



**INSTALL/DISMANTLE LABOR ORDER**

Convention & Show Services can provide skilled labor for the install and dismantle of your display. The minimum charge for labor is one (1) hour, per worker. Labor after the hour minimum is charged in half (1/2) hour increments. Dependent on requested install/dismantle date and time there could be a possibility of up to a four (4) hour minimum charge per laborer. Start times cannot be guaranteed, however, every effort is made to meet all requests. CSS reserves the right to dispatch all labor calls based upon availability of labor and the order that the requests are confirmed. No work shall be started until you check in at the service desk on show site to confirm the labor order, unless you have ordered supervision services. Upon completion of work an exhibitor representative must return to the CSS Service Desk to sign the completed work order. There will be no exceptions, unless other arrangements are made with CSS. Once the work order is signed, no adjustments will be made.

Install/Dismantle Labor Rates	S.T.	O.T.	D.T.
Carpenter	\$106.00	\$160.00	\$185.00

CSS offers Supervision Services for the install/dismantle of your exhibit. CSS will supervise labor to unpack and install your exhibit before exhibitor arrival at show site. At the close of the show the labor will dismantle, pack, and arrange to ship display per exhibitor instructions. A **35%** surcharge will be added to the labor rates above for this service.

Circle **YES** or **NO** if CSS Supervision is required.

**Install**

Date:	Time:	# of Workers:	# of Hours:
_____	_____	_____	_____
Date:	Time:	# of Workers:	# of Hours:
_____	_____	_____	_____

**Dismantle**

Date:	Time:	# of Workers:	# of Hours:
_____	_____	_____	_____
Date:	Time:	# of Workers:	# of Hours:
_____	_____	_____	_____

Please estimate the number of workers and hours per worker needed for install and dismantle above. Invoice will be calculated according to actual hours worked.

<b>Total Est. Hrs.</b>		<b>Hourly Rate</b>		<b>TOTAL</b>
_____	X	_____	=	_____

LIABILITY: CSS shall be responsible for damage to exhibit materials caused by negligence or carelessness of workers while delivering freight from the dock to the booth and back to the dock or the truck after the show. CSS shall not be responsible for exhibit materials stolen or damaged after working hours or during the show. EXHIBITORS MUST PROVIDE SECURITY SERVICE AND/OR INSURANCE OF MATERIALS.

Company Name:		Booth #:	
Address:			
City:		State:	Zip:
Phone:	Fax:		
Email Address:			
Signature:		Print:	
Show Site Rep. Authorized to Sign for Labor:			