



September 11-13, 2023 · Las Vegas, Nevada USA

## Booth Labor

**Discount Deadline:  
July 31, 2023**

- **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 PACK EXPO Services (PES) supervision. Both options are listed below.
- Whenever possible, all work will be performed on Straight Time hours.
- Price is per person per hour. **Orders received after the deadline or without payment will be charged the Standard rate.**
  - One (1) hour per person minimum and thereafter charged in half (½) 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 cancellation charge.
  - Exhibitor must check-in with PACK EXPO Services 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 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.
- **PACK EXPO Services (PES) 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 PES 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 [Cyberservices](#). You may also submit an Outbound Material Handling Agreement request online.
- **Booth Labor Hours:**
  - Straight Time: 8:00 AM to 4:30 PM Monday through Friday
  - Overtime: 6:00 AM to 8:00 AM and 4:30 PM to 12:00 Midnight Monday through Friday  
6:00 AM to 12:00 Midnight Saturday and Sunday
  - Double Time: 12:00 Midnight to 6:00 AM Monday through Sunday and recognized holidays

Go to [Cyberservices](#) for fast, easy ordering.

### BOOTH LABOR

Item	# of Hours	Standard Price	Total
Exhibitor Supervised Labor - ST	X	\$113.35	=
Exhibitor Supervised Labor - OT	X	\$189.20	=
*PES Supervised Labor - ST	X	\$147.50	=
*PES Supervised Labor - OT	X	\$246.10	=

*\*Please complete and return the PES 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 [Cyberservices](#). You may also submit an Outbound Material Handling Agreement request online.*

	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.

Installation Labor Subtotal \_\_\_\_\_

Dismantle Labor Subtotal \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

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

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



# PES Supervised Labor Information

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- Please complete and submit the following details for all PACK EXPO Services (PES) Supervised Labor Orders if installation and/or dismantle services are being provided by PACK EXPO Services (PES) without the exhibitor or their agent present to supervise.
- Return this form by logging in to [Cyberservices](https://www.cyberservices.com) and clicking on "File Uploads" to the right or email us at [PES.Service@packexposervices.com](mailto:PES.Service@packexposervices.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 note that your freight will be rerouted via PACK EXPO Services Choice at exhibitor's expense. Carrier name must match carrier on MHA or driver will not be dispatched.**

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](https://www.cyberservices.com).**

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

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

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_