



# Exhibits, Inc.

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XhibitsInc.com

# EXHIBIT LABOR ORDER FORM

**ALL ORDERS MUST BE PAID FOR IN ADVANCE  
PLEASE COMPLETE THE ENCLOSED PAYMENT POLICY  
FORM AND RETURN WITH YOUR ORDER**



All work will be done on straight time when possible. If workers are requested for the start of the day, it is most likely they can be picked up at the service desk at 8:00 A.M., if they are needed at other times, their pick-up time for their assignment will be approximate as it is difficult to estimate the exact time of completion of previous jobs. The provision of photos, blue prints, or instructions will greatly help reduce the amount of labor needed. Your supervision will also minimize your labor cost.

Straight time rate of \$60.00 per hour prevails from 8:00 AM to 4:30 PM, Monday through Friday; the rate for overtime is \$92.00 per hour and is in effect all other times including Saturdays, Sundays and holidays.

A service charge of 25% (\$50.00 minimum) will be applied to the above rates when exhibitor supervision is not present during installation and dismantling.

THERE IS A MINIMUM CHARGE OF 1 HOUR FOR ALL SERVICES. FRACTIONS OF HOURS WILL BE BILLED TO THE NEXT HALF HOUR.

**NOTE: Supervision is required for all exhibit installation and dismantling. Please indicate on the form below if exhibitor will furnish supervision or if Exhibits, Inc. is to supply. If exhibit is to be erected and/or dismantled without exhibitor's supervision, Exhibits, Inc. cannot be responsible for resulting damage, loss, improper installation, improper packing, theft, or any other cause.**

Exhibitor's supervisor must pick-up men at starting time and return to sign for labor at completion of job.

LABOR SERVICES - PLEASE ESTIMATE YOUR NEEDS - ONE HOUR MINIMUM							
DESCRIPTION	DATE	# OF MEN	TIME IN	TIME OUT	TOTAL HOURS	RATE	TOTAL
INSTALLATION LABOR							
DISMANTLING LABOR							
						<b>SUB-TOTAL</b>	
						<b>SUPERVISION CHARGE</b>	
						<b>GRAND TOTAL</b>	

Exhibitor will furnish supervision for  Installation  Dismantling  
Exhibits, Inc. to furnish supervision for  Installation  Dismantling

Exhibitor supervisor: His/Her name is: \_\_\_\_\_ Telephone No. \_\_\_\_\_

**NOTE: IF EXHIBITOR FAILS TO PICK UP LABOR AT TIME ORDERED, A ONE HOUR PER MAN NO SHOW CHARGE WILL BE APPLIED.**

*PLEASE RETURN ONE COPY TO EXHIBITS, INC. AND RETAIN A COPY FOR YOUR FILES.*

Your Company \_\_\_\_\_ Telephone No. \_\_\_\_\_

Street Address \_\_\_\_\_ Fax No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized By: \_\_\_\_\_ Signature \_\_\_\_\_

(Print Name)

Name of Event

Virginia Equine Extravaganza  
The Meadow Event Park, Doswell, VA  
October 29-31, 2010

Booth No. \_\_\_\_\_