

# LABOR ORDER FORM



1705 Acme Street  
Orlando, FL 32805  
Phone: (407) 462-1539

**PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER**

<b>Show Name:</b>	
<b>Show Date:</b>	
<b>Show Location:</b>	
<b>Company Name:</b>	
<b>Contact Name:</b>	
<b>E-mail:</b>	
<b>Booth #:</b>	
<b>Phone #:</b>	

**DISPLAY LABOR (One hour min. per worker)**

		Rates: per person/PER hour	
<b>Carpenter Labor</b>			
Straight Time	8:00 a.m. to 4:30 Monday through Friday		
Overtime	4:30 p.m. to 8:30 a.m. Monday through Friday, all day Saturday		
Double Time	Sunday and Holidays		

		Rates: per person/PER hour	
<b>Expo Labor</b>			
Straight Time	8:00 a.m. to 4:30 Monday through Friday		
Overtime	4:30 p.m. to 8:30 a.m. Monday- Friday, Weekends and Holidays		

\*Start time guaranteed only when labor is requested for the start of the working day.  
\*Labor must be cancelled in writing 24 hours in advance to avoid one (1) hour cancellation or no-show fee per worker.

**INSTALLATION LABOR**

- Installation of your exhibit will be completed at our discretion prior to show opening.  
Emergency Contact: \_\_\_\_\_ Phone#: \_\_\_\_\_

Date	Start Time	# of people	Approx. Hrs Per Person	Total Hrs	Hourly Rate	Estimated Total Cost
6.50% FL Tax						
Total Installation						

**DISMANTLE LABOR**

- Dismantle of your exhibit will be completed at our discretion.  
Emergency Contact: \_\_\_\_\_ Phone#: \_\_\_\_\_

Date	Start Time	# of people	Approx. Hrs Per Person	Total Hrs	Hourly Rate	Estimated Total Cost
6.50% FL Tax						
Total Dismantle						

<b>Total Installation &amp; Dismantle Labor with TAX</b>	
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The 50% of installation and dismantle total labor bill will be charged before the show move-in date and remainder of the balance must be paid on the first move-out day.