

Labor

Build success into your exhibit by reserving help early.

Pricing Information

Straight Time – Monday through Friday, 8:00 a.m. to 4:30 p.m.

Double Time – After 4:30 p.m. daily, and all day Saturday, Sunday and holidays.

There is no tax on labor rates.

Deadline – Labor orders must be received no less than 30 days in advance.

Labor costs during straight time:

1-hour minimum required:

Forklift \$65.00/hr.
Sign Hanging \$65.00/hr.
Electrician \$70.00/hr.
Uprigging \$500/Day

4-hour minimum required:

Carpenter \$65.00/hr.
Plumber \$65.00/hr.

Starting time will be guaranteed only at 8:00 a.m. Every attempt will be made to supply labor at other times.

We must remind you that all exhibitors are expected to conform to local labor regulations, and that Pheasant Run Resort & Spa will provide experienced labor at prevailing rates.

Service Requested

If you will need labor for both setting and dismantling of your booth, please provide both requirements below.
Information provided on this order sheet will be adjusted if actual labor cost is more than previously requested. 1-hour minimum required.

| Hours needed | Type of Service (forklift, carpenter, etc.) | Time of service | Total due |
|--------------|---|-----------------|-----------|
|--------------|---|-----------------|-----------|

_____ **Call for info!!!** _____

Additional services may be available upon request. Please call for additional information.

If you are using contractors other than those provided by the Exposition Center, you must provide the Expo Center Manager with a proof of insurance certificate prior to the first day of show installation.

Labor Order Total _____

This form must be returned with the original Master Order Form.

Material Handling

All you do is ship your exhibit and the Exposition Center will handle the rest.

The Exposition Center Operations Manager takes the pressure off you. You'll deal with one centrally located company, specialists in exhibit material shipping and handling.

Pheasant Run Resort's Complete Service Package Includes:

- Up to 14 day storage of display materials prior to show opening
- Delivery of exhibit from storage facility to your booth
- Removal and storage of empty crates and boxes during the show
- Return of crates and boxes after the show
- Transport of all materials onto carriers for outbound shipping

Outbound Shipping

- Exhibitors must bring their own labels to the show for outbound shipments
- Exhibitors are responsible for scheduling all pick-ups if they are not using the preferred carrier
- Packages left longer than 24 hours after the close of the show will be forced out at the discretion of the Exposition Center Management

Our Shipping Address:

**PR Exposition Center
Attn: Company Name and
Booth #
4051 E. Main Street
St. Charles, Illinois 60174**

(630) 584-6300

If you do not address your package(s) in the above format, we cannot guarantee that your shipment will arrive to your booth in time for the show.

Rates

- Material handling rates are calculated by the shipping weight, multiplied by \$0.35
- The minimum handling charge is \$35.00
- Any shipment arriving independently of a pallet will incur a \$5 per package charge **additional to its weight.**

Limitations of Pheasant Run Resort & Spa's Liability and Responsibility

- Pheasant Run shall not be responsible for damage to uncrated/improperly-packaged materials nor concealed damage.
- Pheasant Run shall not be responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or any other causes beyond its control.
- Pheasant Run's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Pheasant Run's maximum liability shall be limited to \$0.30 per pound, per article with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.
- Pheasant Run shall not be responsible for loss or theft of

materials before they are picked up from the exhibitor's booth for reloading after the show.

- Pheasant Run shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs which may result from any loss or damage to an exhibitor's materials, which may make it impossible or impractical to exhibit same.
- The consignment or delivery of a shipment to Pheasant Run by an exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in the contract.

A Suggestion

To protect your display in transit, you are urged to carry all-risk floater insurance covering your materials against damage, loss, and all other hazards from the time shipment is made from your place of business until your materials are received back after the show. This can generally be obtained for a nominal cost by adding a rider to an existing insurance policy.

All shipments must be prepaid.

Collect shipments will be refused.

Material Handling Instructions

Inbound Shipping Information

Exhibiting Company Name: _____ Booth Number: _____

Shipping Via: _____ Pro Number: _____

Date Shipping: _____ Estimated Arrival Date: _____

Total # of Shipments: _____ Total # of pieces: _____ Total Weight: _____

Shipments weighing **less** than 100 lbs.,
will be subject to a \$35 minimum
material handling fee. _____ X \$0.35/ lb. = \$ _____
Total Weight Payment Due

Packages arriving independently
will have their weights totaled and
will be treated in the same manner as # of packages X \$5.00 = \$ _____
large shipments. Additional Charge

\$.35 per pound Plus an additional \$5.00 per package Total due: \$ _____

Outbound Shipping Instructions

Shipping to: _____ Attention: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Carrier: _____ Total # of pieces: _____

Description of Material: _____

Prepaid Collect Bill Third Party (Please, use space above for 3rd party address.)

- No allowances shall be made for attrition during the event.
- Actual billing weights will be based on the information given by the carriers.
- Advance payment for material handling should be mailed along with a copy of this document and the Master Order Form. Or, they can be sent via Fax to (630-584-1042). Any variance or difference between the weight given and that of the one received **will be billed on-site** at the beginning of the show and **will have to be paid in full** before the show's break-down.

Company Name

Booth Number _____