



5931 West Campus Circle Drive  
 Irving, Texas 75063  
 Phone: (972) 751-9400  
 Fax: (972) 751-9500  
 www.packexpolasvegas.com

**Booth Installation/Dismantle  
 Labor Order Form**

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

**Exhibitor  
 Supervised Labor**

**No Discount on Labor**

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.

**LABOR RATES - EXHIBITOR SUPERVISED**

Straight Time: Monday through Friday, 8:00 am to 5:00 pm

Overtime: Monday through Friday, Before 8:00 am and After 5:00 pm; All day Saturday, Sunday and Holidays

		Price per Hour
<b>1</b>	<b>Booth Labor</b>	<b>Exhibitor Supervised Labor - Straight Time</b> \$ 95.05
		<b>Exhibitor Supervised Labor - Overtime</b> \$158.65

**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 hour per man ordered, and includes the time necessary for workmen to assemble tools, report to booth, have completed work checked by customer, 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**

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

**CALCULATING YOUR TOTAL**

Installation Labor Subtotal	_____
Dismantle Labor Subtotal	_____
<b>TOTAL</b>	_____

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_