



Register Here for Online Ordering...  
 www.valleyexpodisplays.com  
 EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM  
 FAX: 815.873.1544

**EVENT LABOR EXHIBITOR SUPERVISED ORDER FORM**

**Wisconsin State Music Conference 2018**  
**Monona Terrace, October 25 - 26, 2018**

ADVANCE PRICE DEADLINE:  
 October 2, 2018

**Orders with payment in full must be received by October 2, 2018, for Advance Prices.**

All installation and dismantling work will be performed under the direction of exhibitor supervising qualified personnel in compliance with any applicable labor contracts. If you wish to hire Valley Expo & Displays to supervised work performed, please complete the Valley Supervised Labor form.

**Rate Information**

Description	Advance	Floor
<b>Straight Time</b> - 8:00 AM and 4:30 PM on weekdays	\$ 80.55	\$ 104.75
<b>Overtime</b> - before 8:00 am and after 4:30 pm on weekdays and all day Saturday	\$ 120.82	\$ 157.12
<b>Double time</b> - All day Sunday and holidays	\$ 161.10	\$ 209.50

**A minimum charge** of one (1) hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. Half (1/2) hour minimum per man is charged thereafter.

Labor must be cancelled in writing 24 hours in advance to avoid a one (1) hour cancellation fee per worker.

We will attempt whenever possible to perform the work on straight time, contingent upon the schedules of the show producer and/or convention facility.

**Labor check in & Out**

Exhibitor must check in at the Valley Service Desk to pick up laborers. Upon completion of work, exhibitors must return to the Valley Service Desk to release laborers and to sign the work order indicating the labor completed. Failure to pick up labor at the Valle Service Desk will result in a one (1) hour per man no show charge.

**Hours of Operation**

When scheduling dismantle, be sure to allow sufficient time for empty containers to be returned to your booth

<u>Move In Dates &amp; Times</u>	<u>Move Out Dates &amp; Times</u>
10/24/2018; 3:00PM-9:00PM	10/26/2018; 3:00PM-7:30PM

**Requesting Times**

Time can only be guaranteed at the start of the working day (8:00AM), or the official beginning of set up, if later in the day. We will make every attempt to provide labor at times subsequent to 8:00 AM (or start of official set up); however, such starting times are approximate as they are dependent up on completion times of prior job assignments.

Requesting Date & Time	Date Labor Requested	Time Labor Requested
Installation		AM or PM
Dismantle		AM or PM

Requested starting times cannot be guaranteed, however, every effort is made to meet all request

**Description of labor requested**

**MUST** provide brief description of labor requested (e.g. lay carpet, install pop-up)

**Estimate of Charges**

Computation of Labor Charges	# of Workers X	# Hours X	Labor Rate	Total Estimate
Installation			\$	\$
Dismantling			\$	\$

**Authorization to Provide Labor Services:** By completing the Event Labor Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for labor services are based on the value of the services rendered and the scope of Valley Expo & Displays' liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor's property being handled by Valley Expo & Displays or its subcontractors. It is impractical and extremely difficult to fix the value of each item handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum less than or equal to the charges for services rendered as agreed upon damages, and such agreed upon damages shall be the Exhibitors exclusive remedy.

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

Booth Number(s) \_\_\_\_\_



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**Information & Requirements**

- All work is preformed under the supervision of Valley personal
- Exhibits can be set up prior to your arrival at exhibitor move in
- Exhibitor must forward all necessary instruction, drawing or diagrams in advance with this order

**Inbound Shipping & Set Up Information**

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Freight will be shipped to:  Advance Warehouse  Direct to Show Site  
 Date Shipped: \_\_\_\_\_ Inbound Carrier: \_\_\_\_\_  
 Total # of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Other \_\_\_\_\_  
 Setup Plans/Photo:  Attached to order  To be sent with Exhibit, in crate # \_\_\_\_\_  Sent to events@valleyexpodisplays.com  
 Flooring/Carpet:  With exhibit  Rented from Valley  
 Electrical Placement:  Electrical under carpet  Electrical in back of booth  Other, must provide floor plan  
 Graphic:  With exhibit  Shipped separately  
 Special Tools/Hardware/Equipment Required: \_\_\_\_\_  
 \_\_\_\_\_

**Outbound Shipping Information**

Ship to: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Method of shipment: Common Carrier \_\_\_\_\_  UPS  FedEx  Show Carrier  
 If labels are provided where will they be: \_\_\_\_\_  
 Freight Charges:  Prepaid  Collect  
 Bill to: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Rate Information**

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 Labor must be cancelled in writing 24 hours in advance to avoid a one (1) hour cancellation fee per worker.  
 We will attempt whenever possible to perform the work on straight time, contingent upon the schedules of the show producer and/or convention facility.

Description	Advance	Floor
<b>Straight Time</b> - 8:00 AM and 4:30 PM on weekdays	\$ 100.70	\$ 130.90
<b>Overtime</b> - before 8:00 am and after 4:30 pm on weekdays and all day Saturday	\$ 151.05	\$ 196.35
<b>Double time</b> - All day Sunday and holidays	\$ 201.40	\$ 261.80

**Description of labor requested**

\_\_\_\_\_  
 \_\_\_\_\_

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

Booth Number(s) \_\_\_\_\_

Estimate of Charges						
Computation of Labor Charges	# of Workers	X	# Hours	X	Labor Rate	Total Estimate
Installation					\$	\$
Dismantling					\$	\$

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