



# Labor Order Form

Please mail Completed Form to: SMG Exposition Services  
355 Plaza Drive, Secaucus, NJ 07094  
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 & Sunday

	Straight Time	Overtime
Stagehand Labor:	\$100.00/labor hour	\$150.00/labor hour
Aerial Lift Crew:	\$300.00/hr.	\$425.00/hr.
Forklift Crew:	\$300.00/hr.	\$400.00/hr.

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

	# of Workers	Date	Time	Approx. Hours
Set Up Labor				
Dismantle Labor				

## 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.**