

# General Exposition Services

## Set-Up & Dismantle Labor Order Form

THE TRADE SHOW SERVICE CONTRACTORS

Advanced Discount Deadline Date: Tuesday, July 6, 2021

205 Windsor Road . Limerick Business Center  
Pottstown, PA 19464  
Phone: 610-495-8866 . Fax: 610-495-8870  
Email: [info@generalexposition.com](mailto:info@generalexposition.com)

**Philadelphia Gift Show**  
Greater Philadelphia Expo Center at Oaks  
July 25-28, 2021

In the interest of prompt and efficient processing of exhibitors labor requirements for set-up and dismantling of exhibits, it is urged that advance notice be provided on this form. Orders received at the show will be processed after advance orders in all cases.

**Orders received after advanced discount deadline date and orders placed at show site will be subject to a 25% surcharge.**

Display persons are assigned to orders at 8:00 AM daily and completion time of first assignments is uncertain. Therefore, starting times after 8:00 AM cannot be guaranteed, although we will make every attempt to provide labor at requested times.

You must call for labor at the service desk and bring display person back to the service desk when finished to check in labor. Failure to call for labor at requested time will result in a one-hour charge per display person requested, unless a 24 hour advance written notice is provided. If installation labor is used, dismantle labor is also required.

### SERVICE #1

To save you time and personal supervision, we suggest Service #1, using our qualified personnel, trained to erect your display prior to your arrival.

You are authorized to erect our display prior to our arrival. For your information, we are forwarding blueprints, photographs or instructions. Where possible, all work should be done on straight time. In the event of shortage in shipment, or damage, please contact our representatives immediately for instructions. **A supervision charge of 30% will be added to our bill for carpenters furnished at the rate shown below.**

We will use the same service to dismantle and pack our exhibit. Before the end of the Show, shipping instructions, address, and waybill will be left at the service desk. **A supervision charge of 30% will be added to our bill for carpenters furnished at the rate shown below.**

### SERVICE #2

We would like \_\_\_ carpenters available on \_\_\_\_\_ (date) at \_\_\_\_\_ (AM / PM) for approximately \_\_\_ hours to erect our display under the supervision of our representative.

We would like \_\_\_ carpenters available on \_\_\_\_\_ (date) at \_\_\_\_\_ (AM / PM) for approximately \_\_\_ hours to assist our representative in dismantling and packing our exhibit.

### EXHIBITORS MUST COME TO THE SERVICE DESK TO SIGN IN AND OUT FOR MEN REQUIRED

#### CARPENTER RATES

Straight Time	\$105.00 per hour	
Overtime *	\$160.00 per hour	*After 4:30 PM Daily and all day Saturday
Doubletime **	\$210.00 per hour	**Sunday and all holidays

**NOTE: Starting time for all labor is 8:00 AM - One hour minimum per man. One hour increments thereafter.**

**PAYMENT POLICY: General Exposition Services requires all labor orders to have a credit card on file (VISA, MasterCard or American Express). Service charge of 1% on unpaid balance per month starts 20 days after invoice date.**

Estimated Total: \_\_\_\_\_

Please transfer this total to the Payment Authorization Form.

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_