Labor Order Form for Exhibit Set Up and Dismantle

Please complete the below Labor Order Form and send back to Exhibits@PreconEvents.com for processing.

Installation Labor

Labor Type	Straight Time M – F (9AM – 5PM)	Over Time M – F (5PM – 12AM) M – F (5AM – 9AM) SA/SU (9AM – 5PM)	Double Time M-F (12AM – 5AM) SA/SU (5PM – 9AM)	Quant	Est Hrs	Total Price
General Labor	**$165/hr**	**$247.50/hr**	**$300/hr**			**$**
Supervisor Labor	**$200/hr**	**$300/hr**	**$400/hr**			**$**
					TOTAL	**$**
Date Required:			**Estimated Duration of Labor Hours:**			
Requested Start Time:			**Estimated Completion Time:**			

Dismantle Labor

Labor Type	Straight Time M – F (9AM – 5PM)	Over Time M – F (5PM – 12AM) M – F (5AM – 9AM) SA/SU (9AM – 5PM)	Double Time M-F (12AM – 5AM) SA/SU (5PM – 9AM)	Quant	Est Hrs	Total Price
General Labor	**$165/hr**	**$247.50/hr**	**$300/hr**			**$**
Supervisor Labor	**$200/hr**	**$300/hr**	**$400/hr**			**$**
					TOTAL	**$**
Date Required:			**Estimated Duration of Labor Hours:**			
Requested Start Time:			**Estimated Completion Time:**			

Labor Order Payment Form

EXHIBITOR INFORMATION

COMPANY:	**BOOTH #:**	
Address Line 1:	**Address Line 2:**	
City:	**Prov/State:**	**ZIP:**
Country:		
Contact Name:	**Contact Phone:**	
Contact Email:		

BILLING AND PAYMENT INFORMATION **AMEX ___ MasterCard ___ Visa ___**

Cardholder Name:	**Exp Date:**	**ZIP:**
Credit Card #:	**CVV2 Code:**	
Signature:	**Date:**	

All wire transfers are subject to a $75 processing fee. All fees associated with processing of payments are the responsibility of the payer. If a payer has an outstanding balance at the time of requested service, service may be delayed or denied at the option of Precon Events, until balances are paid in full.

PRECON

For additional assistance, please call one of our Exhibitor Services Specialists at **240-669-6262**
Email inquiries to **Exhibits@PreconEvents.com**

***Large orders may be subject to minimums.**
****Supervisor Labor will be required if the use of tools is a requirement for the requested labor.**
*****Advanced labor orders are charged prior to the show, with no refunds for unused labor.**
******Additional labor needed/requested on site is subject to availability and is billed once the labor has been completed and will be rounded up to the full hour.**