



Discount Deadline:  
April 8, 2024

- 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.
- Rates listed below are per hour, whenever possible, all work will be performed on Straight Time (ST) hours.
- Orders received after the deadline date or received without payment will be billed at the standard rates.
- Exhibitors must check-in with TEG Service Desk to confirm they are ready for their labor and return to the TEG Service Desk to sign out the personnel upon completion of work. Failure to pick up personnel at the requested time will result in an assessment of a one (1) hour cancellation charge.
- Start time guaranteed only at start of working day.
- A one (1) hour minimum will apply and is billed in half (½) hour increments thereafter. The hours billed will include the time necessary for workers to report to the booth. Please review and approve hours worked upon checkout.
- Labor must be cancelled in writing at least two (2) business days prior to the scheduled date to avoid a one (1) hour cancellation 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 space.
- TEG Supervised Labor will be completed at our discretion. Whenever possible, all work will be performed on straight time hours.
- **STRAIGHT TIME:** Monday-Friday, 8:00am-4:30pm
- **OVERTIME:** Monday-Friday, 4:30pm-8:00am; All day Saturday, Sunday & Holidays

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

**BOOTH LABOR**

Item	# of Hours	Advanced Price	Standard Price	Total
Exhibitor Supervised Labor - ST	@	\$133.00	\$190.00	=
Exhibitor Supervised Labor - OT	@	\$207.50	\$296.50	=
*TEG Supervised Labor - ST	@	\$173.00	\$247.25	=
*TEG Supervised Labor - OT	@	\$269.75	\$385.50	=

\*Please complete and return the TEG Supervised Labor Information form. Please include detailed instructions, set up plans, photographs, inbound and outbound shipping information and upload the files at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com).

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 Service Manager with any questions, needs or special requests.	<b>TOTAL</b> _____
---	--------------------

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



- Please complete and submit the following details for all 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 [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com) and click on "File Uploads". Or, email us at [ExhibitorService@theexpogroup.com](mailto: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(s) and Tracking Number(s): \_\_\_\_\_

**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): \_\_\_\_\_

**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 [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)**

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_