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**Booth Installation/Dismantle
 Labor Order Form**

**For machine assembly, please order
 from the Millwright Labor form.**

**Exhibitor
 Supervised Labor**

No Discount on Labor

October 14-17, 2018
 McCormick Place
 Chicago, Illinois USA

On-site labor is available to assist you in unpacking and assembly of your booth before the show and in dismantling and packing your booth after the show. You may choose to supervise the handling of these tasks yourself under Option 1 or you may choose to have those tasks supervised by PACK EXPO Services personnel under Option 2.

Decorators			
Sunday	Monday - Friday	Saturday	Holidays
Double Time for all time worked	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time First 8 consecutive hours	Double Time for all time worked
	After the first 8 hours worked, Over Time until midnight	Double Time after 8 consecutive hours worked	New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, Good Friday, Martin Luther King Day
	Double Time from midnight to 6:00 am		

Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation. Price per Hour

1 Booth Labor	Exhibitor Supervised Labor - Straight Time	\$126.00
	Exhibitor Supervised Labor - Overtime	\$189.00
	Exhibitor Supervised Labor - Double Time	\$252.00

OPTION 1 - EXHIBITOR SUPERVISED LABOR

Exhibitor Supervised Labor requires an on-site representative to supervise the installation and/or dismantle of the exhibit. If they are unable to do so, it may be required to order PACK EXPO Services Supervised Labor under Option 2 on the following page.

Procedure	Date	Start	End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

Task: _____

Onsite Contact Name: _____ **Cell Phone #:** _____

TERMS AND CONDITIONS

- Insurance: It is understood that PACK EXPO Services is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed during Straight Time hours. The minimum charge for labor is one half-hour per man ordered, and includes the time necessary for workmen to assemble tools, report to booth, have completed work checked by custom, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to date for which labor was ordered. Otherwise, a one half-hour per man "No-Show" charge will be billed to the exhibitor.
- Exhibitors must pick up labor at a PACK EXPO Services Desk or labor desk at the requested time. Failure to do so will cause you to be assessed a one half-hour per man charge.

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Installation Labor Subtotal _____

Dismantle Labor Subtotal _____

TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____