



PACK EXPO East
 March 18-20, 2024
 Pennsylvania Convention Center
 Philadelphia, PA

Booth Labor

Discount Deadline:
February 12, 2024

- **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.
 - 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 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 [online](#). You may also submit an Outbound Material Handling Agreement request [online](#).
- **STRAIGHT TIME:** Monday-Friday, 8:00am-4:30pm
OVERTIME: Monday-Friday, 4:30pm-8:00am; All day Saturday
DOUBLE TIME: All day Sunday and Holidays

[Click here](#) to order online.

BOOTH LABOR

Item	# of Hours	Advanced Price	Standard Price	Total
Exhibitor Supervised Labor - ST	@	\$177.35	\$253.40	=
Exhibitor Supervised Labor - OT	@	\$270.30	\$386.15	=
Exhibitor Supervised Labor - DT	@	\$354.60	\$506.60	=
*PES Supervised Labor - ST	@	\$230.60	\$329.45	=
*PES Supervised Labor - OT	@	\$351.35	\$501.95	=
*PES Supervised Labor - DT	@	\$461.05	\$658.65	=

*Please complete and return the PES Supervised Labor Information form. Please include detailed instructions, set up plans, photographs, inbound and outbound shipping information and upload the files [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 Service Manager with any questions, needs or special requests.

Labor Subtotal _____

TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____

5931 Campus Circle Drive West, Irving, Texas 75063 | 972.751.9400 | PES.Service@packexposervices.com | packexpoeast.com



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**PES Supervised
 Labor
 Information**
**Return Form by:
 February 12, 2024**

- Please complete and submit the following details for all PES Supervised Labor Orders if installation and/or dismantle services are being provided by PACK EXPO Services without the exhibitor or their agent present to supervise.
- Return this form by logging in to [online](#) and click on "File Uploads". Or, email us at PES.Services@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(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 PACK EXPO Services

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 PACK EXPO Services' 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 [online](#).

Exhibiting Company: _____ Booth Number: _____

Print Name: _____ Date: _____

Email Address: _____ Phone Number: _____