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March 21-23, 2022
 Pennsylvania Convention Center
 Philadelphia, PA USA

Exhibitor Supervised Labor
Booth Installation/Dismantle Labor only
No Discount on Labor.

For machine assembly, order from the Millwright Labor form.

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 or you may choose to have those tasks supervised by PACK EXPO Services personnel.

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 Booth Labor	Exhibitor Supervised Labor - Straight-Time	\$161.20
	Exhibitor Supervised Labor - Overtime	\$245.70
	Exhibitor Supervised Labor - Double-Time	\$322.35

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.

Procedure	Date	Start	End	# of Laborers	# of Hrs.	Total Labor 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 laborer ordered, and includes the time necessary for a laborer 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 laborer "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 laborer 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	_____
Add 15% for orders placed at Show Site (After 3/16/22)	_____
TOTAL	_____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____