



LABOUR ORDER FORM

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

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The Franchise Expo
Edmonton EXPO Centre
September 30 - 1, 2023

Save Time! Order Online Today! **EXPRESSO**

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
70000010/70000040	Straight Time - Install and/or Dismantle	\$114.00	\$148.00	x	x	
70000020/70000050	Over Time - Install and/or Dismantle	\$171.50	\$223.00	x	x	
70000030/70000060	Double Time - Install and/or Dismantle	\$227.50	\$296.00	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 from 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: _____

	Dates	Start Time	End Time	# of Workers
Install				

	Dates	Start Time	End Time	# of Workers
Dismantle				



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

All funds listed in Canadian dollars.
GST # R123456789

Authorized Name (please print)

Date

Cancellation Policy: Uncancelled labour will be charged a minimum fee of one (1) hour per worker. All claims or discrepancies must be settled within one (1) week of show closing.