

# TRICORD

TRADE SHOW SERVICES  
2107 DEL MONTE AVE., MONTEREY, CA 93940  
PHONE: (831) 373-4347 • FAX: (831) 373-5116

## Display Installation and Dismantling Labor

### RATES:

#### Straight Time Hourly Charge

8:00 am to 4:30 pm Monday thru Friday **\$65.00**

#### Overtime Hourly Charge

Before 8:00 am & after 4:30 pm weekdays and all day Saturday, Sunday & Holidays **\$95.00**

Minimum charges for labor is one (1) hour, per man and includes time necessary for workmen to:

- get tools and report to the booth,
  - have work checked by the exhibitor and
  - return to the Service Center with the exhibitor to be signed out.
- Gratuities in the form of labor hours for work not actually performed are strictly prohibited and will not be honored by Tricord. All rates subject to change if necessitated by increased labor and material costs.

**NOTE:** Starting time can be guaranteed only when men are requested for the start of the working day at 8:00 am

### ORDER

#### SERVICE A

Installation and Dismantling of Display Under Tricord Supervision

- We would like our display unpacked and installed under Tricord supervision prior to our arrival at the exhibit site. We are forwarding blueprints, a photo or instructions and shipping information to you shortly, and you will immediately contact our representative for instructions in the event of shortages in shipment or damage. We understand that all work will be done on straight time where possible. We understand a supervision service charge will be added to our bill of labor furnished at the above rate. Supervision service charge (25% of total I&D)
- We would like our display dismantled and packed under Tricord Supervision. We will leave instructions for shipping, address and waybill at the Service Center before the end of the show. We understand the supervision service charge as described above will apply. An additional surcharge will be applicable when displays are dismantled under Tricord Supervision when no installation labor is provided under Tricord Supervision.

#### SERVICE B

Installation and Dismantling of Display Under EXHIBITOR Supervision

- We would like \_\_\_\_\_ man (men) available to unpack and install our display under the supervision of our representative on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ am/pm for approximately \_\_\_\_\_ hour(s).
- We would like \_\_\_\_\_ man (men) available to dismantle and pack our display under the supervision of our representative on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ am/pm for approximately \_\_\_\_\_ hour(s).

Please confirm Dismantling Labor at the exhibit site and allow time for return of any empty crates and containers.

**Note:** If the exhibitor fails to pick up the man (men) at the time confirmed, a one (1) hour charge per man "NO SHOW CHARGE" will be made.

The exhibitors representative will return the crew to the Service Center upon completion of the work, check the work order and approve the work order by signing.

#### Calculation of Order

No. of men \_\_\_\_\_ x hours \_\_\_\_\_ = Total hours  
Total hours \_\_\_\_\_ x rate = \$ \_\_\_\_\_ Payment  
Enclosed: \_\_\_\_\_

**Note:** We understand that your calculation is only an estimate. Invoicing will be done from the actual hours worked. Adjustments will be made accordingly.

### Orders subject to LIMITS OF LIABILITY AND RESPONSIBILITY as set forth on next page.

**Payment Terms:** ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE CLOSE OF THE SHOW unless advance credit approval has been obtained. All of the materials are on a rental basis and remain the property of Tricord. Payment for all labor and services whether ordered by exhibitor, display builders or other parties, shall be THE RESPONSIBILITY OF THE EXHIBITOR. PLEASE MAKE PAYMENTS IN U.S. FUNDS.

Show Name:	Usenix Conference	Company Name:	
Address:		City:	State: Zip Code:
Phone: ( )	Booth #:	Auth. Signature:	