



LABOR ORDER FORM



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

International Beauty Show/ IECSC
March 7-9, 2010
Jacob K. Javits Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

DISPLAY LABOR (One Hour Minimum per Worker)

		Rates: per person/per hour	
Journeyman Labor		Discount Price	Showsite Price
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$157.29	\$204.48
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday	\$204.48	\$265.82
Double Time	Sundays and Holidays	\$255.60	\$332.28

		Rates: per person/per hour	
Apprentice Labor		Discount Price	Showsite Price
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$110.10	\$143.13
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday	\$144.93	\$188.41
Doubletime	Sundays and Holidays	\$219.66	\$285.56

- * You must have 2 Journeyman before requesting an Apprentice.
- * Start time guaranteed only when labor is requested for the start of the working day.
- * Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per worker.

INSTALLATION LABOR

- Metropolitan Exposition Supervised Labor – Key Information Form must be completed and returned with this order form.
Installation of your exhibit will be completed at our discretion prior to show opening.
The charge for this service is 30% of the total installation labor bill, or a minimum of \$63.00.

Emergency Contact: _____ Phone #: _____

- Exhibitor Supervised Labor – Supervisor must check-in at Metropolitan Service Desk to pick-up labor.
Supervisor Name: _____ Phone #: _____

Date	Start Time	No. of People	Approx. Hrs Per Person	Total Hrs	Hourly Rate	Estimated Total Cost
_____	_____	_____	X _____ =	_____	@ _____	\$ _____
_____	_____	_____	X _____ =	_____	@ _____	\$ _____
_____	_____	_____	X _____ =	_____	@ _____	\$ _____
Metropolitan Supervision (30% / \$63.00 minimum)						= \$ _____
8.875% NY Tax						= \$ _____
Total Installation						= \$ _____

DISMANTLE LABOR

- Metropolitan Exposition Supervised Labor – Key Information Form must be completed and returned with this order form.
Dismantle of your exhibit will be completed at our discretion.
The charge for this service is 30% of the total dismantle labor bill, or a minimum of \$63.00.

Emergency Contact: _____ Phone #: _____

- Exhibitor Supervised Labor – Supervisor must check-in at Metropolitan Service Desk to pick-up labor.
Supervisor Name: _____ Phone #: _____

Date	Start Time	No. of People	Approx. Hrs Per Person	Total Hrs	Hourly Rate	Estimated Total Cost
_____	_____	_____	X _____ =	_____	@ _____	\$ _____
_____	_____	_____	X _____ =	_____	@ _____	\$ _____
_____	_____	_____	X _____ =	_____	@ _____	\$ _____
Metropolitan Supervision (30% / \$63.00 minimum)						= \$ _____
Total Dismantle						= \$ _____



KEY INFORMATION PAGE



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Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Please complete and return form if your display installation and/or dismantle is to be supervised by Metropolitan Exposition Services, Inc.

INBOUND SHIPPING & SET-UP INFORMATION

Freight Carrier: _____ Date Shipped: _____

Number of Pieces: _____ Total Weight: _____ Tracking Number: _____

Freight shipped to: Warehouse Showsite

Comments: _____

Set-up Plan/Photo: Attached With Exhibit In Crate # _____

Electrical Drawing: Attached With Exhibit Under Carpet

Carpet: With Exhibit Rental Padding

Equipment/tools/hardware required: _____

Comments: _____

Remember to order in advance:

Furnishings & Carpeting

Cleaning

Electrical & Telephone

OUTBOUND SHIPPING & SET-UP INFORMATION

Ship To: _____

Address: _____

City/State/Zip: _____

Attention: _____ Phone: _____

Method of Shipment (list name & phone number)

Common Carrier _____

Van Line _____

Air Freight _____

Next Day 2nd Day Deferred (3 to 5 days)

Freight Charges: Prepaid Collect

Bill To: _____

Address: _____

City/State/Zip: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Phone: _____

OFFICIAL CONTRACTOR INFORMATION

METROPOLITAN
exposition

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OFFICIAL SERVICE CONTRACTORS

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

- Ensure the orderly and efficient installation and removal of the overall exposition,
 - Assure the distribution of labor to all Exhibitors according to need,
 - Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
 - See that the proper type and limits of insurance are in force, and
 - Avoid any conflict with local union and/or exhibit hall regulations and requirements.
- The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:
- Supervision may be provided by the Exhibitor
 - The Exhibitor may appoint an exhibit installation contractor or display builder.

EXHIBITOR APPOINTED CONTRACTORS

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and Metropolitan Exposition Services, Inc. of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnish the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to show management and Metropolitan Exposition Services, Inc. at least ten (10) days before the show opening.
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Metropolitan Exposition Services, Inc.
4. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The Exhibitor Appointed Contractor to be used by the Exhibitor must provide a certificate of insurance with at least the following limits:
 - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person per occurrence.
 - b. \$2,000,000 with respect to injuries to more than one person in any occurrence
 - c. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage.
 - d. Metropolitan Exposition Services, Inc. must be named as additional insured.
Any Exhibitor that does not have a certificate of insurance on file in the Metropolitan Exposition Service, Inc. office ten (10) days prior to the show will be automatically assessed a \$100.00 fee which will be charged against their security deposit.
6. The Exhibitor Appointed Contractor:
 - a. Must agree to abide by all rules and regulations of the show, including all union rules and regulations.
 - b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
 - c. Will share with Metropolitan Exposition Services, Inc. all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etcetera.
 - d. Must furnish Show Manager and Metropolitan Exposition Services, Inc. with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
 - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space.
 - g. Shall provide, if requested, evidence to Metropolitan Exposition Services, Inc. that it possesses applicable and current labor contracts
 - h. Must coordinate all of its activities with Metropolitan Exposition Services, Inc.
7. All information must be received in the Metropolitan Exposition Services, Inc. office no later than ten (10) days prior to the show.



EXH. APPOINTED CONTRACTOR NOTIFICATION



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Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

If your company is utilizing services from a company other than your own or Metropolitan Exposition Services, Inc., the official service contractor designated by Show Management, this form must be completed and returned by February 19, 2010.

If this form is not returned, the Exhibitor Appointed Contractor will not be permitted to access the exhibit floor to service the exhibit, and the work will be performed and/or supervised by Metropolitan Exposition Services, Inc.

Exhibiting Company _____ Booth _____

Address _____

City, State, ZIP _____

Authorized by _____ Title _____

Phone _____ Fax _____

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of the event.

By signing below, you agree that by using an exhibitor appointed contractor(s) for any service, you agree to indemnify, defend and hold harmless Metropolitan Exposition Services, Inc. from any and all claims, demands, suits, liabilities, damages, injuries, losses, expenses, including legal expenses, due to the presence or actions of the exhibitor appointed contractor(s).

Signature _____ Date _____

The Exhibitor Appointed Contractor must send a copy of their General Liability Insurance Certificate no later than by February 19, 2010.

Type of work to be performed _____

Exhibitor Appointed Contractor/Display House _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

On-Site Contact _____



THIRD PARTY BILLING REQUEST



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You may arrange for a third party to handle your display and be billed for services. Both companies must complete this form in its entirety and return by the deadline date. It is understood and agreed that the exhibiting company is ultimately responsible for payment of all charges. If the named third party does not pay the invoice before the last day of the show, all charges will revert to you, the exhibiting company. All invoices are due and payable upon receipt.

Exhibiting Company: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Fax: _____

Authorized By (Print): _____

Credit Card Charge Authorization: <input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard													EXP. DATE	
Account Number														
Security Code					Visa/Master Card (3 Digits), Amex (4 Digits)									

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

The items checked below are to be invoiced to the Exhibiting Company:

- All Services
 I&D Labor
 Rental Furniture
 Signs
 Material Handling
 Other (specify): _____

Cardholder Signature: _____

Third Party Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Authorized By: _____

Credit Card Charge Authorization: <input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard													EXP. DATE	
Account Number														
Security Code					Visa/Master Card (3 Digits), Amex (4 Digits)									

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

The items checked below are to be invoiced to the Third Party:

- All Services
 I&D Labor
 Rental Furniture
 Signs
 Material Handling
 Other (specify): _____

Cardholder Signature: _____



HANGING SIGNS/BANNER SHIPPING INFO



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HANGING SIGNS

Metropolitan is responsible for supervision, assembly, installation and removal of all hanging signs.

Remember:

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineers stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. Include engineer-stamped assembly and hanging instructions with the order.
5. Include exhibitor contact information with order.

TRUSS & HOISTS

Metropolitan is responsible for supervision, assembly, installation and removal of all truss.

Remember:

1. All trusses must be designed to comply with Show Management rules and regulations and facility limitations.
2. All trusses must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. Climbing on truss is strictly prohibited.
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Services Order Form.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by Metropolitan Exposition.

Please complete and return the
Hanging Signs / Banners Order Form by
February 19, 2010

By sending us this information in advance, you will help us assure your sign is properly assembled and installed.

SHIPPING INSTRUCTIONS

All "Okay to Proceed" hanging signs should be received in advance at the Metropolitan warehouse by February 26, 2010.

Please ship all hanging signs in a separate container with the special sign label provided below. Mark bill of lading "hanging sign". Prepay all shipments. Collect shipments will be refused. See Material Handling Guidelines and Shipping Information.



RUSH - HANGING SIGN

FROM:

ADVANCE SHIPPING

TO: International Beauty Show/ IECSC

Exhibiting Company _____

Booth Number _____

UPS Freight
c/o Metropolitan Exposition Services, Inc
280 Moonachie Ave.
Moonachie, NJ 07074

Shipment should arrive between:
February 5, 2010 - February 26, 2010

Carrier _____

Number _____ of _____ Pieces

