



RPM CompleteXPO Services

Meeting The Needs of Today's Events!

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NeoCon® East

November 2nd-3rd, 2011
Baltimore Convention Center
Baltimore, Maryland

Display Labor Order Form

Return Deadline: **October 14, 2011**

Labor Rates

Display Labor for Installation and Dismantling of Exhibits		
Straight Time	\$ 73.00 per hour, one hour minimum per worker, Thereafter 1/2 hr. increments	8:00 am to 4:30 pm Monday through Friday.
Overtime	\$ 109.50 per hour, one hour minimum per worker, thereafter 1/2 hr. increments	After 4:30 pm until 8:00 am Monday through Friday. All day Saturday and Sunday.
All labor orders received after the return deadline date will be charged an additional 25%		

NOTE: 8:00 am is the only guaranteed starting time. All other orders will be filled as labor is available. All exhibit labor for 8:00 am starting times will be dispatched to booth space. All labor must be signed in and out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per worker ordered, unless we receive written cancellation 48 hours prior to starting time.

PLEASE INDICATE SERVICE REQUIRED:

- EXHIBITOR'S SUPERVISION – All work performed must be under the supervision of the Exhibitor
- RPM COMPLETEXPO SERVICES SUPERVISION – Hourly rate plus 30% Supervision charge. Minimum \$35.00. Detailed set-up and outbound shipping instructions must be sent in advance.

Name of Carrier _____ # of Crates: _____ # Cartons: _____ # Skids: _____

	Date(s) Required	# of Workers Needed	Time Requested (Time requested is not guaranteed)	Estimated # of Hours Per Worker	Estimated Amount
SET -UP	Monday, October 31st				\$
	Tuesday, November 1st				\$
DISMANTLE	Thursday, November 3rd				\$
	Friday, November 4th				\$
TOTAL AMOUNT →					\$

Display shipped to: Warehouse Show Site Display includes Carpet Will Rent Carpet

PLEASE INCLUDE YOUR SET-UP PLANS WITH YOUR ORDER

After Dismantle Return Display to: _____

Payment Policy: Credit Card information must be on file for all display labor services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. **Cancellation Policy:** Display labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Display labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date: