# STAFF SCHEDULING FORM

**30 APRIL - 3 MAY 2007**
**RELIANT CENTER**
**HOUSTON, TX USA**

**BOOTH NUMBER** _____

Without prior planning, an exhibit can be overstaffed or understaffed. Knowing who is on duty, when and why is important. By completing the following chart, you can operate your exhibit more efficiently.

| **Installation Hours** | | **Exhibition Show Hours** | | **Dismantling Hours** | |
|---|---|---|---|---|---|
| Wednesday, 25 April | 8am - 5pm | Monday, 30 April | 9am - 5:30pm | Thursday, 3 May | 2pm - 10pm |
| Thursday, 26 April | 8am - 5pm | (Pavilion | 7:30am - 5:30pm) | Friday, 4 May | 8am - 6pm |
| Friday, 27 April | 8am - 5pm | Tuesday, 1 May | 9am - 5:30 pm | Saturday, 5 May | 8am - 6pm |
| Saturday, 28 April | 8am - 5pm | (Pavilion | 7:30am - 5:30pm) | | |
| Sunday, 29 April | 8am - 12noon | Wednesday, 2 May | 9am - 5:30 pm | | |
| | | (Pavilion | 7:30am - 5:30pm) | | |
| | | Thursday, 3 May | 9am - 2:00 pm | | |
| | | (Pavilion | 7:30am - 2:00pm) | | |

| TIME | DAY | NAME | DEPARTMENT/COMPANY |
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