



Order Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials. Enter the Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: January 5, 2012



Add to my calendar

Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
 - Reduce at-show expenses and time spent
 - Labor under Brede supervision is straight time when possible.
- Check for Brede Supervised Labor

Installation

Shipped:

- Warehouse
- Show site

Blueprints/Instructions:

- Attached
- with Display-Crate # _____

Shipment :

- Crates
- Boxes
- Carpet/Pad

Electrical under carpet:

- Yes No

Location: _____

Carpet:

- From Brede
- Shipped
- None

Delivery Date: _____

Special Equipment Required: _____

- Brede Supervision costs 30% of total labor bill.
- There is a \$40.00 minimum charge for supervision per installation and dismantle.

Dismantle

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

Please provide the following information:

Ship to: _____
 Attn: _____
 Address: _____
 City, ST, Zip: _____
 Official show carrier: Ground Air
 Other carrier*: _____

*Show site Bill of Lading prevails.

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
 - Exhibitor must meet labor at Brede Service Desk at scheduled time.
- Check for Exhibitor Supervised Labor

Show site Contact: _____
 Phone #: _____

Labor Rates

Straight Time	\$66.40
8:00 a.m.—4:00 p.m. Monday-Friday	per person per hour
Overtime	\$102.65
4:00 p.m.—8:00 a.m. Monday-Friday	per person per hour
All day Saturday, Sunday and Observed Holidays	

- One hour minimum per laborer. Labor is then charged in 1/2 hour increments per laborer.
- *Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A. Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

Estimate Costs

	Date Time	# Laborers Requested	Est. Hrs. per laborer	Total Hrs.	Rate* per person per hour	Subtotal	Brede Supervision (Subtotal X .30)	Estimated Cost
Installation	_____		X =	X	= \$	+ \$	= \$	
Dismantle	_____		X =	X	= \$	+ \$	= \$	

Important Notes

- A 20% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2211 Broadway Street NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

Labor