



Desert Display Services
 3133 Boeing Road
 Cameron Park, CA 95682
www.desertdisplay.com

Office: 530-672-1477
 E-mail: bcook@desertdisplay.com

Service Requirements:	<input type="checkbox"/> Installation & Dismantle <input type="checkbox"/> Other Specify _____					
Submitters Information:	Name _____ Company _____ Address _____ City/State/Zip _____ Email Address _____ Phone / Fax _____ After hours contact number _____			I&D Billing Information:		
	Company _____ Contact Name _____ Contact email _____ PO number (if needed) _____ Address _____ City/State/Zip _____ Phone/Fax _____					
Show Information:	Exhibitor Name _____ Show Name _____ Show Start Date _____ Show End Date _____ Show City _____			Venue _____ Hall _____ Booth Size _____ Booth Number _____		
Exhibitor Information:	Contact Name _____ Phone Number _____ After hours contact number _____					
Display House Information:	Company _____ Contact Name _____ Phone Number _____ After hours contact number _____					
Labor Information: * 4hr minimums apply	Day	Date	Start Time	Workers	Est Hours	Additional Needs:
* Installation						Visqueen <input type="checkbox"/> Genie Lift <input type="checkbox"/> Ladders _____ Exhibit Height _____
* Dismantle						
DDS Supervised Labor:	*25% Supervision fee applies - based on total labor bill					
Exhibitor or Shop Supervised Labor:						
Exhibitor or Shop Supervisor Contact:	Company		Contact Name		Cell number	
Install						
Dismantle						
Booth Layout to be provided?			Fax	Email	*Mail	w/Exhibit
*Please contact us prior to mailing any items, we may need to provide an alternate mailing address.	Blue Prints					
	Drawings					
	Pictures					
Carpet Specifications:	Rental <input type="checkbox"/> Shipped w/exhibit <input type="checkbox"/> Color _____ Pad? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Services Ordered: (Please email or fax a copy of orders to DDS for our job file)	Electrical <input type="checkbox"/> Telephone <input type="checkbox"/> Cleaning <input type="checkbox"/> Computer <input type="checkbox"/> Furniture _____ Floral _____ Audio visual _____ Other _____					



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Show Management: Note: EAC Submitted? <input type="checkbox"/> Yes For DDS Contact, please list: <input type="checkbox"/> No <i>John Cook</i> <i>602-617-8016</i> Company _____ Address _____ City/State/Zip _____ Contact Name _____ Mobile / Fax _____	General Contractor: Show Rate _____ ST _____ OT Company _____ Address _____ City/State/Zip _____ Contact Name _____ Mobile / Fax _____
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Inbound Freight: Carrier _____ Tracking number _____ Carrier Contact Name _____ Carrier Contact Number _____ Shipped from _____ Address _____ City/State/Zip _____ Shipped To <input type="checkbox"/> Hall <input type="checkbox"/> Drayage <input type="checkbox"/> DDS Direct Split shipment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Outbound Freight: Preferred Carrier _____ Pick up date _____ Pick up time _____ Ship To Company _____ Address _____ City/State/Zip _____ Attention _____ Split Shipment? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Split inbound details, if needed: Carrier _____ Tracking number _____ Carrier Contact Name _____ Carrier Contact Number _____ Shipped from _____ Address _____ City/State/Zip _____ Shipped To <input type="checkbox"/> Hall <input type="checkbox"/> Drayage <input type="checkbox"/> DDS Direct	Split outbound details if needed: Preferred Carrier _____ Pick up date _____ Pick up time _____ Ship To Company _____ Address _____ City/State/Zip _____ Attention _____
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Inbound Pieces:
 Number Crates _____
 Number Skids _____
 Number fiber cases _____
 Number cartons _____
 Total pieces _____

In the event your selected carrier fails to show on final move-out day, please select one of the following options:
 1. Re-route via General Contractor's choice.
 2. Delivery back to warehouse at exhibitor's expense.

Freight Billing Information: Company _____ Contact email _____ Fed-Ex/UPS Acct # (as necessary) _____ Address _____ City/State/Zip _____ Phone/Fax _____	Notes: _____ _____ _____
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Rate Schedule:			
	Straight Time	8:00am-5:00pm	Mon-Fri
		7:01am-8:00am	Mon-Fri
	Over Time	5:01pm-Midnight	Mon-Fri
		7:01am-Midnight	Sat
		12:01am-7am	Mon-Sat
	Double Time	12:01am-Midnight	Sun & Listed Holidays
		As applicable	Any return to job site with less than 8 hours between shifts
	Travel Time		Travel Time is billed at Straight Time rates, some exclusions apply: (i.e. when travel time fits within 4 hr mini, then billed at 4 hr mini rate, also, listed holidays.)
Holiday's billed @ Double Time:		New Year's Day	Memorial Day
		Labor Day	Thanksgiving Day
			Independence Day
			Christmas Day