

# EXHIBITOR TIPS

## HOW CAN I SAVE MONEY?

- Pre-plan and assemble as much of your exhibit as possible before shipping
- Pre-drill holes
- Indicate on the back wall where each product is to be placed
- Install carpeting on turntables or other items before shipping

## WHAT WILL MY SET-UP PERSON NEED?

Furnish the individual responsible for setting up your exhibit on show site with the following:

- Bill-of-lading (paperwork you use in shipping your display materials and/or equipment)
- A complete layout of the exhibit (make it as detailed as possible)
- Copies of all work or service orders you placed in advance

Acquaint your set-up person with labor rates and regulations. Emphasize the importance of staying on top of set-up and talking with Show Management immediately if problems should arise.

## CAN I INSTALL MY OWN DISPLAY?

**You are not required to use show labor.** Labor will be available should you need help moving your exhibit materials to/from your space. You can also contract with George Fern for labor to set up your display. **Any electrical and telephone work must be done by Green Wave, the official electrical/telephone contractor for Bartle Hall.**

## HOW DO I CONTRACT FOR LABOR?

1. Complete the George Fern labor order form(s).
2. Upon arrival check all cartons and crates against your bill(s)-of-lading (including carpeting-whether rented or yours).
3. If everything is in order and you are ready to assemble your exhibit, go to the George Fern Service Desk. Tell them of your advance order(s) and that you want to sign out for your labor. Note the time of this transaction on the work ticket.
4. Upon completion of work, immediately accompany laborer(s) back to the George Fern Service Desk and sign them in. Write the time of this transaction on the work ticket. If there is a dispute regarding the work ticket, don't sign it! Ask Show Management to help resolve the situation.
5. Do not tip workmen for any services--you're hurting your company and every other exhibitor.

## WHAT WILL I BE CHARGED?

You will be charged by the hour **straight time** labor rates from **8:00 a.m. to 4:00 pm, Monday through Friday. Overtime rates apply before 8:00 am, after 4:00 pm, and all day Saturday, Sunday and Holidays.**

Starting time is guaranteed only when men are requested for the start of the working day (8:00 am). All work is done under the supervision of the exhibitor unless exhibitor orders supervision.

**Prepayment of services is required.** All invoicing must be arranged through George Fern or the appropriate company providing each service. Checks, American Express, Mastercard and Visa are accepted.