HALE NORTHEASTERN INC.

828 E. Ferry Street, Buffalo, New York, 14211
(716) 896-6170
FAX: (716) 896-8908

Installation and Dismantling Labor

International Colour Association Conference
Rochester Riverside Convention Center
June 24-29, 2001

Company Name:_____Booth No.(s)_____

Representative:_____Phone No._____

LABOR RATES AND HOURS - Labor will be invoiced in one half-hour increments after the one hour minimum.
Straight time hours - All hours between 8:00 a.m. and 4:30 p.m. Monday through Friday, excluding holidays.
Overtime - All other hours, weekdays and all hours Saturdays, Sundays and holidays.

Straight time: $38.00/hr. **Overtime:** $58.00/hr. (one hour minimum per man)

It is the responsibility of the exhibitor to advise Hale Northeastern Inc. Service Desk of any problems and to check all invoices for accuracy prior to paying at show site.

Check correct box below and fill in all information.

SUPERVISION BY Hale Northeastern, Inc.

❑ Please proceed to install exhibit - Exhibitor need not be present.
❑ We will use the same service to dismantle.
SUPERVISION IS PROVIDED BY Hale Northeastern, Inc. and all pertinent information should be forwarded with this order, including blueprints, set-up instructions, photographs and shipping information. The charge for supervision is 25% of the total labor bill with a $25.00 minimum on installation and a $20.00 minimum on dismantling.
Please provide an emergency phone number (_____) _____

LABOR ESTIMATE FOR	SET-UP	DISMANTLING
Number of men		
Hours per man		

SUPERVISION BY EXHIBITOR PERSONNEL

Starting time can be guaranteed only in those instances where men are requested to start at 8:00 a.m. unless the beginning of the show set-up time is later in the day. We will make every effort to accommodate later starting times, however it is impossible to gauge the completion of previously assigned jobs.

Exhibitors must sign labor out at the service desk. Labor charges will continue until the exhibitor has returned to the desk to sign in his labor.

THERE WILL BE A ONE HOUR PER MAN *NO-SHOW* CHARGE, unless notice is given to Hale Northeastern Inc. at least 24 hours prior to date and time requested.

	LABOR IS REQUIRED AS FOLLOWS: SET-UP	DISMANTLING
DATE		
TIME OF DAY		
NUMBER OF MEN		
APPROXIMATE HOURS		

SUPERVISOR: _____

Forklift w/operator up to 5000 lbs.
$68.00 / hr. straight time
$89.00 / hr. overtime
1 hour minimum

Plastic Banding
$.50 per foot plus labor
_ hour minimum
Shrink Wrap
$25.00 per pallet
including labor

Set up Labor	$
Dismantling Labor	$
Supervision Charge	$
Fork Lift	$
Total	$

lh82897 Please enter total on the Order Summary