STAFF SCHEDULING FORM

5–8 MAY 2008
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, 30 April	0800–1700	Monday, 5 May	0900–1730	Thursday, 8 May	1400– 2200
Thursday, 1 May	0800–1700	Pavilion & Stadium	0800–1730	Friday, 9 May	0800–1800
Friday, 2 May	0800–1700	Tuesday, 6 May	0900–1730	Saturday,10 May	0800–1800
Saturday, 3 May	0800–1700	Pavilion & Stadium	0800–1730	Sunday,11 May	0800–1200
Sunday, 4 May	0800–1200	Wednesday, 7 May	0900–1730		
		Pavilion & Stadium	0800–1730		
		Thursday, 8 May	0900–1400		
		Pavilion & Stadium	0800–1400		

TIME	DAY	NAME	DEPARTMENT/COMPANY