

TRADESHOW & SIGN CRAFT APPRENTICE ON-JOB TRAINING FORM

Month _____

Year _____

DATE	A	B	C	D	COMPANY NAME	SUPERVISOR SIGNATURE
1						
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30						
31						
					TOTAL HOURS	
					GRAND TOTAL OF HOURS	

APPRENTICE INFORMATION

NAME: _____

LAST 4 SSN: _____

I declare that the hours I am submitting are true and correct as I have entered above, and that if this document is turned in after the 10th day of the month it is due it will incur penalties as stated in the Rules and Regulations.

Apprentice Signature

Tradeshow Work Processes Are Listed On The Back

OJT slips must be turned into the Apprenticeship office monthly. **OJT slips are due on the 1st of every month** for the previous month's work hours but OJT slips will be considered delinquent after 4:00pm on the 10th of every month and can be turned in directly at: 377 Swift Avenue, Suite B, South San Francisco, CA, 94080, by fax at 650-871-8406, or by email at jcacharelis@local510.org.

IT IS YOUR RESPONSIBILITY TO SEE THAT THE JATC OFFICE RECEIVES YOUR OJT SLIP BY THE 1ST OF THE MONTH!

OJT's must be filled out correctly or they will be sent back to you and will not be counted as received until a properly filled out OJT form is received by the office.

APPRENTICE TRADESHOW WORK PROCESSES

A. GENERAL DECORATING	1,350
Taping booth lines, installing booth carpet and visqueen, placing backwall and ID signs, delivering, topping and skirting tables and floor layout.	
B. EXHIBIT INSTALLATION AND DISMANTLE	900
Set-up and dismantle Pop-up (Skyline, Tigermark, Exponent, and etc.) Set-up and dismantle Custom Exhibits (hard wall structures, multi-level structures, etc.)	
C. EXTRUDED METALS	600
Assemble and disassemble Extruded Metals exhibits and displays from such manufactures as GEM, MRE, Alluset, Agam, Octanorm, etc.	
D. MISCELLANEOUS	750
Forklift, Ground Rigging, Loading & Unloading Trucks.	

Revision Date 8/17