EXPOSITION SERVICES, LLC
281-399-2808
www.spiritexpo.com

INSTALLATION AND DISMANTLE ORDER FORM

EXPO NAME: TOTA **DATE: Nov. 1 – 2, 2019** **CITY: Austin TX**

COMPANY _____ BOOTH NUMBER _____

ADDRESS _____ STREET _____ CITY _____ STATE _____ ZIP _____ COUNTY _____

PHONE _____ FAX _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT-PLEASE PRINT _____ DATE _____

SUPERVISION SERVICES

____ **Spirit Supervised** (Proceed)
Spirit will supervise labor to:
Unpack and install display before exhibitor arrival at show site
Dismantle, pack and arrange to ship display after show closing
A 25% ($50.00 minimum) surcharge will be added to the labor rates for this professional supervision.

____ **Exhibitor Supervised** (Do Not Proceed)
Exhibitor will supervise:
Installation
Exhibitor will need workers on (date) _____at (time) _____a.m. p.m.
Dismantle
Exhibitor will need workers on (date) _____at (time) _____a.m. p.m.

Please check in at Spirit Service Center one half (1/2) hour before scheduled time. Labor canceled without twenty-four (24) hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one hour (1) No-Show charge per worker will apply.

DISPLAY LABOR RATES	TIMES	HOURLY
Straight Time	Any Time	$50.00

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in one-half (1/2) hour increments. All rates are subject to change if necessitated by increased labor costs.

Estimate the number of workers and hours per worker needed below. Invoices will be calculated according to actual hours worked.

	No. of Workers x Hours / Worker = Total Worker Hours			@ Rate	Total
Installation	_____	_____	_____	_____	_____
Dismantle	_____	_____	_____	_____	_____

Sub - Total _____
Spirit Supervised Add 25% _____
Total _____