

DESIGN AND CONSTRUCTION SERVICES

for

INDUSTRIAL EXHIBITORS AND CONCESSIONAIRES

March 3, 1938

Supplemental to

RULES AND REGULATIONS

for

EXHIBITORS AND CONCESSIONAIRES AND OTHER PARTICIPANTS

Issued November 20, 1937



DESIGN AND CONSTRUCTION SERVICES

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INDUSTRIAL EXHIBITORS AND CONCESSIONAIRES

I. GENERAL

Exhibitors and concessionaires are expected to arrange for the erection of their structures and exhibits directly with their own architects, contractors, and others. The staff and working force of the Corporation were designed to undertake only the construction work to be provided by the Fair Corporation.

In exceptional cases a written request from an exhibitor or a concessionaire to furnish construction services will be given consideration by the Corporation. Such requests should be filed with the appropriate Account Executive.

During the course of construction every effort will be made, however, to furnish emergency and incidental services as the need arises in addition to the utility connections prescribed in "Rules and Regulations for Exhibitors and Concessionaires and Other Participants, Parts I and II."

II. CHARGES

The following standard charges will be made for construction services other than emergency or incidental services when written requests therefore shall have been approved by the Corporation:

- (a) Complete design, supervision and inspection service, consisting of preliminary and definitive designs, working drawings, processing contract documents, supervision and inspection -- for structures erected by contractors -

PERCENTAGE OF COST
OF STRUCTURE

When cost of structure is \$50,000 or less 10 per cent
When cost of structure is over \$50,000 8 per cent

Note: *Construction costs to be paid direct to contractors by exhibitors and concessionaires under their own contracts.*

- (b) Complete design, supervision and inspection service as above and actual construction -- when structures are erected by the Fair Corporation's construction force -

PERCENTAGE OF TOTAL
COST OF STRUCTURE

(1) When cost of structure is \$50,000 or less
Design 4 per cent
Labor and materials plus 17 per cent of each
item plus compensation insurance at manual rates.

(2) When cost of structure is over \$50,000
Design 4 per cent
Labor and materials plus 15 per cent of each
item plus compensation insurance at manual rates.

- (c) Preparation of working drawings from definitive designs submitted by the exhibitor or concessionaire after approval thereof 4 per cent
- (d) Management -- including preparation of contract proposals, handling bids, letting contracts, field supervision and inspection 4 - 5 per cent
- (e) Supervision and inspection, only, of construction by contractors on behalf of exhibitor or concessionaire 2½ per cent
- (f) Service other than those enumerated above By agreement

III. DOCUMENTARY AUTHORITY

Exhibitors and concessionaires will be required to sign written orders on a form adopted by the Corporation for all construction services to be rendered. When such services are estimated to cost \$10,000 or more a written contract, in addition to such orders, will be required. In both cases the signature of a principal or officer will be necessary.

Orders for emergency and incidental services furnished during the course of construction, however, may be signed by an authorized representative of the exhibitor or concessionaire, provided authority to accept such signature shall have been filed with the Corporation previously.

IV. FINANCIAL ARRANGEMENTS

As is generally known, the construction of the Fair is financed by means of a Debenture issue limited in amount. The funds thus provided will be required for costs of Fair construction, necessary inventories and pre-Fair operating expenses. No provision has been made for carrying accounts receivable for construction services.

The Corporation is compelled therefore to require exhibitors and concessionaires desiring such services to deposit in advance sufficient funds to cover their cost.

This requirement is standard. It is in no sense related to the credit responsibility of any participant.

It is suggested that deposits be sufficient to cover estimated costs of all expected construction services to avoid requests for additional amounts. Deposits will be kept in a separate account, especially earmarked, and will be drawn against only as charges accrue. Unused deposits will be refunded promptly upon completion of construction work.

The Corporation will render periodic statements setting forth the deposit amounts, accrued costs and balance of deposits available. Details of costs will be made available to auditors for examination, upon request.

Special arrangement may be made, however, to extend credit for minor charges not exceeding \$100.

All services rendered on behalf of exhibitors or concessionaires erecting their own structures on the Fair site will be invoiced to them. No accounts will be opened with contractors or other representatives.