Orders with payment in full must be received by **October 1, 2019**, for discounted prices.

All installation and dismantling work will be preformed 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 preformed, please complete the Valley Supervised Labor form.

**Rate Information**

- **Straight Time** - 8:00 AM and 4:30 PM on weekdays
- **Overtime** - before 8:00 am and after 4:30 pm on weekdays and all day Saturday
- **Double time** - All day Sunday and holidays

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 Valley Service Desk will result in a one (1) hour per man no show charge.

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

**Move In Dates & Times**

- 10/23/2019; 3:00pm-9:00pm

**Move Out Dates & Times**

- 10/25/2019; 3:00pm-7:30pm

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.

**Estimate of Charges**

<table>
<thead>
<tr>
<th>Computation of Labor Charges</th>
<th># of Workers</th>
<th># Hours</th>
<th>Labor Rate</th>
<th>Total Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Dismantling</td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Description of labor requested**

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

**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 Exhibitor’s exclusive remedy.
Orders with payment in full must be received by October 1, 2019, for discounted prices.

- All work is performed 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. Please send layout diagram to the information listed above or attach to your order online. Email events@valleyexpodisplays.com for instructions on how to attach a file on-line. A 25% surcharge will apply to labor order if necessary documentation is not received as well as any additional labor onsite to correct resulting issues.

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 Exhibt. 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: ____________________________
Ship to: ____________________________
Method of shipment*:  □ Common Carrier  □ UPS  □ FedEx  □ Show Carrier
*If no carrier is provided prior to the show opening, your freight will be shipped with the show carrier.

Freight Charges:  □ Prepaid  □ Collect
Bill to: ____________________________

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<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time - 8:00 AM and 4:30 PM on weekdays</td>
<td>$ 103.75</td>
<td>$ 134.90</td>
</tr>
<tr>
<td>Overtime - before 8:00 am and after 4:30 pm on weekdays and all day Saturday</td>
<td>$ 155.62</td>
<td>$ 202.35</td>
</tr>
<tr>
<td>Double time - All day Sunday and holidays</td>
<td>$ 207.50</td>
<td>$ 269.80</td>
</tr>
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