

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
 Order Services online at theexpogroup.com

InsureTech Connect 2022
 September 20 - 22, 2022
 Mandalay Bay Resort and Convention Center
 Las Vegas, NV

Discount Deadline:
August 22, 2022

What is Booth Labor? Booth labor is available to assist with Unpacking, Installation and Dismantle of your booth and Packing your exhibit properties after the show.

You may choose to supervise the labor on your own or, your exhibit can be set up prior to your arrival under The Expo Group (TEG) supervision. Both options are listed below.

Whenever possible, all work will be performed on Straight Time hours.

- Price is per person per hour.
- Start Time is only guaranteed at the start of the workday.
- One (1) hour per person minimum and thereafter charged in half (1/2) hour increments.
 - ◊ Includes time necessary for workers to assemble their tools, report to the booth, customer confirmation of completed work and return with Exhibitor to the designated labor check-in area.
- Labor must be cancelled in writing at least two (2) days prior to the date for which labor was ordered to avoid a one (1) hour per man "No-Show" charge.
- Exhibitor must check-in with The Expo Group Exhibitor Service or labor desk to confirm they are ready for labor and, return to sign out labor upon completion of the work. Failure to pick up labor at the requested time will result in an assessment of a one (1) hour per person "No-Show" charge.
- Dismantle labor is not available until at least one (1) hour after the show closes. This is to allow for removal of aisle carpet and sufficient time for empty containers to be returned to the booth.

The Expo Group (TEG) Supervised Labor will be completed at our discretion prior to show opening and before the deadline for the floor to be cleared. Please complete and return the TEG Supervised Labor Set Exhibit Information form, detailed or special instructions, set up plans, photographs and inbound and outbound shipping information and upload the files at www.theexpogroup.com. You may also submit an Outbound Material Handling Agreement request online.

Booth Labor Hours:

Straight Time: Monday - Friday, 8:00 am - 4:30 pm
 Overtime: Monday - Friday, 4:30 pm - 8:00 am; All day Saturday, Sunday and Holidays

Go to www.theexpogroup.com for fast, easy ordering.

BOOTH LABOR

Item	# of Hours	Advanced Price	Standard Price	Total
Exhibitor Supervised Labor - ST	@	\$132.25	\$189.00	=
Exhibitor Supervised Labor - OT	@	\$198.50	\$283.50	=
*TEG Supervised Labor - ST	@	\$169.25	\$242.00	=
*TEG Supervised Labor - OT	@	\$254.00	\$362.75	=

**Please complete and return the TEG Supervised Labor Set Exhibit Information form, detailed or special instructions, set up plans, photographs and inbound and outbound shipping information and upload the files at www.theexpogroup.com. You may also submit an Outbound Material Handling Agreement request online.*

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

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special	Labor Subtotal	_____
	TOTAL	_____

Exhibiting Company: _____
 Print Name: _____
 Email Address: _____

Booth Number: _____
 Date: _____
 Phone Number: _____

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Return Form by:
(3 wks prior to MI)

- Please complete and submit the following details for all The Expo Group (TEG) Supervised Labor Orders if installation and/or dismantle services are being provided by The Expo Group without the exhibitor or their agent present to supervise.
Return this form by logging in to www.theexpogroup.com and clicking on "File Uploads" to the right or email us at ExhibitorService@theexpogroup.com.

INBOUND SHIPPING INFORMATION

Freight is being sent to: Warehouse Show Site Date Shipped:
Total Number of: Crates Cartons Fiber Cases Other (Specify):
Carrier and Tracking Number:

SET-UP INFORMATION

Company Representative to call for questions and confirm completion of booth set-up

Name: Cell Phone #:
Set-Up Plans/Photos: Attached To Be Uploaded Packed with Exhibit (In Crate #)
Carpet: With Exhibit Renting from The Expo Group
Electrical Placement: Drawing Attached To Be Uploaded Drawing with Exhibit
Electrical Under Carpet? Yes No
Graphics: With Exhibit Shipped Separately

OUTBOUND SHIPPING INFORMATION

Total Number of: Crates Cartons Fiber Cases Other (Specify):
are being shipped out from the show to the following destination.

Ship To:

Telephone: Must Arrive at Destination By:

Carrier Name: Carrier Phone Number:

Carrier Type: Common Carrier Air Freight Van Line Other (Specify)

Date Carrier is Scheduled to Pick-Up Freight:

In the event your selected carrier fails to show up by the outbound driver check in deadline, please select one of these options: Reroute Via The Expo Group's Choice Return to Warehouse at Exhibitor's Expense

Bill To:

Freight Charges: Prepaid Collect

Emergency Contact Name: Cell Phone Number:

You may also pre-order an Outbound Material Handling Agreement for your materials at www.theexpogroup.com!

Exhibiting Company: Booth Number:
Print Name: Date:
Email Address: Phone Number: