION**

Stagehands assemble portable lighting and sound systems as well as picture screens 10' x 14' in size and larger. They also set stages, operate lighting and sound consoles, and hang lighting trusts and speaker systems.

## **WHAT AN EXHIBITOR CAN DO WITHOUT UNIONS IN THE CHICAGOLAND AREA**

Recent work- rules modifications now enable exhibitors to perform several set-up tasks which in the past were under jurisdiction. Each of these are itemized below, and must be completed by a full-time employee of the exhibiting company.

1. Exhibitors may set up and dismantle their own booth displays provided their exhibit space is 300 square feet or less (e.g. 10' x 30') in size and does not require power tools.
2. Exhibitors may affix clamp-on lights to the top of their booth displays provided no tools, ladders, chairs or furniture are required to do so. This applies to booths up to 300 square feet in size or less only.
3. Exhibitors may calibrate and do repair work on internal circuit boards, do interconnecting of peripheral computer equipment, provided cable does not exceed 20' in length, and do the programming of machinery.
4. Exhibitors may do the connection of lighting, video equipment and light bulbs to an electrical outlet when the outlet has been ordered by the exhibitor.
5. Exhibitors may hang up to ten small pictures, graphics, logos, etc. onto a backwall display when such items are designed to be affixed by pre-set velcro strips, permanently mounted hooks, or snaps.
6. Exhibitors may skirt tables provided they do so with their own custom fit skirts, without the use of staples, velcro or snaps.
7. Exhibitors may hand carry small packages, pop-up displays and desktop computer equipment provided it can be done without the use of a fork-lift, flatcart or dollie, only from a designated parking area.
8. Exhibitors may inflate balloons provided they are intended as a show give-away item and not used for display purposes.
9. Video taping may be done by exhibitors within the confines of their own booths using equipment owned or rented by the exhibiting company, provided such taping does not conflict with show management regulations, and does not require tools or ladders.
10. Exhibitors may un-pack, re-pack and set out their own product line within the booth for display purposes, provided the product is not machinery.
11. Exhibitors having booths of 300 square feet or less may use hand tools such as screwdrivers, pliers, scissors, or allen-type wrenches to perform work within their booths.