

# TRADESHOW & SIGN CRAFT APPRENTICE ON-JOB TRAINING FORM

Month \_\_\_\_\_

Year \_\_\_\_\_

| DATE | A | B | C | D | COMPANY NAME         | SUPERVISOR SIGNATURE |
|------|---|---|---|---|----------------------|----------------------|
| 1    |   |   |   |   |                      |                      |
| 2    |   |   |   |   |                      |                      |
| 3    |   |   |   |   |                      |                      |
| 4    |   |   |   |   |                      |                      |
| 5    |   |   |   |   |                      |                      |
| 6    |   |   |   |   |                      |                      |
| 7    |   |   |   |   |                      |                      |
| 8    |   |   |   |   |                      |                      |
| 9    |   |   |   |   |                      |                      |
| 10   |   |   |   |   |                      |                      |
| 11   |   |   |   |   |                      |                      |
| 12   |   |   |   |   |                      |                      |
| 13   |   |   |   |   |                      |                      |
| 14   |   |   |   |   |                      |                      |
| 15   |   |   |   |   |                      |                      |
| 16   |   |   |   |   |                      |                      |
| 17   |   |   |   |   |                      |                      |
| 18   |   |   |   |   |                      |                      |
| 19   |   |   |   |   |                      |                      |
| 20   |   |   |   |   |                      |                      |
| 21   |   |   |   |   |                      |                      |
| 22   |   |   |   |   |                      |                      |
| 23   |   |   |   |   |                      |                      |
| 24   |   |   |   |   |                      |                      |
| 25   |   |   |   |   |                      |                      |
| 26   |   |   |   |   |                      |                      |
| 27   |   |   |   |   |                      |                      |
| 28   |   |   |   |   |                      |                      |
| 29   |   |   |   |   |                      |                      |
| 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 must be turned in by the 10th of every month for the previous month's work hours and can be turned in directly at: 385 Oyster Point Blvd #2., South San Francisco, CA 94080, by fax at 650-871-8406, or by email at [jcacharelis@local510.org](mailto:jcacharelis@local510.org). It is your responsibility to see that the office receives your OJT slip no later than 5:00pm on the 10th day of the month it is due.

### APPRENTICE TRADESHOW WORK PROCESSES

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

Revision Date: 9/14