

CE MANAGEMENT, LLC

1060 Willow Street Unit 3, No. 143 San Jose, California 95125

Tel: 408-242-3024 Fax: 209-408-8483 Email: mail@camelot-events.com

LABOR

EXHIBITING COMPANY:	BOOTH:
CONTACT	
AUTHORIZING SIGNATURE:	
EMAIL:	TELEPHONE
SHOW NAME: Southern California Facilities Expo 2018	DATE: May 2-3, 2018

SUPERVISION OF ALL LABOR IS REQUIRED. PLEASE INDICATE SUPERVISION PLAN:

LABOR OPTION 1

SUPERVISION CHARGE OF 30% OF YOUR TOTAL LABOR BILL (\$40.00 MINIMUM)

- Exhibitor need not be present. It is OK to proceed:

Work will be performed under the direction of CEM personnel. In order to complete the work without your representative present, we must have set-up instructions, (blueprints/floor plans, etc). Every effort will be made to set your display on a straight time hours, unless move-in schedule does not permit.

CARPET: Contractor's Carpet Exhibitor's Carpet Install & Dismantle

No. of Crates: _____ **Cartons:** _____ **Plans Attached:** Y / N **Plans in Case No.:** _____

LABOR OPTION 2

EXHIBITOR SUPERVISION

- EXHIBITOR WILL SUPERVISE. DO NOT PROCEED**

All work is to be performed only under the supervision of the Exhibitor Representative. Starting time can be guaranteed only in those instances where men are requested for the start of the working day. There will be a one hour minimum charge per man if labor is not picked-up, or cancelled with 24-hour notice.

The exhibitor must check in at the CEM Service Desk to pick up labor ordered and check labor out at the Service Desk upon completion of the work.

Representative Name/Company

STRAIGHT TIME RATES:

\$92.00 per man hour; 8:00 a.m. to 4:30 p.m. weekdays.

OVER TIME RATES:

\$138.00 per man hour; 4:30 p.m. to 8:30 p.m. Monday through Friday.

DOUBLE TIME RATES:

\$184.00 per man hour Saturday/Sunday, all other hours and holidays

1. All labor rates are based upon a one hour minimum.
2. Labor orders received after *Friday, April 6, 2018*, are subject to a twenty percent (20%) late charge.
3. Floor orders, add twenty percent (20%).
4. Labor ordered through CEM for dismantle may not be available until one hour after the close of the show.

Date	Time	No. of Men	X	Total Hours	X	Rate ST/OT:	TOTAL
INSTALLATION:							
DISMANTLE:							

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PAYMENT POLICIES

- ◆ Full payment must be included with all advance orders to obtain the discount prices. Payment may be made by American Express, MasterCard, VISA, Company Check, Cash or Money Order. A purchase order is not considered valid payment.
- ◆ All orders for Freight & Material Handling Services whether paid for by Company Check, Cash or Money Order must have a valid Credit Card Authorization on file for the service to be provided.
- ◆ Advance orders received without payment will be charged at the higher Regular, with full payment due upon presentation of an invoice on show site. Payment on show site may be made by American Express, MasterCard, VISA, Company Check, or Cash.
- ◆ The charge for any additional orders of equipment, or services, placed at the show site, including labor and material handling, are due payable at the time the order is placed.
- ◆ If your company has any unpaid balance, for previous services, payment in full will be required before new orders will be accepted.

◆ YOUR REPRESENTATIVE(S) MUST BE MADE AWARE OF THESE PAYMENT POLICIES, AND HAVE THE ABILITY TO MAKE PAYMENT FOR SERVICES PROVIDED ON SHOW SITE

- ◆ The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf.

◆ NO CREDITS WILL BE ISSUED AFTER THE OPENING DATE OF THE SHOW.

- ◆ **INTERNATIONAL EXHIBITORS:** We require 100% pre-payment of charges for advanced orders, including drayage, prior to the move-in date of the event. Payment may be made by checks drawn on a U.S. Funds Account, Traveler's Check, Cashier's Check, American Express, MasterCard, VISA or Cash.

IF YOU HAVE ANY QUESTIONS REGARDING PAYMENT PROCEDURES, PLEASE CONTACT:

**CE MANAGEMENT, LLC
PHONE: 408-242-3024 FAX: 209-408-8483**

I have read, and understand the accompanying information:

EXHIBITOR NAME	BOOTH NO.
CONTACT NAME:	PHONE NO.:
AUTHORIZED SIGNATURE:	
SHOW NAME: SOUTHERN CALIFORNIA FACILITIES EXPO 2018 SHOW DATE: MAY 2-3, 2018	

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EXHIBITOR CREDIT CARD AUTHORIZATION

IMPORTANT: FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER TO OBTAIN DISCOUNT PRICING. Orders received without payment will be billed at REGULAR Rates. Payment can be in the form of American Express, MasterCard, VISA, Company Check, Personal Check, Cash or Money Order. *A purchase order is not considered payment.*

If your company has any unpaid balance for previous services payment in full will be required before new orders will be accepted.

ALL ACCOUNTS MUST BE SETTLED PRIOR TO THE CLOSE OF THE EVENT. All outstanding amounts for services, and/or equipment must be paid by the end of the event. An invoice will be prepared at the end of the event and will be mailed to the address provided below. Please notify your on-site representative of our payment policy. Any disputes with regard to the services or equipment received **MUST be settled prior to the end of the event**, a CE Management Representative will be on-site to discuss your concerns.

If you wish to charge additional items to your credit card account, please complete the information requested below and return this form with your order. Any event site charges incurred for services, equipment or miscellaneous items not paid before the close of the event will be charged to your credit card account.

Orders for Freight & Material Handling services must have a valid Credit Card Authorization on file in order for the service to be provided, regardless of intent to pay by check, or money order.

American Express

MasterCard

VISA

CREDIT CARD ACCOUNT #: _____

*CARD VALIDATION CODE: _____ (the 3 digit code printed on the signature panel)

EXPIRATION DATE: _____

CARDHOLDER'S SIGNATURE: _____

CARDHOLDER'S NAME			
BILLING ADDRESS:			
CITY:		STATE:	ZIP:
FAX #:	PHONE #:		
EMAIL ADDRESS:			

NO CREDITS WILL BE ISSUED AFTER THE CLOSE OF THE EVENT.

EVENT NAME: Southern California Facilities Expo 2018 EVENT DATE: May 2-3, 2018

EXHIBITING COMPANY NAME: _____ BOOTH #: _____

* All information requested on the CCA must be completed using a valid credit card number, and returned with the completed order form(s) for the equipment/services, to secure your order.