



# LABOR SERVICE

Since 1969

BOOTH NUMBER \_\_\_\_\_

CLIENT \_\_\_\_\_ DATE \_\_\_\_\_


FUNCTION \_\_\_\_\_ LOCATION \_\_\_\_\_ JOB # \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_ PREPARED BY \_\_\_\_\_

ORDERED BY \_\_\_\_\_ / \_\_\_\_\_



- PRINT NAME \_\_\_\_\_ BILLING AUTHORIZATION SIGNATURE \_\_\_\_\_
- Labor rate: \$ \_\_\_\_\_ per hour straight time, \$ \_\_\_\_\_ per hour overtime, \$ \_\_\_\_\_ per hour double time.
  - One hour minimum per worker.
  - All labor before 8:00 a.m. and after 4:30 p.m. weekdays, and all hours on Saturdays, Sundays and holidays will be charged at the applicable premium rate.
  - Starting time can be guaranteed only in those instances where workers are requested for the start of the working day, which is 8:00 a.m.
  - Failure to call for labor at requested time, work not being available or when governed by local work regulations, may result in a 4 hour minimum charge per worker.

**"O.K. TO PROCEED"**  
 CB DISPLAY SERVICE, INC. WILL PROCEED WITH YOUR DISPLAY ERECTION AND/OR TEARDOWN ON STRAIGHT TIME HOURS, UNLESS MOVE-IN AND/OR MOVE-OUT SCHEDULES DO NOT PERMIT.  
ADD 30% FOR CB DISPLAY SERVICE, INC. TO SUPERVISE MINIMUM CHARGE FOR SUPERVISION IS \$100.00

**"PROCEED WITH EXHIBITOR SUPERVISION"**  
 WORK ONLY UNDER THE SUPERVISION OF THE EXHIBITOR REPRESENTATIVE.  
 CONTACT \_\_\_\_\_  
 COMPANY \_\_\_\_\_

ERECTION	DATE/TIME	No. OF MEN	HOURS PER MAN	TOTAL MAN HOURS			X LABOR RATE			= DAILY ESTIMATE
				S.T.	O.T.	D.T.	S.T.	O.T.	D.T.	
DAY 1										
DAY 2										
DAY 3										
DAY 4										
DAY 5										
ADDITIONAL DAYS										
30% SUPERVISION FEE										
TEARDOWN										
DAY 1										
DAY 2										
DAY 3										
ADDITIONAL DAYS										
30% SUPERVISION FEE										
TOTAL ADVANCE PAYMENT										

## IMPORTANT

- No credits will be issued after show closing.
- Orders canceled after delivery to booth are subject to a 50% service charge. Orders canceled during show are non-refundable.
- All orders must be settled at our service desk prior to show closing.
- All orders must be fully paid in advance to obtain the "advance price," and received no later than 14 days prior to show opening. Orders received after that time will be charged at the "floor price."
- A credit card and payment policy form must be completed and on file prior to processing this or any other orders.

- PRE-PAYMENT IS REQUIRED
  - ALL LABOR INVOICES MUST BE SETTLED UPON COMPLETION OF WORK
- SPECIAL INSTRUCTIONS OR REQUIREMENTS \_\_\_\_\_

REMIT TO:



**CB Display Service, Inc.**  
 5141 South Procyon  
 Las Vegas, NV 89118  
 702/739-9301 Phone  
 702/739-8154 FAX  
 solutions@cbdisplays.com