

PENN STATE EXPO SERVICES INC.
2750 PAXTON ST. UNIT 3
HARRISBURG, PA 17111
PHONE: 717-564-2658
FAX: 717-564-2980
E-MAIL: pennstateexpo@verizon.net

LABOR ORDER FORM

Company _____

Event: _____ _____ _____

Address _____

Date _____

City _____ State _____

Booth Number _____

Zip _____ Phone _____

Signature _____

On Site Representative _____

Arrival Time _____ Date _____

In the interest of prompt and efficient processing of exhibitor's labor requirements for set up and dismantling of exhibits, it is urged that advance notice be provided on this form. Orders received at the show will be processed after advance orders in all cases.

We will require labor to this schedule:

	Number of Men	Date	Time	Approx. Hours
Labor to Set Up Display				
Carpenter to Set Up Display				
Labor to Dismantle Display				
Carpenter to Dismantle Display				

Please Indicate Service Desired:

(If procedure is not indicated, no advance order will be assigned until exhibitor reports to service desk.)

Forklift & driver charge is \$125.00 per hr. and \$170.00 Overtime Date _____ Time _____

A minimum charge of 1 hour for all services. (Crew - Driver & Laborer)

Please read carefully the following procedures when ordering skilled labor for the installation and dismantling of your exhibit.

* A four (4) hour minimum per man will be charged if exhibitor does not pick up pre-ordered labor on the day requested.

* NOTE: All labor prices quoted are prevailing rates at time of printing, subject to change without notice.

* A 15% service charge will apply if labor is ordered at Service Desk before or after event.

* Penn State Exposition Services will not assume responsibility for damages to exhibitors equipment by temporary or fulltime employees when ordered without Penn State Exposition Services Supervision.

SUPERVISION

Proceed with installation at the earliest possible time.

Exhibit will be installed on straight time whenever possible.

_____ Setup drawing/photos enclosed.

_____ Setup drawing/photos with exhibit.

Instructions should be provided. Penn State Exposition

Service personnel will supervise, but blueprints, etc., will

facilitate an economical, correct installation

A supervision charge of 30% will be added.

LABOR REQUEST

Do Not Proceed. Exhibitor's representative will call at

the service desk for labor at _____ * AM/PM

No men will be dispatched direct to the booth.

Exhibitors must come to the service desk to sign

in for men required.

Exhibitor agrees to return to labor desk to check in

labor at completion of work each day.

*Note that starting times other than 8 AM cannot be guaranteed.

LABOR RATES

Straight Time.....\$55.00

Overtime.....\$85.00

Carpenter.....\$75.00

Carpenter.....\$105.00

Minimum: One Hour per man

Straight time: 8:00 AM to 4:30 PM Monday through Friday except holidays. All other hours are overtime. All labor rates subject to union contract increases.

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

Labor and services ordered on behalf of the exhibitor by display houses or other third parties must be so authorized in a letter form from the exhibitor. Payment for all services is the responsibility of the exhibitor.