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SHOW NAME	IHACI/HVAC EQUIPMENT SHOW
SHOW SITE	PASADENA CONVENTION CENTER
SHOW DATE	NOVEMBER 16, 2011

## DECORATOR LABOR ORDER FORM

LABOR TO SET-UP AND DISMANTLE EXHIBITS  
 All labor at the show will be at a 25% higher rate.

### SET-UP:

NUMBER OF MEN: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ ESTIMATED HOURS PER MAN: \_\_\_\_\_

### DISMANTLE:

NUMBER OF MEN: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ ESTIMATED HOURS PER MAN: \_\_\_\_\_

LABOR DUE: \_\_\_\_\_  
 TOTAL AMOUNT DUE: \_\_\_\_\_

**SUPERVISION OF ALL LABOR IS REQUIRED.  
 PLEASE INDICATE SUPERVISION PLAN:**

**PLAN-A (Exhibitor supervision)** Name of Supervisor: \_\_\_\_\_

Starting time can only be guaranteed in those instances where men are requested for the start of the working day (8:00 AM). A ONE HOUR MINIMUM PER MAN ORDERED WILL BE CHARGED IF LABOR IS NOT PICKED UP OR CANCELLED WITH 24 HOUR NOTICE. It is important that the exhibitor representative check **IN** at the SDC service desk to pick up the men ordered, and for the representative to check the men **OUT** at the SDC service desk upon completion of work. ALL WORK IS DONE UNDER THE SUPERVISION OF THE EXHIBITOR REPRESENTATIVE.

**PLAN-B (SDC supervision)**

All work is done under the direction of SDC personnel. Our charge for this service is 30% of your total labor bill (\$45.00 minimum). IN ORDER TO COMPLETE THE WORK WITHOUT YOUR REPRESENTATIVE PRESENT WE MUST HAVE SET-UP DIRECTIONS. **PLEASE REFER TO THE "PLAN B" INFORMATION SHEET.**

RATES: (one hour minimum per man)	
REGULAR TIME: 8:00 AM to 4:30 PM weekdays	\$ 72.00 per man per hour
OVERTIME: After 4:30 PM weekdays, Saturdays, Sundays and Holidays	\$ 117.00 per man per hour

**For processing of orders 100% payment is required of all estimated labor charges.  
 All invoices not settled at close of show will be subject to a 25% surcharge.**

COMPANY \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_

AUTHORIZED BY (signature)

AUTHORIZED BY (print or type)