

# CorpEvents

## New England

### Labor Order

NAME OF SHOW: \_\_\_\_\_  
 COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call 508-366-8594 to speak with one of our experts.

### DISPLAY LABOR

(4 or 8 Hour Minimum Per Worker May Apply)

Description	RATES:
<b>Straight Time-</b> 8:00 A.M. to 4:30 P.M. Monday through Friday .....	\$ 125.00
<b>Overtime-</b> 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday .....	\$ 190.00
<b>Double Time-</b> All Day Sunday and Holidays.....	\$ 215.00

- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- CorpEvents supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

*Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.*

### INSTALLATION LABOR

- Corporate Events Supervised Labor**  
**Installation of your exhibit will be completed at our discretion prior to show opening.**
- The charge for this service is 30% of the total installation labor bill.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Exhibitor Supervised Labor** (Supervisor must check in at the CorpEvents Desk to pick up labor)

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
CorpEvents Supervision (30%)						= \$ _____
Tax						= \$ <b>(N/A)</b>
Total Installation						= \$ _____

### DISMANTLE LABOR

- CorpEvents Supervised Labor - Please complete the reverse side of this form.**
- CorpEvents is not responsible for product or literature that is not properly packed and labeled by exhibitor.
  - The charge for this service is 30% of the total dismantle labor bill.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Exhibitor Supervised Labor**(Supervisor must check in at the CorpEvents Desk to pick up labor)

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
Supervision (30%)						= \$ _____
Tax						= \$ <b>(N/A)</b>
Total Dismantle						= \$ _____