

# TRADESHOW & SIGN CRAFT APPRENTICE ON-THE-JOB-TRAINING FORM

Month \_\_\_\_\_

Year \_\_\_\_\_

DATE	A	B	C	D	COMPANY NAME	SUPERVISOR SIGNATURE
1						
2						
3						
4						
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6						
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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! **They are due on the 1st of every month** but OJT slips will be considered delinquent after the 10th of every month for the previous month's work hours and can be turned in directly at: 11366 Markon Dr., Garden Grove, CA 92841, by fax at 714-894-4097 or by email.

**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. Please note which are hours are for which company if you work for multiple companies in one day.

**APPRENTICE TRADESHOW WORK PROCESSES**

A. <b>GENERAL DECORATING</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>EXHIBIT INSTALLATION AND DISMANTLE</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.)	
C. <b>EXTRUDED METALS</b> .....	<b>600</b>
Assemble and disassemble Extruded Metals exhibits and displays from such manufactures as GEM, MRE, Alluset, Agam, Octanorm, etc.	
D. <b>MISCELLANEOUS</b> .....	<b>750</b>
Forklift, Ground Rigging, Sign Installing, Loading & Unloading Trucks.	

**Apprentice Out of Work Line**

Out of Work lists are sent to the employers every Friday.

**It is your responsibility to inform the office when you are out of work!**

Please make sure to keep the office notified of your schedule! If you are on the out of work list and get scheduled you must let the office know so you may be removed from the out of work list.

To be placed on the out of work list please email, text or call the Apprenticeship office.

**Office Contacts**

**Tiffanie Barron**  
(714) 894-4094 ext. 10  
Email: tiffanie@local831training.org

**Amanda Mejia**  
(714) 894-4094 ext. 20  
Email: amanda@local831training.org

Text: (323) 715-2692