

ART EXPO NEW YORK
Pier 94
April 21st-24th 2017

Showtime on the Piers
711 12th Avenue Pier 92 New York N.Y. 10019
Office: (212) 355-3213 Fax: (212) 916-1578
Email:SHOWS@SHOWTIMELLC.COM

DEADLINE: March 30th 2017

INSTALLATION & DISMANTLING LABOR ORDER FORM

Use this form if you will require assistance in installing or dismantling your display

LABOR RATES PER HOUR

	Straight Time	Overtime
	(8 am-4:30 pm: M-F)	(After 4:30 pm: M-F 8am-4:30pm: Sat)
LABOR	Any additional labor that is not included with your booth package.	
	STD RATE	OT RATE
	CARPENTRY \$160.00/hr	\$240.00/hr
	*Double Time rates also apply to carpenter labor after 6:30 pm Monday-Friday. After 4:30 pm Saturday an all day Sunday (\$320.00/hr)	

All labor before 8:00 am and after 4:30 pm Monday through Friday, and all hours Saturday, Sunday and holidays will be charged at the posted overtime and double time rates. (One (1) hour minimum per worker thereafter ½ hr. increments.)

Note: Starting time can be guaranteed only in those instances where personnel are requested for the start of the working day, which is 8:00am, and only for orders placed by the deadline date. All the other orders will be filled as labor is available. All labor must be signed in/out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a charge of ½ the total time scheduled, per man ordered (one hour minimum), unless we receive written cancellation 24 hours prior to starting time. It is a must to pay labor for Move in as well as Dismantle. You will be charged dismantle fees regardless if you do not come back to the Service Desk to fill out a dismantle form.

Please indicate the service desired and the number of personnel required.

MOVE-IN	No. of Personnel	Date	Day	Start Time	*Estimated Duration	Total Move In
CARPENTER					X _____	\$ _____
*What type of work will be performed?						
DISMANTLE	No. of Personnel	Date	Day	Start Time	*Estimated Duration	Total Move In
CARPENTER					X _____	\$ _____
*What type of work will be performed?						

Subtotal: _____
 Tax 8.875%; _____
 Grand Total: _____

Company Name: _____ Booth Number: _____

Contact: _____ Phone #: _____ Email Address: _____

The Showtime Method of Payment Form must be included with all forms submitted. No checks will be accepted during show.

PLEASE FAX FORMS TO: (212) 916-1578 **PHONE: (212) 355-3213**
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