

Shrouding Request Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

E3 2017
Los Angeles Convention Center
June 13 - 15, 2017

Discount Deadline Date:
May 15, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- GES is responsible for all shrouding.
- Shrouding of lights (fabric hung) to screen light from certain areas.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): Monday - Friday 4:30 PM - 10:00 PM, Saturday and Sunday from 8:00 AM - 10:00 PM.
- Night Rate: Monday - Sunday from 10:00 PM to 8:00 AM.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Lift w/ Crew	X # Hours	= Total
705300	High Lift, ST Move In	402.00	502.75	603.00			\$
705300	High Lift, ST Move Out	402.00	502.75	603.00			\$
705300	High Lift, OT Move In	522.75	653.25	784.00			\$
705300	High Lift, OT Move Out	522.75	653.25	784.00			\$
705300	High Lift, Night Rate Move In	679.50	849.50	1,019.25			\$
705300	High Lift, Night Rate Move Out	679.50	849.50	1,019.25			\$

* Final rate will reflect time and materials used.

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022600963/labor/esm>

Step 2. Provide On-Site Contact Information and List Services Requested

Name: _____ Phone #: _____

Specific Lights to be Shrouded: _____

Number of Lights: _____

Step 3. Schedule Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. **Confirm labor and equipment by 2:30 PM the day before date requested.** If labor is not requested for the start of the working day, please have a representative check in at the labor desk and supervise the work being done. Equipment and labor cancelled without a 18 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Shrouds will be removed at close of show and actual time will be billed.

Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

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Company Name _____ Email _____ Phone Number _____ Booth Number _____

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Name - Please Print

Date

Total Payment Enclosed

\$

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