



Show Dates: January 21-23, 2025

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## Labor

LABOR INFORMATION			Discount Price	Standard Price
Straight Time	Monday - Friday	8:00 am - 4:30 pm	\$ 81.50	\$ 106.00
Over Time	Monday - Friday	4:30 pm - 8:00 am	\$ 122.50	\$ 159.50
	Saturday - Sunday	All Day		
Double Time	Holidays	All Day	\$ 163.00	\$ 212.00

**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 30% of total cost or \$60.00, whichever is greater.

Is Labor for assembling sign for hanging?	YES	NO
Is Labor for laying your own carpet?	YES	NO

If you require labor services for booth setup, please submit detailed instructions with the provided form attached to [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298

### Installation

Your Supervisor's name: Cell phone #:				Expo CCI supervision? YES NO		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

### Dismantle

Your Supervisor's name: Cell phone #:				Expo CCI 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.

**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 FAXED TO EXPO SHIPPED W/EXHIBIT CRATES

**Inbound Freight Information**  
 For all inbound freight, please complete the Material Handling Authorization Form. You can return the completed form via email at [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298

### Outbound Freight Information

Please complete the Bill of Lading (BOL) form on our website: [expocci.boomerecommerce.com](http://expocci.boomerecommerce.com). Additionally, please refer to the included [Shipping Instructions](#) for detailed guidelines.

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 EXPO CCI's preferred carrier:
- Send shipment back to EXPO CCI warehouse: (\$50.00 min. fee.)

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Please return along with payment policy via email to [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

Discount deadline:  
December 30, 2024

**NEED A CUSTOM BOOTH?**

click here

**NEED SHIPPING TO AND FROM A TRADESHOW?**



click here

**NEED ANYTHING?**

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## Ground Rigging/Forklift

**DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES**

Please complete the following

# of pieces to be spotted

Requested date/time:

Heaviest piece to be spotted

(times are not guaranteed)

Description of work to be performed:

### GROUND RIGGING FORKLIFT RENTAL

Forklift Rental - Up to 5,000 LB Capacity				
Qty	Item	Discount Price	Regular Price	Total Price
	Straight-time hourly rental	\$ 209.50	\$ 293.00	
	Overtime hourly rental	\$ 332.00	\$ 464.50	
	Double-time hourly rental	\$ 416.50	\$ 624.50	

Forklift Rental - Up to 10,000 LB Capacity				
Qty	Item	Discount Price	Regular Price	Total Price
	Straight-time hourly rental	\$ 232.50	\$ 362.00	
	Overtime hourly rental	\$ 381.50	\$ 533.50	
	Double-time hourly rental	\$ 537.50	\$ 698.50	

Forklift Rental - Up to 20,000 LB Capacity				
Qty	Item	Discount Price	Regular Price	Total Price
	Straight-time hourly rental	\$ 595.50	\$ 774.50	
	Overtime hourly rental	\$ 785.00	\$ 1,020.50	
	Double-time hourly rental	\$ 1,020.50	\$ 1,327.00	

### CRANE RENTAL AVAILABLE UPON REQUEST

ST- Straight time Monday - Friday, 8:00 am - 4:30 pm  
 OT- Overtime Monday - Friday, 4:30 pm - Midnight and all day Saturday & Sunday  
 DT- Double time Monday - Friday, Midnight /8:00 am, all day Saturday/Sundays & Holidays

### GROUND RIGGING LABOR RATE

Rigging Foreman Labor per Man Hour				
Qty	Item	Discount Price	Regular Price	Total Price
	Straight-time hourly rental	\$ 259.00	\$ 362.00	
	Overtime hourly rental	\$ 381.50	\$ 533.50	
	Double-time hourly rental	\$ 537.50	\$ 699.00	

Riggers and Material Handlers per Man Hour				
Qty	Item	Discount Price	Regular Price	Total Price
	Straight-time hourly rental	\$ 595.50	\$ 774.50	
	Overtime hourly rental	\$ 785.00	\$ 1,020.00	
	Double-time hourly rental	\$ 1,020.50	\$ 1,327.00	

#### Please note

Rate structure included lift and (1) operator only. Minimum crews are based on scope of work and area jurisdiction.

Additional labor and ground men will be billed at the hourly rate.

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notice will be charged a one (1) hour cancellation fee.

If exhibitor fails to use the worker and equipment at the time confirmed, a one (1) hour "No Show" charge per worker and forklift will apply.

Complete this form for all Forklift needs.

To determine if you need Forklift, Please read this form carefully.

Forklift may be required when uncrating, positioning, and re-skidding equipment and machinery.

A Forklift is required for moving equipment weighing 200 pounds or more.

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00AM.

All exhibit labor for 8:00AM starting times will be dispatched to booth space.

Confirm labor and fork-lift by 2:30PM the day before date requested.

Please have a representative pick up the crew at the labor desk and supervise the work to be done.

Upon completion, the exhibitor's representative will return the crew to the labor desk and approve the work order.

Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift.

Amount
7% TAX
Amount Due

Company Name:

Booth #

Contact Name:

Email:

Authorized Signature:

Signature also indicates you read and accept the Payment Policy and Term and Conditions. Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day

Please return along with payment policy via email to [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298.

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## Hanging Signs and Banners

### Instructions

All hanging signs must conform to Show Management rules and regulations and facility limitations.

All overhead hanging signs or banners must be handled by Expo CCI.

Overhead hanging signs must be sent in separate containers directly to Expo Convention Contractors, Inc. warehouse using the enclosed HANGING SIGN LABELS.

Hanging anchor points must be pre-fabricated and ready for use.

Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE order form. For Signs other than banners, include blueprint or drawing containing diagram detailed information so anchor points can be determined.

### Equipment and Labor Rates to Hang Signs

STRAIGHT TIME - 8:00am to 4:30pm, Monday through Friday  
OVERTIME - 4:30pm to 8:00, Monday through Friday  
All Day Saturday and Sunday

CREW SIZE - MINIMUM of two people, Operator and one rigger

MATERIALS - Cable, Clamps, etc. Additional and charged accordingly.

EQUIPMENT WITH CREW: \*Rates are per Lift Crew/ per hours.  
\*One hour Minimum per lift Crew.

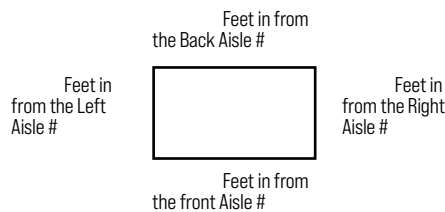
		Straight Time	Overtime
<b>Boom Lift with Crew:</b> (Condor/Snorkel) up to 200 lb. lift capacity.	<b>Discount price</b>	\$ 686.50	\$ 903.00
	<b>Standard price</b>	\$ 961.00	\$ 1,174.00
Additional crew/ Assembly labor:	<b>Discount price</b>	\$ 81.50	\$ 122.50
	<b>Standard price</b>	\$ 106.00	\$ 159.50

### Sign Description, Size & Weight

Type: Cloth Banner    Metal or Wood    Other  
Shape: Square    Triangle    Rectangle    Other  
Size: Height    Length    Width  
Weight of sign:  
Does your Sign requires Electricity    Assembly

### Placement Diagram

Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed. \*The ceiling structure and relation to the support beam may require your sign to be moved from your specified location.



Number of feet from bottom of sign:

### Installation DATE / TIME:

Approx. Hours    Hourly Rate    Total Estimate Cost  
@    =

### Dismantle DATE/TIME:

Approx. Hours    Hourly Rate    Total Estimate Cost  
@    =

**Supervision** for installation and dismantling of overhead hanging signs can be provided by EXPO CONVENTION CONTRACTORS, your company representative or display house.

Please indicate method of supervision you require:

EXPO IGD    Exhibitor Personnel    Display house

\* Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and will be charged accordingly.

**NOTE: WE ARE NOT RESPONSIBLE FOR, LIABLE FOR, AND WILL NOT HANG ANY SIGNAGE CONSTRUCTED IN ANY MANNER DEEMED UNSAFE.**

Amount	
7% TAX	
Amount Due	

**Payment Policy:** All invoices must be settled at our Service desk prior to the closing of the Show. For your convenience, MasterCard, American Express and Visa credit cards will be accepted. No credits will be issued after the closing of the show.

**Important:** TO OBTAIN DISCOUNT PRICE, FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER.

No Telephone orders accepted. Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per crew and/or worker.

Exhibitor name:

Booth #:

Contact name:

Email:

Address:

City:

State :

Zip :

Authorized:

Print Name:

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**e** LOGISTICS

click here

**NEED ANYTHING?**

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## Bulk Trash Removal

Exhibitors with third-party labor providers are responsible for ensuring that all crates, cartons, and materials brought into the event get properly removed after the show concludes. Failure to do so can result in a disposal fee of \$59.00 per Sq. M or \$660 minimum in labor charges, whichever is greater.\*

\*All rates are based on Gross Booth/Display Area i.e. if the booth is a 3 x 7, It's 21 square meters. Then it would be 21 x \$59.00 = \$1,239.00 + tax.

This fee is design to cover the costs associated with the removal and disposal of any items left behind, ensuring a smooth transition for our event space.

**IMPLEMENTING A DISPOSAL FEE PROMOTES CLEANLINESS, EFFICIENCY, AND FAIRNESS BY COVERING REMOVAL COSTS, MAINTAINING A CLEAN EVENT SPACE, ENCOURAGING PROMPT ITEM REMOVAL, AND ENSURING EQUITABLE CHARGES.**



**ANY QUESTIONS OR REQUIRED INFORMATION ABOUT OUR DISPOSAL FEE POLICY, PLEASE FEEL FREE TO CONTACT US:**

Company Name:

Booth #:

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