

NEW YORK BOAT SHOW

DEADLINE DATE: January 6, 2023

Jacob K. Javits Convention Center
January 25-29, 2023

DISPLAY LABOR ORDER FORM

RETURN TO: Long Island Exposition • 100 Cabot Street, Unit B, West Babylon, NY 11704 • Phone 631-608-3210 • longislandexpo@gmail.com

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

1. Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
2. Exhibitor may unpack and place merchandise.
3. Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

RATES AND INFORMATION

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY LONG ISLAND EXPOSITION.** Long Island Exposition requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs

ADVANCE DISPLAY LABOR RATES IF ORDERED BY THE ABOVE DEADLINE DATE:

JOURNEYMEN

Advance

Standard

Straight Time

Monday through Friday - 1st 8 Hours

\$ 210.00 per hour

\$ 275.00 per hour

Overtime All Other Times

Monday through Friday, All day Saturday & Sunday

\$ 310.00 per hour

\$ 400.00 per hour

PLEASE INDICATE SERVICE NEEDED

☐ **LONG ISLAND EXPOSITION SUPERVISED LABOR (Please complete the Display Labor Information Form Page 2 of 2)**

Long Island Exposition will provide the following service:

1. Unpack and install display before exhibitor arrival at show site
2. Dismantle, pack and arrange to ship display after show closing

A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

☐ **EXHIBITOR SUPERVISED LABOR**

Exhibitor will supervise.

1. Indicate workers needed for installation and dismantling

NOTE: If exhibitor fails to pick up men at time ordered, a one (1) hour no-show charge will be assessed.

PLACE ORDER HERE

Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Workers	Labor Rate	Total
						\$
						\$
						\$
						\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.

IMPORTANT NOTICE

Your Company is encouraged to carry insurance covering potential injury, damage or loss associated with your display. Long Island Exposition will NOT be responsible for injury to display personnel and damage or loss of display materials. In any case, the liability of Long Island Exposition is limited to a max of 50% of total labor not to exceed \$1000.00.

1. Total Labor Ordered	\$
2. 25% LI Exposition Supervision	\$
3. 8.875% NY State Sales Tax	\$
4. Total Payment Enclosed	\$

RETURN TO: Long Island Exposition • 100 Cabot Street, Unit B, West Babylon, NY 11704 • Phone 631-608-3210 • longislandexpo@gmail.com

NEW YORK BOAT SHOW

DEADLINE DATE: January 6, 2023

Jacob K. Javits Convention Center
January 25-29, 2023

DISPLAY LABOR ORDER FORM

RETURN TO: Long Island Exposition • 100 Cabot Street, Unit B, West Babylon, NY 11704 • Phone 631-608-3210 • longislandexpo@gmail.com

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

INBOUND FREIGHT INFORMATION

Carrier _____ Shipped By _____ Date _____

Number of Pieces _____ Weight _____ Pro Number _____

Target Date _____ Loose Display _____ Crated Display _____

Shipped To: (Check One) ☐ Warehouse ☐ Showsite

SET-UP INFORMATION FOR LONG ISLAND EXPOSITION INSTALLATION

☐ Set Up Drawings Attached

☐ Rental Carpet Color

☐ Set Up Drawings With Exhibit

☐ Own Carpet Color _____

Case/Crate Number _____

☐ Padding _____

Number of Workers required for set up _____

Approximate time for set up _____

☐ Forklift Ordered Hrs. _____ Time _____

Special Equipment Required _____

DID YOU ORDER —

Electrical ☐ Yes ☐ No Electrical Under Carpet ☐ Yes ☐ No

Electrical Drawings ☐ Attached ☐ Sent to the Electrical Contractor ☐ With the Exhibit

Booth Cleaning ☐ Yes ☐ No

Other Items _____

Furniture ☐ Yes ☐ No

A/V Furniture ☐ Yes ☐ No

Telephone ☐ Yes ☐ No

OUTBOUND FREIGHT INFORMATION

Outbound Freight Charges _____ Consigned To _____

☐ Prepaid ☐ Collect

Address _____

☐ Bill To _____

City/State/Zip _____

Second Consignee _____

Address _____

☐ Long Island Exposition Storage

City/State/Zip _____

Method ☐ Common ☐ Carrier ☐ AirFreight ☐ Vanline ☐ Other

Carrier (if known) _____

Contact _____ Phone _____

EMERGENCY CONTACT INFORMATION/SHOWSITE CONTACT

Name _____ Title _____

Telephone _____

Other Means of Contacting This Person _____

Contact's Hotel _____ Arrival _____ Departure _____

Purchasing Authorization ☐ Yes ☐ No

RETURN TO: Long Island Exposition • 100 Cabot Street, Unit B, West Babylon, NY 11704 • Phone 631-608-3210 • longislandexpo@gmail.com

NEW YORK BOAT SHOW

DEADLINE DATE: January 6, 2023

Jacob K. Javits Convention Center
January 25-29, 2023

SIGN HANGING INFORMATION FORM

Please complete and return the Hanging Sign/Truss Order Form by January 6, 2023.

By sending us this information in advance, you will help us assure your sign is properly assembled and installed.

SHIPPING INSTRUCTIONS

All hanging signs should be received in advance at the Warehouse by January 18, 2023.

Please ship all hanging signs in a separate container with the special sign label on this sheet. Mark bill of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted. See *Shipping Information and Shipping Guidelines* for more information.

HANGING SIGNS

Long Island Exposition is responsible for supervision, assembly, installation, and removal of all hanging signs.

If you wish your representative to be present during the assembly, installation, and removal of your sign, please check the appropriate box on the *Hanging Sign/Truss Order Form*.

Remember:

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. Include engineer-stamped assembly and hanging instructions with the order.
5. Include exhibitor contact information with the order.

RUSH!
HANGING SIGN

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

New York Boat Show

NAME OF EXHIBITION

BOOTH NUMBER

C/O

ABF

c/o ABF FREIGHTWAYS

414 MASPET AVENUE

BROOKLYN, NY 11211

SHIPMENT SHOULD ARRIVE ON OR BEFORE: Friday, January 18, 2023

Carrier _____

Number of Pieces _____

TRUSS & HOISTS

Long Island Exposition is responsible for supervision, assembly, installation, and removal of all hanging signs.

If you wish your representative to be present during the assembly, installation, and removal of your truss, please check the appropriate box on the *Hanging Sign/Truss Order Form*.

Remember:

1. All trusses must be designed to comply with Show Management rules and regulations and facility limitations.
2. All trusses must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. Climbing on truss is strictly prohibited.
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the *Electrical Service Order Form*.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by Long Island Exposition.

NEW YORK BOAT SHOW

DEADLINE DATE: January 6, 2023

Jacob K. Javits Convention Center
January 25-29, 2023

SIGN HANGING LABOR ORDER FORM

RETURN TO: Long Island Exposition • 100 Cabot Street, Unit B, West Babylon, NY 11704 • Phone 631-608-3210 • longislandexpo@gmail.com

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

LONG ISLAND EXPOSITION IS RESPONSIBLE FOR SUPERVISION, ASSEMBLY, INSTALLATION, AND REMOVAL OF ALL HANGING SIGNS AND TRUSSES. A crew will be assigned consisting of a lift with two riggers for aerial work.

RATES AND INFORMATION

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. Please have a representative pick up the crew at the labor desk and supervise the work to be done for EXHIBITOR SUPERVISED labor not scheduled for 8 AM. Upon completion, the exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without 24 hour notice shall be charged a (1) hour cancellation fee per worker and lift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No Show" charge per worker and lift will apply.

The minimum charge for labor is one (1) hour per worker and lift. Equipment and Labor thereafter is charged in half (1/2) hour increments. GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY LONG ISLAND EXPOSITION. Long Island Exposition requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

ADVANCED SIGN HANGING LABOR RATES IF ORDERED BEFORE JANUARY 6, 2023:

Straight Time	Monday through Friday - 1st 8 Hours	\$ 650.00 per hour
Overtime All Other Times	Monday through Friday, All day Saturday & Sunday	\$ 850.00 per hour

REGULAR SIGN HANGING LABOR RATES IF ORDERED BEFORE JANUARY 6, 2023:

Straight Time	Monday through Friday - 1st 8 Hours	\$ 850.00 per hour
Overtime All Other Times	Monday through Friday, All day Saturday & Sunday	\$1,250.00 per hour

SIGN INFORMATION, DESCRIPTION AND PLACEMENT

- ☐ **LONG ISLAND EXPOSITION SUPERVISED**
A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision

- ☐ **EXHIBITOR SUPERVISED** — Exhibitor will supervise.

TYPE OF SIGN (Circle one sign typer per order)

Banner Structural Sign Systems

NUMBER OF FEET FROM FLOOR TO TOP OF SIGN
(Must be compliant with Show Rules and Regulations) ft. _____

DOES YOUR SIGN REQUIRE ASSEMBLY? If yes, LI Expo will assemble your sign prior to hanging. See Sign Hanging Information Form.

☐ YES ☐ NO

LOCATION OF SIGN / DIMENSIONS OF TRUSS: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your sign / truss placed.

SHAPE OF SIGN

Square Rectangle Triangle Circle Other _____

DIMENSIONS & WEIGHT OF SIGN

Width _____ Length _____ Height _____

Weight _____ lbs.

_____ of Structural Pick Points

lbs _____ at each point

IS YOUR SIGN ELECTRICAL? If yes, order requirements on *Electrical Order Form* and not "For Hanging Sign" YES NO

Include engineer stamped assembly and hanging instructions with the order. Long Island Exposition accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend Long Island Exposition and Show Management from any claims arising out of or related to the installation of any sign without approved drawings.

PLACE ORDER HERE

Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Workers	Labor Rate	Total
						\$
						\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.

IMPORTANT NOTICE

Your Company is encouraged to carry insurance covering potential injury, damage or loss associated with your display. Long Island Exposition will NOT be responsible for injury to display personnel and damage or loss of display materials. In any case, the liability of Long Island Exposition is limited to a max of 50% of total labor not to exceed \$1000.00.

1. Total Labor Ordered	\$
2. 25% LI Exposition Supervision	\$
3. 8.875% NY Sales Tax	\$
4. Total Payment Enclosed	\$

NEW YORK BOAT SHOW

DEADLINE DATE: January 6, 2023

Jacob K. Javits Convention Center
January 25-29, 2023

BOOTH LAYOUT

RETURN TO: Long Island Exposition • 100 Cabot Street, Unit B, West Babylon, NY 11704 • Phone 631-608-3210 • longislandexpo@gmail.com

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

This grid must be attached to the following order forms to ensure proper placement of items in your booth. Please photocopy as needed.

- ☐ Hanging Signs
- ☐ Special Colored Drape
- ☐ Pad and Carpet (If you are not carpeting your entire booth)

To use this 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.

BACK OF BOOTH (Indicate Adjacent Booth or Aisle Number: _____)

Indicate
Adjacent
Booth or
Aisle Number:

Indicate
Adjacent
Booth or
Aisle Number:

FRONT OF BOOTH (Indicate Adjacent Booth or Aisle Number: _____)

RETURN TO: Long Island Exposition • 100 Cabot Street, Unit B, West Babylon, NY 11704 • Phone 631-608-3210 • longislandexpo@gmail.com