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 www.packexpoeast.com



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

PACK EXPO Services Supervised Labor

Booth Assembly
Labor only

No Discount on Labor.

IF ORDERED, REQUIRES FORM 2/2 (next page).
 Exhibitor must be present to order machine
 assembly/millwright labor (see Millwright Labor form).

Want to Save Time and Money?

- Select PACK EXPO Services to Supervise the installation and dismantle of your booth.
- Save on hotel nights and travel expenses by arriving the day before the show opens.
 - Leave when the show closes.
 - Spend your time developing leads.
 - Be rested and prepared to promote your product.

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
2	Booth Labor	
	PACK EXPO Supervised Labor - Straight-Time	\$209.60
	PACK EXPO Supervised Labor - Overtime	\$319.40
	PACK EXPO Supervised Labor - Double-Time	\$419.10

PACK EXPO SERVICES (PES) SUPERVISED LABOR

If you are unable to provide an on-site representative to supervise the installation and/or dismantle of your exhibit, take advantage of PACK EXPO Services to handle it all for you. We will supervise the labor, set the exhibit according to your instructions, dismantle and then ship it to the address of your choice. Please fill out the following form for further information. All orders are governed by PES Terms and Conditions.

Procedure	Date	Start	End	# of Laborers	# of Hrs.	Total Labor Hrs.	Rate	Amount
Installation								
Dismantle								

IMPORTANT: You must complete and return PACK EXPO Services Supervised Set Exhibit form on the following page and return it with your order. In addition, install, dismantle and packing instructions must be included.

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 the 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

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	_____
Add 15% for orders placed at Show Site (After 3/16/22)	_____
TOTAL	_____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____



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PES Supervised Labor Set Exhibit Information

Complete only if ordering PACK EXPO Services (PES) Supervised Labor (previous page).

Inbound Shipping Information	Carrier: _____ Phone: () - _____ Pro Number: _____
	Shipped To: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site Date Shipped: _____
	Shipped From: City: _____ State: _____ Zip: _____
	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

Set-Up Information	Company Representative to call for questions and confirm completion of booth set-up. Name: _____ Phone Number: () - _____
	Set-Up Plans/Photo: <input type="checkbox"/> Attached <input type="checkbox"/> To Be Sent <input type="checkbox"/> With Exhibit <input type="checkbox"/> In Crate # _____
	Carpet: <input type="checkbox"/> With Exhibit <input type="checkbox"/> Renting from PACK EXPO Services
	Electrical Placement: <input type="checkbox"/> Drawing Attached <input type="checkbox"/> Drawing with Exhibit <input type="checkbox"/> Electrical Under Carpet
	Graphics: <input type="checkbox"/> With Exhibit <input type="checkbox"/> Shipped Separately
	Special Tools/Hardware Required: _____

Outbound Shipping Information	PACK EXPO Services will not dismantle any machinery.
	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____ are being shipped to the following outbound destination.
	Ship To: _____ _____
	Telephone: () - _____ Must Arrive at Destination By: _____
	Method: <input type="checkbox"/> Air Freight <input type="checkbox"/> Van Line <input type="checkbox"/> Common Carrier <input type="checkbox"/> Other (Specify) _____
	Date Carrier is Scheduled to Pickup Freight: _____
	Name of Carrier: _____ Phone Number: () - _____
	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____
	Freight Charges: <input type="checkbox"/> Prepaid <input type="checkbox"/> Collect
	Bill To (Company Name & Address): _____ _____ _____
Telephone: () - _____ Cell Number: () - _____	
NOTE: PACK EXPO Services will not be responsible for product that is not properly packaged and labeled by the exhibitor.	
Company Name: _____ Booth Number: _____	
Emergency Contact Name: _____ Phone Number: () - _____	

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____