



5931 West Campus Circle Drive
 Irving, Texas 75063
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Machine Assembly Labor

**For booth assembly/installation,
 please order from the Exhibitor
 Supervised Labor or PES Supervised
 Labor forms.**

**Millwright
 Labor**

No Discount on Labor

On-site labor is available to assist you in the assembly of your machine before the show and dismantling your machine after the show.

LABOR RATES - EXHIBITOR SUPERVISED

Straight Time: Monday through Friday, 8:00 am to 4:30 pm
 Overtime: Monday through Friday, Before 8:00 am and After 4:30 pm; All day Saturday
 Double Time: All day Sunday and Holidays

		Price per Hour
1	Millwright Labor	\$150.50
	Millwright Labor - Overtime	\$229.35
	Millwright Labor - Double Time	\$300.90

EXHIBITOR SUPERVISED LABOR

Exhibitor Supervised Labor requires an on-site representative to supervise the installation and/or dismantle of the exhibit.

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

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: _____