LABOR ORDER FORM

- All labor orders will be billed at a one-hour minimum. After the first hour, labor will be billed in half-hour increments.
- **Cancellation Policy:** You must give 24-hour notice to cancel any labor order. Labor ordered and not used will be charged as a one-hour "no show" charge per laborer.

Product #	Description	Price per Hour Advance (by 4/6/12)	Price per Hour Standard (4/7 - 4/24/12)	Price per Hour Floor Order (beginning 4/25/12)
NOTE: *Standard orders are charged at 20% above the Advance rate; Floor orders at 40% above the Advance rate.*				
Display Labor				
L1	Straight Time	$84.00	$100.80	$117.60
L2	Overtime	$109.00	$130.80	$152.60
L4	Supervision Fee	30%, with $50 minimum		
LS	Shrink Wrap Skid (per skid)	$40.00	$48.00	$56.00
LB	Band Skid or Crate (per piece)	$50.00	$60.00	$70.00
Forklift & Rigging Labor				
L5	Forklift w/operator - up to 5,000 lbs. - Straight Time	$209.00	$250.80	$292.60
L6	Forklift w/operator - up to 5,000 lbs. - Overtime	$234.00	$280.80	$327.60
L8	Forklift w/operator - over 5,000 lbs.	CALL FOR QUOTE		
L9	4-Stage Forklift w/operator	CALL FOR QUOTE		
L12	Forklift Cage w/Rigger	CALL FOR QUOTE		
L15	Boomlift w/3-man crew - Straight Time	$502.00	$602.40	$702.80
L16	Boomlift w/3-man crew - Overtime	$577.00	$692.40	$807.80
L18	Scissor Lift w/2-man crew - Straight Time	$343.00	$411.60	$480.20
L19	Scissor Lift w/2-man crew - Overtime	$393.00	$471.60	$550.20
Accessible Storage				
L24	Accessible Storage - per 1/4-trailer per day storage fee*	$200.00	$240.00	$280.00

Product # / Type of Labor	Date	Estimated Start Time	# of Workers or Lifts	Est. # Hours per Workers or Lifts	Est. Total Hours	Hourly Rate	Estimated Total Cost
Detail type of Installation/Dismantling work:						**Subtotal:**	
						*** Supervision Fee:**	
						TOTAL:	

***** A **Supervision Fee** is assessed only on Hargrove-supervised labor orders. Payment of all Hargrove-supervised labor services is the responsibility of the exhibitor. The **Hargrove-Supervised Labor Instruction Form** must accompany a Display Labor order to schedule a Hargrove supervisor.

Order Payment Method:

☐ Check Enclosed # _____ Dated ___/___/___ (Ref: 5028068CT) ***OR*** ☐ Charge the following credit card:

☐ Visa ☐ MasterCard ☐ Discover Card ☐ American Express

Credit Card Number:

																	Exp.

CARDHOLDER: _____ SIGNATURE: _____

COMPANY: _____ BOOTH #: _____

ADDRESS: _____ PHONE #: _____

CITY: _____ ST/ZIP: _____ FAX: #: _____

CONTACT: _____ EMAIL: _____

One Hargrove Drive, Lanham, MD 20706 Telephone: 301-306-4627 Fax: 301-731-5438
exhibitorservices@hargroveinc.com

HARGROVE
TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

USA SCIENCE & ENGINEERING FESTIVAL
EXPO "SNEAK PEEK": APRIL 27
EXPO OPEN: APRIL 28-29

HARGROVE-SUPERVISED LABOR INSTRUCTION FORM

Complete and return this form if your display is to be set up and/or dismantled by Hargrove, Inc. and there will not be a supervisor (i.e., no exhibitor representative) present.

Exhibitor:	**Booth # :**

SET-UP / DISMANTLING / PACKING INFORMATION

A rendering of and/or instructions for my exhibit is enclosed with this order.	☐Yes	☐No	
A rendering of and/or instructions for my exhibit is packed in the display case(s).	☐Yes	☐No	Case #
My exhibit has a key: ☐No ☐Yes, that is located in:			
Carpet: ☐ With Exhibit ☐ Rented from Hargrove ☐ Other: Size: Color:			
Electrical Placement+: ☐ Drawing Attached ☐ Drawing with Exhibit To be installed under carpet?: ☐ Yes ☐ No			
+ *Please place your order for electrical service with the appropriate vendor and include a copy of your order with this form.*			
Comments:			
In case of emergency, please call (name):	Cell Phone #:		

INBOUND SHIPPING INFORMATION

Carrier:	Carrier Phone #:
Shipped to: ☐ Warehouse ☐ Show Site ☐ Other:	Date Shipped:
Shipped from (company, city & state):	
Total Number of: ☐ Crates: ☐ Cartons: ☐ Cases: ☐ Other (qty & describe):	

OUTBOUND SHIPPING INFORMATION

***At show's close, please ship * my exhibit to*:**			
Company:		Attn:	
Street:			
City:	State:	Zip:	Phone:
*** NOTE: If outbound shipping is to be a split shipment, check here ☐ and attach specific instructions and addresses.**			
***Ship my exhibit via*:** Carrier Name:		Carrier Phone:	
***Select service*:** ☐ Next Business Day ☐ 2nd Business Day ☐ Deferred (3-5 Business Days) ☐ Ground			
Is this shipment going to another Trade Show? ☐ No ☐ Yes, Show Name:		Booth #:	
This shipment must arrive no later than: Day:	Date:	Time:	☐ AM ☐ PM
Date & Time of Scheduled Pick-Up**:			

***If Designated Carrier fails to show up, Hargrove should*:** ☐ RE-ROUTE VIA: ☐ Ground ☐ Next Business Day ☐ 2nd Business Day ☐ Deferred (3-5 Business Days) ☐ Return shipment to warehouse at exhibitor's expense	**** NOTE: Exhibitor is responsible for contacting any carrier except those recommended in this service kit. Hargrove will not be responsible for literature/ products not properly packed and labeled by exhibit personnel.**

I understand that Hargrove, Inc. shall not be responsible for loss, theft or damage to any display installed or dismantled under Hargrove's supervision of labor as ordered above, nor for any misdirected, delayed or lost shipment of said display. I further understand that it is my/our responsibility to provide Hargrove with complete and accurate written instructions for the installation, dismantling, packing and/or shipping of said display by Hargrove supervised labor. Payment of all labor services supervised by Hargrove will be my/our responsibility as the exhibitor. Cancellation Policy: A 24-hour notice is required to cancel supervision labor. Supervisor labor ordered and not used will be charged as a one-hour "no show" charge.

Authorized Signature Print Name Date

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