

EXHIBIT INSTALLATION & DISMANTLING LABOR ORDER FORM

Deadline for discount: 03-20-2012

E Z EXPO SERVICES

440 E. BONITA AVE. POMONA CA 91767
 909-624-1697 FAX: 909-626-6589
 email: julio@sprenzents.com

Company Name _____ Booth # _____

SUPERVISION SERVICES --- Indicate Service Desired

E Z Expo Services SUPERVISED (Exhibitor does not need to be present)

E Z Expo Services will supervise labor to:

- Unpack and install display before exhibitor arrival at show site. Please include set up instructions with your display.
- Dismantle, pack and arrange to ship display after show closing.
 A 25% (\$25.00 minimum) surcharge will be added to the labor rates below for this professional supervision. Please include shipping labels and shipping instructions with your display. Please fill out the Outbound Material Handling form. If you choose to ship with the show carrier, E Z Expo Services will arrange for your shipment to be picked up. If you want to use your own carrier you will be responsible to arrange a pick up.

EXHIBITOR SUPERVISED --- (Wait for Exhibitor)

Exhibitor will supervise:

• **Installation**

Exhibitor will need workers on (Date) _____ at (Time) _____ AM-PM for (Hours) _____

• **Dismantle**

Exhibitor will need workers on (Date) _____ at (Time) _____ AM-PM for (Hours) _____

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. For all other starting times, check in at the EZ Service desk one-half (1/2) hour before time requested. If exhibitor fails to use the workers at the time confirmed, a one-hour "No-Show" charge will apply per worker.

DISPLAY LABOR RATES: TIMES: HOURLY RATES:

Straight	8:00AM to 4:30PM weekdays	\$71.00
Overtime	Before 8:00AM and after 4:30PM weekdays and all day on weekends	\$108.00

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in one-half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed below. Invoices will be calculated according to actual hours worked.

	No. of Workers	X	Hour/Workers	= Total Worker Hour	@ Rate	Total
Installation	_____		_____	_____	_____	\$ _____
Dismantling	_____		_____	_____	_____	\$ _____
				Total of all items ordered		\$ _____
				Add 25% (\$25.00min.) for EZ		\$ _____
				Supervised labor		\$ _____
				Total		\$ _____

SUBTOTAL FOR EXHIBIT INSTALLATION & DISMANTLING LABOR ORDER FORM \$ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form