



- 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 The Expo Group (TEG) supervision.
- Rates listed below are per hour, whenever possible, all work will be performed on Straight Time (ST) hours.
- Orders received after the deadline date or received without payment will be billed at the standard rates.
- Exhibitors must check-in with TEG Service Desk to confirm they are ready for their labor and return to the TEG Service Desk to sign out the personnel upon completion of work. Failure to pick up personnel at the requested time will result in an assessment of a one (1) hour cancellation charge.
- Start time guaranteed only at start of working day.
- A one (1) hour minimum will apply and is billed in half (½) hour increments thereafter. The hours billed will include the time necessary for workers to report to the booth. Please review and approve hours worked upon checkout.
- Labor must be cancelled in writing at least two (2) business days prior to the scheduled date to avoid a one (1) hour cancellation charge.
- Dismantle labor is not available until at least one (1) hour after the show closes. This is to allow for sufficient time for empty containers to be returned to the booth space.
- TEG Supervised Labor will be completed at our discretion. Whenever possible, all work will be performed on straight time hours.
- **STRAIGHT TIME:** Monday-Friday, 8:00am-4:30pm
- **OVERTIME:** Monday-Friday, 4:30pm-12:00am; Saturday & Sunday 8:00am-12:00am
- **DOUBLE TIME:** Monday-Sunday, 12:00am-8:00am; all Holidays

Order online at cyberservices.theexpogroup.com

BOOTH LABOR

Item	# of Hours	Advanced Price	Standard Price	Total
Exhibitor Supervised Labor - ST	@	\$132.00	\$185.00	=
Exhibitor Supervised Labor - OT	@	\$198.00	\$277.25	=
Exhibitor Supervised Labor - DT	@	\$264.00	\$369.75	=
*TEG Supervised Labor - ST	@	\$167.25	\$234.25	=
*TEG Supervised Labor - OT	@	\$251.00	\$351.25	=
*TEG Supervised Labor - DT	@	\$330.50	\$468.50	=

*Please complete and return the TEG Supervised Labor Information form. Please include detailed instructions, set up plans, photographs, inbound and outbound shipping information and upload the files at cyberservices.theexpogroup.com.

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	_____
	7.5% Sales Tax	_____
	TOTAL	_____

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Email Address: _____ Phone Number: _____



- Please complete and submit the following details for all TEG Supervised Labor Orders if installation and/or dismantle services are being provided by The Expo Group without the exhibitor or their agent present to supervise.
- Return this form by logging in to cyberservices.theexpogroup.com and click on "File Uploads". Or, email us at ExhibitorService@theexpogroup.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 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): _____

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 The Expo Group's 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 at cyberservices.theexpogroup.com

Exhibiting Company: _____ Booth Number: _____

Print Name: _____ Date: _____

Email Address: _____ Phone Number: _____



- Forklift labor is available for assembly of displays or for uncrating, skidding, positioning, crating of equipment or machinery.
- Orders for forklift will include a forklift, operator, and a crew. A crew consists of a forklift operator and one laborer. The crew size is based on union jurisdiction and there may be situations where the general service contractor, at their discretion, may need to modify or increase the crew size.
- Rates listed below are per hour, whenever possible, all work will be performed on Straight Time (ST) hours.
- Orders received after the deadline date or received without payment will be billed at the standard rates.
- Exhibitors must check-in with TEG Service Desk to confirm they are ready for their labor and return to the TEG Service Desk to sign out the personnel upon completion of work. Failure to pick up personnel at the requested time will result in an assessment of a one (1) hour cancellation charge.
- A one (1) hour minimum will apply and is billed in half (1/2) hour increments thereafter. The hours billed will include the time necessary for workers to report to the booth. Please review and approve hours worked upon checkout.
- Forklift must be cancelled in writing at least two (2) business days prior to the scheduled date to avoid a one (1) hour cancellation charge.
- Dismantle forklift 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 space.
- **STRAIGHT TIME:** Monday-Friday, 8:00am-4:30pm
OVERTIME: Monday-Friday, 4:30pm-12:00am; Saturday & Sunday 8:00am-12:00am
DOUBLE TIME: Monday-Sunday, 12:00am-8:00am; all Holidays

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FORKLIFT EQUIPMENT AND LABOR

Item	# of Hours	Advanced Price	Standard Price	Total
5,000 lb. Forklift and Crew - ST	@	\$220.00	\$308.00	=
5,000 lb. Forklift and Crew - OT	@	\$330.00	\$462.00	=
5,000 lb. Forklift and Crew - DT	@	\$440.00	\$616.00	=
Additional Laborer - ST	@	\$132.00	\$185.00	=
Additional Laborer - OT	@	\$198.00	\$277.50	=
Additional Laborer - DT	@	\$264.00	\$370.00	=

*NOTE: Forklifts with larger capacity and crane service are available if requested in advance. Prices are quoted upon request and must be requested in advance.

Lift/Operator	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

Please indicate work to be performed: Uncrating Un-skidding Re-skidding of Machinery Header/Booth Work Other (Specify Below)
Please describe the largest piece of equipment to be handled: _____
Weight: _____ lbs. **Size:** _____ x _____ x _____ **Height to be placed:** _____
Exhibitor Show Site Contact (for logistical questions): _____ **Cell Phone #:** _____

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Other work to be performed:	Subtotal
	7.5% Sales Tax
	TOTAL

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Email Address: _____ Phone Number: _____