



Display Labor Order Form	Return Deadline: December 19, 2011
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Labor Rates

Display Labor for Installation and Dismantling of Exhibits — Power Tools are NOT Supplied —		
STRAIGHT TIME	\$ 44.10 per hour, one hour minimum per worker, thereafter ½ hr. increments	8:00 am to 4:30 pm Monday through Friday
OVERTIME	\$ 66.15 per hour, one hour minimum per worker, thereafter ½ hr. increments	After 4:30 pm until 8:00 am Monday through Friday. All day Saturday and Sunday

**All Labor orders received after the return deadline date will be filled as workforce is available.
Please visit the service desk for information.**

NOTE: 8:00 am is the only guaranteed starting time. All the other orders will be filled as labor is available. All labor must be signed in and out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per worker ordered, unless we receive written cancellation 24 hours prior to starting time.

Display shipped to: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site	<input type="checkbox"/> Display includes Carpet <input type="checkbox"/> Will Rent Carpet
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PLEASE INDICATE SERVICE REQUIRED:

- EXHIBITOR'S SUPERVISION – All work performed must be under the supervision of the Exhibitor
- RPM COMPLETEXPO SUPERVISION – Hourly rate plus 30% Supervision Charge. Minimum \$35.00. Detailed set-up and outbound shipping instructions must be sent in advance.

	Dates Required (circle all that apply):	Time Requested	# of Workers Needed	Est. Hours per Worker	Estimated Amount
SET-UP	Thursday, January 5th				\$
DISMANTLE	Saturday, January 7th (overtime)				\$
TOTAL AMOUNT →					\$

NAME OF CARRIER: _____ # of Crates: _____ # Cartons: _____ # of Skids: _____

AFTER DISMANTLE RETURN DISPLAY TO: _____

Payment Policy: Credit Card information must be on file for all display labor services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted.

Cancellation Policy: Display labor service orders cancelled before the return deadline will be refunded at 100%. Display labor service orders cancelled after move-in begins will be charged a one hour minimum per worker.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date: