



**RETURN FORM TO:**  
**BLUE CHIP EXPO**  
 118B Mathews Drive  
 HILTON HEAD ISLAND, SC 29926  
 TELEPHONE (843) 681-4545  
 FAX (843) 689-5959

## DISPLAY INSTALLATION FORM

**PLAN A – SUPERVISION BY BLUE CHIP EXPO**

To save time and alleviate exhibitor supervision, PLAN A (Supervision by Blue Chip Expo) is provided so that exhibits may be installed prior to the exhibitor's arrival. All Pertinent information should be directed to us, including blueprints, photographs, shipping information and set-up instructions. Professionally trained personnel are used on installation, and where possible, all work is done on straight time. Charge for supervision is 30% of the total labor bill, with a \$40 minimum.

We will use this same service to dismantle and pack our exhibit

LABOR IS REQUIRED ACCORDING TO THIS SCHEDULE:

	NUMBER OF MEN REQUIRED	ESTIMATED HOURS EACH MAN	____ Number of Crates	____ Self Contained Unit
Labor for installation			____ Set-Up Plans Attached	____ Photo Enclosed
Labor for dismantling			____ Set-Up Plans in Crate	____ Special Instructions
			Carpet BCE _____	Own _____ Color _____

**PLAN B – SUPERVISION BY EXHIBITOR PERSONNEL**

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 A.M., unless official set-up time is set to begin later in the day. While every attempt will be made to provide men at a time requested subsequent to 8:00 A.M. (or official set-up time), such starting time must be approximate, since men are assigned to jobs at the start of the day and it is impossible to gauge the exact time of completion of the first job assignment. It is important that exhibitors check in at the service desk to pick up men ordered. Exhibitors must also check the men out at the service desk upon completion of the work. All work will be done under the qualified supervision of the exhibitor or his representative.

LABOR IS REQUIRED ACCORDING TO THIS SCHEDULE:

	NUMBER OF MEN REQUIRED	ESTIMATED HOURS EACH MAN	TIME	DATE
Labor for installation				
Labor for dismantling				

Supervisor will be: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

**NOTE: IF EXHIBITOR FAILS TO PICK UP MEN AT TIME ORDERED, A ONE HOUR PER MAN NO-SHOW CHARGE WILL BE APPLIED.**  
**Rates: Charges for labor services are based on prevailing rates of labor and materials. All labor before 8:00 A.M. and after 4:00 P.M. weekdays and all hours Saturday, Sunday, and holidays will be charged at an overtime rate. Minimum charge (1) one hour per day for each man. Straight time = \$65.00 per hour. Overtime = \$95.00 per hour.**

**ADVANCE PAYMENT IN FULL BY CHECK OR CREDIT CARD IS REQUIRED FOR ALL ORDERS.**

**TOTAL \$** \_\_\_\_\_

Name of Event			Booth No		
Phone – Area Code /			FAX – Area Code /		
Firm Name					
Address					
Street		City		State	
				Zip Code	
By (Print or type)		Signature		Title	Date

*(Please Mail Promptly)*