



LABOR & FORKLIFT ORDER FORM

Not Subject to Tax

HOURLY RATES

STRAIGHT TIME	8 AM – 5 PM Monday – Friday <i>One hour minimum per person.</i>	\$26.00 per man-hour
OVERTIME	5 PM – 8 AM Monday – Friday 24 hours on Saturday and Sunday <i>One hour minimum per person.</i>	\$46.00 per man-hour
FORKLIFT	Includes operator.	\$100.00 per hour STRAIGHT TIME \$120.00 per hour OVERTIME (1/2 hour min.)

SUPERVISION

SUNCOAST SUPERVISION	<p>Suncoast Convention Services can supervise the installation and dismantling of your display. This would apply to all cases where you will not have personnel present to supervise. Please include all information needed to efficiently install and or dismantle your display. (i.e., photo, instructions, etc.)</p> <p style="background-color: yellow;"><i>Our charge for this additional service is 25% of your total labor bill. (\$25.00 minimum)</i></p>
EXHIBITOR SUPERVISION	<p>THE EXHIBITOR MUST CHECK IN AT THE SERVICE DESK TO PICK UP LABORERS. Upon completion of work, the Exhibitor must return laborers to the service desk. If the Exhibitor fails to pick up men at the time ordered, a one (1) hour per man “no-show” fee will be applied. Start time will be guaranteed only when labor is ordered for the start of the work day (8 AM unless official set-up time is later). All other times are approximate.</p>

INSTALLATION & FORKLIFT LABOR

Date	Time	# of men	Approx. Hrs.	Total Hrs.	Hourly Rate	Total
		X	=	@	=	
Supervisor			Suncoast Supervision			= \$
			<input type="checkbox"/> Yes <input type="checkbox"/> No			

DISMANTLE & FORKLIFT LABOR

Date	Time	# of men	Approx. Hrs.	Total Hrs.	Hourly Rate	Total
		X	=	@	=	
Supervisor			Suncoast Supervision			= \$
			<input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of Show	Booth #
Exhibitor	Phone ()
Address	City & State Zip
Authorized By	Title