



LABOUR ORDER FORM

All orders are governed by the GES Payment Policy and GES Terms & Conditions specified in this Exhibitor Services Manual.

6292 - 50 St. NW, Edmonton, Alberta, T6B 2N7 Tel: 780.469.7767 Toll Free: 1.877.505.7767
edmonton@ges.com www.ges.com/ Instagram/Twitter: GES_Canada

The Franchise Expo
Edmonton EXPO Centre
September 24 - 25, 2022

Save Time! Order Online Today!

Exhibiting Company Name	Booth Number
Name of Primary Contact	Phone
	Email

STEP 1 - ORDER LABOUR

GES Labour is available during install & dismantle of the show and is classified in to three categories - *straight time, over time, and double time.*

Straight Time: Monday - Friday from 8:00am - 4:00pm

Over Time: Monday - Friday from 4:00pm - 12:00am. Saturday - Sunday from 8:00am - 4:00pm

Double Time: Monday - Friday after 6:00pm. Saturday - Sunday after 4:00pm. All holiday hours.

ITEM CODE	DESCRIPTION	STANDARD PER HOUR	ON-SITE PER HOUR	# of WORKERS	# of HOURS	TOTAL
LINREG / LOREG	Straight Time - Install and/or Dismantle	\$101.00	\$131.50	x	x	
LINOT / LOOT	Over Time - Install and/or Dismantle	\$152.00	\$197.50	x	x	
LINDT / LODT	Double Time - Install and/or Dismantle	\$202.00	\$262.50	x	x	

STEP 2 - INDICATE THE SERVICE

Option A - GES Supervision: Choose GES Supervised Labour if you will not be present when the work is being completed. On most shows and services, there is a minimum surcharge for professional supervision. Remember, if you are selecting GES Supervised Labour, please let us know when you are planning to arrive so that we can schedule accordingly.

GES Supervised Labour (exhibitor will not be present). 40% surcharge added. Total Above \$ _____ x .40 = \$ _____

Exhibitor must provide a diagram & instructions detailing final set-up. GES will supervise labour to: *unpack & install display before exhibitor arrives at show site, dismantle & pack the display after show closing.*

Date of Arrival: _____ Time of Arrival: _____

Option B - Exhibitor Supervision: Choose Exhibitor Supervised Labour if you plan to be present when work is being completed. Exhibitor is required to be in the booth, instructing hired labour, at all times. **Scheduling a date and time is necessary for this option.** Exhibitor assumes the responsibility and any liability arising for the work performed by labour under the Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

Exhibitor Supervised Labour (exhibitor will be present).

Please estimate: a) the number of workers needed b) the number of hours required per worker.

Show Site Contact: _____ Phone Number: _____

Install

Dates	Start Time	End Time	# of Workers

Dismantle

Dates	Start Time	End Time	# of Workers

GES Terms & Conditions

- Orders placed at show site will be completed on a first-come first-served basis.
- Starting time can be guaranteed only when labour is requested for the start of the working day.
- All labour scheduled for the start of the working day will be dispatched directly to the booth. For all other start times, please check-in at the GES Service Desk 1/2 hour (30 minutes) before the start time requested.
- GES reserves the right to change labourers and/or rates as shifts change.
- The minimum charge for labour is one (1) hour per worker.
- The final invoice will be billed according to actual hours worked, relative to the original estimate and based upon the date received.
- All claims or discrepancies must be settled within one (1) week of show closing.
- Uncancelled labour will be charged a minimum fee of one (1) hour per worker.
- Gratuities, in any form, are prohibited.
- **GES' Limits of Liability & Responsibility apply to this service.**
- **Order must be submitted with a completed "Credit Card Authorization Form"**

ON-SITE PRICING is applicable to all orders received on the first day of move-in through to the completion of the event.

TOTAL AND SIGN

Please Sign I agree in placing this order that I have accepted the GES Payment Policy and the GES Terms & Conditions.

_____ **X**
Authorized Signature

Sub-Total for Items Above

_____ Date

Authorized Name (please print)

Cancellation Policy: Uncancelled labour will be charged a minimum fee of one (1) hour per worker. All