



Desert Display Services Inc.

Convention & Exhibitor Services

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

Office: 530-672-1477

E-mail: DDSphxES@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 <input type="checkbox"/> Exhibit Height <input type="text"/>
* 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 _____																																																						
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"/>																																																						
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 _____																																																						
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. <input type="checkbox"/> 2. Delivery back to warehouse at exhibitor's expense. <input type="checkbox"/>																																																						
Freight Billing Information: Company _____ Contact email _____ Fed-Ex/UPS Acct # (as necessary) _____ Address _____ City/State/Zip _____ Phone/Fax _____	Notes: _____ _____ _____																																																						
Rate Schedule: <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%;">Straight Time</td> <td style="width:20%;">8:00am-5:00pm</td> <td style="width:20%;"></td> <td style="width:20%;"></td> <td style="width:20%;"></td> <td style="width:20%;">Mon-Fri</td> </tr> <tr> <td>Over Time</td> <td>5:00pm-8:00am</td> <td></td> <td></td> <td></td> <td>Mon-Fri</td> </tr> <tr> <td></td> <td>12:00am-Midnight</td> <td></td> <td></td> <td></td> <td>Sat & Sun</td> </tr> <tr> <td>Double Time</td> <td>12:00am-Midnight</td> <td></td> <td></td> <td></td> <td>Listed Holidays</td> </tr> <tr> <td></td> <td>As applicable</td> <td></td> <td></td> <td></td> <td>Any return to job site with less than 8 hours between shifts</td> </tr> <tr> <td>Travel Time</td> <td></td> <td></td> <td></td> <td></td> <td>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.)</td> </tr> <tr> <td colspan="2">Holiday's billed @ Double Time:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>New Year's Day</td> <td>Memorial Day</td> <td>Independence Day</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Labor Day</td> <td>Thanksgiving Day</td> <td>Christmas Day</td> <td></td> </tr> </table>		Straight Time	8:00am-5:00pm				Mon-Fri	Over Time	5:00pm-8:00am				Mon-Fri		12:00am-Midnight				Sat & Sun	Double Time	12:00am-Midnight				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	Independence Day				Labor Day	Thanksgiving Day	Christmas Day	
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