



# Labor Order Form

Please mail or fax Completed Form to: SMG Exposition Services  
 355 Plaza Drive, Secaucus, NJ 07094  
 FAX: (201) 330-1586 • PHONE (201) 330-8227

## Labor Rates and Hours (minimum of one hour):

- Straight time hours** - All hours between 8:00 AM and 4:30 PM Monday through Friday
- Overtime** - All hours between 4:31 PM and 11:59 PM Weekdays and all hours Saturday
- Doubletime** - Sundays, Holidays and hours between 11:59 PM and 7:59 AM

	Straight Time	Overtime	Double Time
<b>Stagehand Labor:</b>	<b>\$80.65/labor hour</b>	<b>\$118.85/labor hour</b>	<b>\$159.14/labor hour</b>
<b>Aerial Lift Crew:</b>	<b>\$254.65/hr.</b>	<b>\$384.05/hr.</b>	<b>\$512.45/hr.</b>
<b>Forklift Crew:</b>	<b>\$222.80/hr.</b>	<b>\$334.20/hr.</b>	<b>\$445.60/hr.</b>

**WORK AUTHORIZATION** - We will require labor according to the following schedule:

	# of Workers	Date	Time	Approx. Hours
<b>Set Up Labor</b>				
<b>Dismantle Labor</b>				

## PLEASE INDICATE SERVICE DESIRED:

- SUPERVISION BY SMG EXPOSITION SERVICES**

**SMG Exposition Services will install and dismantle exhibit (Exhibitor need not be present)**

To complete the work without your representative present, please forward all pertinent information with this order, including blueprints, set-up instructions, photographs and shipping information. Our charge for this service is 30% of the total labor bill with a \$30.00 minimum on installation and a \$30.00 minimum on dismantling.

Please provide an emergency phone number ( ) \_\_\_\_\_ Contact Name: \_\_\_\_\_

Return Shipping Instructions are as follows:

**Ship To:**

Name: \_\_\_\_\_ Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Attention: \_\_\_\_\_

Via: \_\_\_\_\_ Prepaid \_\_\_\_\_ Collect \_\_\_\_\_

- SUPERVISION BY EXHIBITOR PERSONNEL**

Starting time can be guaranteed only in those instances where labor is ordered to start at 8:00 AM unless official set up time is later. It is the responsibility of the exhibitor to report to the service desk to sign labor in and out each day. **THERE WILL BE A ONE HOUR PER WORKER NO-SHOW CHARGE IF THE EXHIBITOR FAILS TO PICK UP MEN AT TIME ORDERED.**

**EXHIBITOR SUPERVISOR WILL BE:** \_\_\_\_\_

**Banding Service:** \$55.00 per pallet straight time and

**Shrink Wrap Service:** \$80.00 per pallet OT for either service.

**Please Print or Type**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Phone # ( ) \_\_\_\_\_ Fax # ( ) \_\_\_\_\_

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

**NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING**

**Summary of Services**

Set-Up = \$ \_\_\_\_\_

Dismantle = \$ \_\_\_\_\_

Supervision = \$ \_\_\_\_\_

Forklift = \$ \_\_\_\_\_

Other = \$ \_\_\_\_\_

**Total = \$ \_\_\_\_\_**

**Please enter total on Order Summary Form.**