

Space & Missile Defense Conference  
August 17-19, 2010 - Von Braun Center - Huntsville, AL



Labor Order Form

EAC Notification

Forklift Order Form

Rigging Order Form



# Space & Missile Defense Conference

LABOR

## ADVANCED ORDER DEADLINE 7/30/2010

\*\* Full payment must be received by the Advanced Discount Date to receive discount pricing.

On-site labor is available to assist you in unpacking and installing your booth before the show and in dismantling and packing your booth after the show. Starting time can only be guaranteed when labor is requested for the beginning of the work day.

### ADVANCE LABOR RATES (IF ORDERED BY ABOVE DEADLINE)

Straight Time	Monday - Friday, 8:00 a.m. to 4:30 p.m.	\$70.00/hr.
Overtime	Monday - Friday, 4:40 p.m. to midnight, Sat. & Sun. 8-5	\$105.00/hr.
Double Time	After 5:00 p.m. Saturday, Sunday and all day on holidays	\$140.00/hr.

### STANDARD LABOR RATES (IF ORDERED AFTER ABOVE DEADLINE)

Straight Time	Monday - Friday, 8:00 a.m. to 4:30 p.m.	\$80.00/hr.
Overtime	Monday - Friday, 4:30 p.m. to midnight, Saturday & Sunday 8-5	\$120.00/hr.
Double Time	After 5:00 p.m. Saturday, Sunday and all day on Holidays	\$160.00/hr.

### TERMS and CONDITIONS

Exhibitor is required to cancel labor at least two days prior to date for which labor is ordered. Otherwise, a two hour per man "No Show" will be billed to the exhibitor.

**There is a 2 hour minimum charge per man per labor call.**

- |  |  |
|--|--|
| <input type="checkbox"/> Exhibitor Supervised (Do not proceed without exhibitor presence.) Exhibitor should check in at SCS service desk to pick up labor. | <input type="checkbox"/> SCS Supervised (Ok to proceed without exhibitor presence). SCS will supervise labor to unpack and install exhibitor display. SCS will supervise labor to dismantle and pack exhibitor display. A 25% surcharge will be added to above rates for SCS supervised labor. |
|--|--|

Date	Time	Number of People	Hours	Total Hours	Hour Rate	Amount

Total Labor Ordered \_\_\_\_\_  
 Add 25% surcharge for SCS supervised \_\_\_\_\_  
 Grand Total: \_\_\_\_\_

Southern Convention Services - [www.scsonline.com](http://www.scsonline.com)

Mail:	Fax:	Phone Calls:
P.O. Box 69 Madison, AL 35758	256-461-6346	256-461-8815



# Space & Missile Defense Conference

EAC Notification

## Official Services Contractors are appointed to:

1. Ensure the orderly and efficient installation and removal of exhibits.
2. Assure the distribution of labor to all exhibitors according to need.
3. Provide sufficient labor to satisfy the requirements of exhibitors, and for the show itself.
4. See that proper type and limits of insurance are in force.
5. Avoid any conflict with local union regulations and requirements.

### Should an exhibitor wish to employ the services of a contractor other than the official contractor, the following must be met:

1. The EXHIBITOR must inform SCS of the name and address of the contractor and the work to be performed. This information must be received in writing no later than July 30, 2010. If notification is not received, SCS must be used for all work. The non-official contractor will be permitted to supervise only. This will be strictly enforced!
2. The EAC MUST provide a certificate of insurance with at least the following limits: Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence and \$5,000,000 with respect to damage of property; Worker's Compensation Insurance, including employment liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage.
3. The EAC must agree to abide by all rules and regulations of the show, as well as all union rules and regulations. The EAC must have all business licenses, permits and Workers' Compensation required by the State, City and facility. The EAC must provide evidence of such upon request.
4. SCS has total control of all areas of the exhibit hall. The EAC must coordinate all activities with SCS. The EAC must confine its operations to the exhibit area of the client. Absolutely NO SOLICITING on the show floor will be allowed.
5. The EAC must agree to share with SCS all costs incurred as a result of or relating to the EAC's operation. This includes costs for stewards and other union representatives where applicable. Any costs necessary to restore exhibit area to initial condition may also be shared by EAC.

## EXHIBITOR APPOINTED CONTRACTOR INFORMATION

Name of Exhibiting Company: \_\_\_\_\_ Booth # \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

On-Site Representative: \_\_\_\_\_

Emergency Telephone: \_\_\_\_\_

**Please return completed form NO LATER THAN July 30, 2010 to:**

Southern Convention Services - [www.scsonline.com](http://www.scsonline.com)

Mail: \_\_\_\_\_ Fax: \_\_\_\_\_ Phone Calls: \_\_\_\_\_

P.O. Box 69 Madison, AL 35758 256-461-6346 256-461-8815



# Space & Missile Defense Conference

FORKLIFT

This form is for in booth work or unloading and reloading ONLY. In the case of loading and unloading will take the place of drayage cost.

**If your crates must be stored during the show, you must pay drayage costs.**

Rates are based on per hour.

**There will be a 1 hr. minimum charge.**

Straight time            8:00 a.m. - 4:30 p.m.  
 Overtime                Before 8:00 a.m. and after 4:30 p.m. and all day Saturday & Sunday.  
 Double time             Midnight - 6:00 a.m. and holidays

## EQUIPMENT RENTAL RATES

Qty	Item	Straight	Overtime	Double Time	Total
	Forklift & Operator for up to 5,000 lb capacity	\$75.00	\$112.50	\$150.00	
	Forklift & Operator for up to 10,000 lb capacity	\$125.00	\$187.50	\$250.00	
	Forklift & Operator for up to 20,000 lb capacity	\$170.00	\$255.00	\$340.00	
	Forklift & Operator for up to 30,000 lb capacity	\$225.00	\$337.50	\$260.00	

Number of pieces to be spotted: \_\_\_\_\_

Date and Time Needed: \_\_\_\_\_  
 \_\_\_\_\_

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# Space & Missile Defense Conference

**RIGGING**

This form **MUST** be returned by the order deadline date. **ALL** banners/hanging signs or any other item to be hung from the ceiling **MUST** be sent to the SCS advance warehouse **NO LATER THAN August 6, 2010** and must be clearly labeled as hanging sign. (Hanging sign labels are provided in the shipping section of this packet.)

You may pay hanging sign rates **ONLY IF** you have a straight banner weighing no more than 20 lbs. **AND** having 3 or less hanging points **AND** requiring no assembly. **ALL** hanging signs, banners, UAVS, etc. weighing more than 20 lbs or with more than 3 rigging points or requiring assembly or in any shape other than straight **MUST** use rigging rates.

### RIGGING LABOR RATES \*\*

Quantity	Item	Price/ Hour	Total
	Under 4000 lbs.*	\$350.00	
	Assembly Labor ST	\$70.00	
	Assembly Labor OT	\$105.00	

Time starts upon entry into hall by crew. Rates are a minimum of one hour per labor call.  
 \* 4000 lbs. and above, please call for quote.

### HANGING SIGN RATES \*\*

Quantity	Item	Price/ Hour	Total
	Hanging sign (per sign, less than 20 lbs. with 3 or less rigging points, requiring no assembly)	\$100.00	

\*\* Overhead signs need to be shipped to the advance warehouse with layout and setup diagrams. All overhead signs will be hung on Friday, August 13. Accurate location drawings are required for hanging. Some discretion by SCS and the VBC is required due to hanging points available.

Rigging Estimate \_\_\_\_\_  
 Assembly Labor Estimate \_\_\_\_\_  
 Hanging Sign Estimate \_\_\_\_\_  
**Grand Total:** \_\_\_\_\_

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# RIGGING LAYOUT

### To Use Grid:

Use bold lines to indicate the outline of your booth.

Indicate the scale of the grid (i.e. 1 square = 1 foot, or indicate the dimensions of your booth).

Mark the adjacent booth numbers or aisle numbers.

Indicate the placement of your hanging sign or banner.

Indicate											Indicate									
Adjacent											Adjacent									
Booth											Booth									
or											or									
Aisle											Aisle									
Number											Number									

Front Of Booth

Indicate Adjacent Booth or Aisle Number \_\_\_\_\_