

## LABOUR ORDER FORM & INVOICE

### LEVY SHOW SERVICE INC. SUPERVISED LABOUR

MOVE IN       MOVE OUT

LEVY SHOW SERVICE INC. WILL SUPERVISE labour to unpack and install display before exhibitor arrival at show site and/or dismantle and pack display after show closing.

A **25% (\$35.00 minimum) Surcharge** will be added to the labour rates below for this professional supervision.

### EXHIBITOR SUPERVISED LABOUR

MOVE IN       MOVE OUT

EXHIBITOR WILL SUPERVISE the labourers provided by Levy Show Service Inc. for the installation and/or dismantle of the exhibit.

Supervisor's Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

\*\*labour will be tentatively scheduled as per your indicated start time below\*\*

*Please note that you will need to check in with our Levy Customer Service Desk on-site to advise that you are ready for your labourer(s) to begin.*

### LABOUR RATES

REGULAR TIME	8:00 AM - 4:00 PM Monday to Friday			143.30 per Hour
OVER TIME	4:00 PM - 6:00 PM Monday to Friday 8:00 AM - 4:00 PM Saturday			193.00 per Hour
DOUBLE TIME	All other hours including Sundays and Statutory Holidays			247.00 per Hour

### ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	Labourers	Hours	143.30 per Hour	\$ _____ Total	A minimum charge for labour is one (1) hour per labourer. Labour thereafter is charged in one-half (½) hour increments.
OVER TIME	Labourers	Hours	193.00 per Hour	\$ _____ Total	Date Required _____
DOUBLE TIME	Labourers	Hours	247.00 per Hour	\$ _____ Total	Start Time _____

### ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	Labourers	Hours	143.30 per Hour	\$ _____ Total	A minimum charge for labour is one (1) hour per labourer. Labour thereafter is charged in one-half (½) hour increments.
OVER TIME	Labourers	Hours	193.00 per Hour	\$ _____ Total	Date Required _____
DOUBLE TIME	Labourers	Hours	247.00 per Hour	\$ _____ Total	Start Time _____

**PLEASE NOTE:** dismantle labour can start no earlier than 30 - 60 minutes after show close

### SPECIAL SET UP INSTRUCTIONS

Please include set up plans, photos and install instructions for booth labour when submitting your order.

Are set up plans attached?  Yes  No

If no, please provide an email address for Levy to contact you regarding booth set up plans

Do you require any special tools?  Yes  No

please specify tools required

Do you require any ladders?  Yes  No

# \_\_\_\_\_ (indicate number)

**PLEASE NOTE:** Exhibitors will be charged for unused time based off of their prepayment amount

**\*\*PLEASE ADD 25% FOR ORDERS PLACED AFTER MARCH 6, 2026.\*\***

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
TOTAL ESTIMATED LABOUR		
SUPERVISION 25% (\$35.00 min.)		
ADDITIONAL 25% LATE ORDER		
SUBTOTAL		
P.S.T. 7%		
G.S.T. 5%		
<b>TOTAL</b>	<b>GST #R103315057</b>	

### EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

### PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

**TERMS & CONDITIONS**      Gratuities in any form, including cash, gifts or labour hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

**CANCELLATION FEE**      A one (1) hour "per person, per hour" charge will be applied for all cancelled labour orders.