Labor Order Form

Please mail Completed Form to: SMG Exposition Services
355 Plaza Drive, Secaucus, NJ 07094
PHONE (201) 330-8227
Email: Exhibitorservices@mecexpo.com

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.