



CONVENTION SERVICES, LLC



EXHIBIT LABOR ORDER FORM

25 South Tenth Street
Harrisburg, PA 17101-2894
(717) 236-5075 (800) 421-5075
FAX (717) 236-9082



Straight time rate prevails from 8:00 AM to 4:30 PM, Monday through Friday. The rate for overtime is in effect 4:30 PM to 8:00 AM and all day Saturday, Sunday, and holidays. Please note there is a four-hour minimum per person.

	Straight Time	Overtime
Carpenter	\$47.50	\$71.25
Supervisor	\$57.50	\$86.25
5000 # Forklift truck with operator	\$115.00	\$155.00

Prior arrangements must be made for forklift services.

NOTE: Forklift is for handling, positioning of items at booth. ALL loading and unloading and regular storage will be done as per our drayage form.

NOTE: Supervision is required for all exhibit installation and dismantling. Please indicate on the form below if exhibitor or Rileighs will furnish supervision. Your supervision will also minimize your labor cost. If exhibit is to be erected and/or dismantled without exhibitor's supervision, Rileighs cannot be responsible for resulting damage, loss, improper installation, improper packing, theft, or any other cause.

Exhibitor's supervision must pick up men at starting time and return to sign-out for labor at completion of job. If exhibitor fails to pick up men at time ordered, one hour per man no-show charge will be applied. Starting time can only be guaranteed in those instances where men are ordered at the start of the workday usually 8:00 AM.

FORKLIFT / LABOR SERVICES – PLEASE ESTIMATE YOUR NEEDS – ONE HOUR MINIMUM

DESCRIPTION	DATE	NO. MEN REQUIRED	TIME IN	TIME OUT	TOTAL HOURS	RATE	TOTAL
FORKLIFT w/OPERATOR (IN)							
FORKLIFT w/OPERATOR (OUT)							
						Sub Total	
						6% PA Tax	
INSTALLATION SUPERVISOR							
INSTALLATION CARPENTER(S)							
DISMANTLING SUPERVISOR							
DISMANTLING CARPENTER(S)							
Exhibitor will furnish supervision for (installation[]) (for dismantle[])						Total	

His/Her Name is _____ Tel. No. _____

CHARGES DUE AND PAYABLE UPON PRESENTATION OF INVOICE AT SHOW. LABOR WILL NOT BE PROVIDED UNLESS PROVISIONS ARE MADE FOR PAYMENT IN ADVANCE. ALL CUSTOMERS ARE SUBJECT TO 6% PENNSYLVANIA STATE SALES TAX, INCLUDING NON-RESIDENT FIRMS. RETURN CREDIT CARD FORM OR INCLUDE ADVANCE PAYMENT.

Service charge of maximum allowable by law per month will be made on unpaid balance starting 30 days after date of invoice. U.S. FUNDS ONLY.

Name of Show Greater Lehigh Valley Auto Show Booth No. _____

Name of Firm _____ Fax No. _____

Address _____ Phone No. _____

City _____ State _____ Zip _____

Authorized by (Print Name) _____ Signature _____

Rev 4/01H

PLEASE DUPLICATE AND RETURN ONE COPY TO RILEIGHS