

## EXHIBIT INSTALLATION & DISMANTLE ORDER FORM

**Expo Name:** NFBO **Date:** Jan. 9 & 10, 2010 **City:** Houston, TX

**RETURN TO:** Spirit Exposition Services, LLC **22955 Antique Ln New Caney Tx. 77357** **Fax to: 281-399-8625**

COMPANY					BOOTH NUMBER	
ADDRESS	STREET	CITY	STATE	ZIP	COUNTY	
PHONE		FAX		PURCHASE ORDER NUMBER		
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT		DATE	

**SUPERVISION SERVICES**

**Spirit Supervised** (Proceed)  
 Spirit will supervise labor to:  
 Unpack and install display before exhibitor arrival at show site  
 Dismantle, pack and arrange to ship display after show closing  
 A 15% (\$50.00 minimum) surcharge will be added to the labor rates for this professional supervision.

**Exhibitor Supervised** ( Do Not Proceed)  
 Exhibitor will supervise:  
 Installation  
 Exhibitor will need workers on (date)\_\_\_\_\_ at (time)\_\_\_\_\_ a.m. p.m. for (hours) \_\_\_\_\_  
  
 Dismantle  
 Exhibitor will need workers on (date)\_\_\_\_\_ at (time)\_\_\_\_\_ a.m. p.m. for (hours) \_\_\_\_\_

**Please check in at Spirit Service Center one half (1/2) hour before scheduled time. Labor canceled with out twenty-four (24) hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one hour (1) No-Show charge per worker will apply.**

**I & D LABOR RATES** **HOURLY**  
**All Times** **\$45.00**

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in one-half (1/2) hour increments. All rates are subject to change if necessitated by increased labor costs.

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

	<b><u>No. of Workers x Hours / Worker = Total Worker Hours</u></b>			<b><u>@ Rate</u></b>	<b><u>Total</u></b>
Installation	_____	_____	_____	_____	_____
Dismantle	_____	_____	_____	_____	_____
<b>Sub - Total</b>					_____
<b>Spirit Supervised Add 15%</b>					_____
<b>Total</b>					_____