



Submit this form to order labor from Chrom Expo Services. Labor is available for installation and dismantling of exhibits, unskidding, and/or spotting of equipment. Enter the Total below on Payment Authorization/Order Summary and send along with this form. Orders received without full payment or credit card information will not be processed.

There will be a 100% cancellation fee, for labor canceled on show site
There will be a 1 hr. charge per man to exhibitors that cancel their labor request within 48 of the start time.
All Labor is billed on a one our per laborer minimum then billed in 1/2 hour increments

LABOR

STANDARD RATES

Straight Time Labor per hour \$108.00
 Overtime Labor per hour \$178.00

ON-SITE RATES

Straight Time Labor per hour \$130.00
 Overtime Labor per hour \$210.00

Straight Time: 8:00 am to 4:30 pm Monday – Friday

Overtime: Before 8:00 am or after 4:30 pm Monday – Friday, all day Saturday & Sunday and Holidays

LABOR SUPERVISION OPTIONS (please check one)

Exhibitor Supervision

Work is to be performed only under supervision of exhibiting company's representative. If the representative does not report to the service desk at the time labor has been requested, a one-hour charge will be assessed. No shows will be billed at the minimum per laborer rate.

Chrom Expo Services Supervision

Work performed under the supervision of Chrom Expo Services will be charged an additional 30% of the total bill for this service. In order for Chrom Expo Services to perform the work without the exhibitor present, Chrom Expo Services must have detailed setup instructions and outbound shipping information with this order.

Representative Name/Company: _____ Cell Phone #: _____

LABOR ESTIMATE

	Date	Time	# Laborers		Est. Hours per Laborer		Total Hours		Rate per hour		Subtotal		Chrom Supervision (subtotal x .30)		Estimated Cost
Installation				X		=		X		=		+		=	

OUTBOUND FREIGHT (Shipped via our preferred carrier unless prior arrangements are made by the exhibiting company)

Ship to: _____

Bill to: _____

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ **Booth #** _____