



CONVENTION CONTRACTORS INC.
 15959 NW 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
 Customer Service Fax: (305) 751-1298

LABOR ORDER

The Original Miami Antique Show

February 9 - 12, 2018

Miami Fair Expo Center

**DISCOUNT DEADLINE:
 JANUARY 24, 2018**

Labor Information			Discount Price	Show Site Price
Straight Time	Monday - Friday	8:00am - 4:30pm	\$68.00	\$89.50
Over Time	Monday - Friday Saturday & Sunday	4:30pm - 8:00am All Day	\$102.00	\$134.50
Double Time	Holiday	All Day	\$136.00	\$157.75

Please note

- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in half-hour increments.
- If Labor order is cancelled within 24 hours of scheduled services, total charges will be assessed.

Expo Supervisory Fee is 40% of total cost or \$50.00, whichever is greater.

Is Labor for assembling sign for hanging? Y/N _____
 Is Labor for laying your own carpet? Y/N _____

INSTALLATION

Your Supervisor's Name: Cell Number:				Expo Supervision? Yes / No		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

DISMANTLE

Your Supervisor's Name: Cell Number:				Expo Supervision? Yes / No		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

Please complete this section if you have chosen EXPO to supervise your installation and/or dismantling.

Inbound Freight Information

Carrier Company Name: _____
 # of pieces: _____ Weight of Shipment _____
 Is Shipment? Crated Uncrated
 Tracking/Pro#: _____
 Estimated arrival date: _____
 Shipment to arrive at: Warehouse Show Site

Outbound Freight Information

Carrier Company Name: _____
 Delivery Shipment To: _____
 Address: _____
 City, State, Zip: _____
 Type of Service (air, van line, ground, etc.): _____

If for any reason your shipment is not picked up by your carrier, Please choose one of the following options: (Initial beside preferred option)

Force freight through preferred carrier: _____
 Send shipment back to EXPO warehouse: (\$50.00 min. fee) _____

Services You Have Ordered (please check all that apply)
 Electrical _____ Furniture _____ A/V Equipment _____
 Booth Cleaning _____ Telephone/Internet _____

Electrical Information:
 Electrical should go under the carpet (diagram is attached)
 Electrical drawings are attached
 Electrical drawings are with exhibit in crate number
 Electrical drawings were sent to the official contractor

Set-up Information for Installation

Please check all that apply and provide information where requested.
 Booth size: _____ X _____
 Forklift required? Yes No
 Carpet is? Owned Rented from EXPO
 Carpet padding? Yes No
 Drawings are? Faxed to EXPO Shipped w/exhibit crates

Company Name _____ Booth _____

Contact Name _____ Phone _____

Email _____ Fax _____

Return via fax along with the Payment Policy form to: 305-751-1298