



CompleteXPO Services
Meeting The Needs of Today's Events!
 Phone 407-786-EXPO (3976) • Fax 407-867-6202
 E-Mail: info@completexpo.com



May 18-19, 2020
 Wynn Hotel & Resort

Display Labor Order Form **Discount Deadline: April 26, 2020**

Labor Rates

Display Labor for Installation and Dismantling of Exhibits — Power Tools are NOT Supplied —		
Straight Time	\$ 99.00 per hour, one hour minimum per worker, thereafter 1/2 hr. increments	8:00 am to 4:30 pm Monday through Friday.
Overtime	\$ 148.50 per hour, one hour minimum per worker, thereafter 1/2 hr. increments	After 4:30 pm until 8:00 am Monday through Saturday, "Double Time" all day Sunday & Holidays
All labor orders received after the return deadline date will be charged an additional 25%		

NOTE: 8:00 am is the only guaranteed starting time. All other orders will be filled as labor is available. All exhibit labor for 8:00 am starting times will be dispatched to booth space. All labor must be signed in and out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per worker ordered, unless we receive written cancellation 48 hours prior to starting time.

PLEASE INDICATE SERVICE REQUIRED:

- EXHIBITOR'S SUPERVISION – All work performed must be under the supervision of the Exhibitor
- COMPLETEXPO SERVICES SUPERVISION – Hourly rate plus 30% Supervision charge. Minimum \$55.00.
Detailed set-up and outbound shipping instructions must be sent in advance.

Name of Carrier _____ # of Crates: _____ # Cartons: _____ # Skids: _____

	Date (s) Required	# of Workers Needed	Time Requested (Time requested is not guaranteed)	Estimated # of Hours Per Worker	Estimated Amount
SET-UP	Sunday, May 17,2020				\$
DISMANTLE	Tuesday, May 19,2020				\$
TOTAL AMOUNT →					\$

Display shipped to: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site	<input type="checkbox"/> Display includes Carpet <input type="checkbox"/> Will Rent Carpet
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PLEASE INCLUDE YOUR SET-UP PLANS WITH YOUR ORDER

After Dismantle Return Display to: _____

Payment Policy: Credit Card information must be on file for all display labor services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. **Cancellation Policy:** Display labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Display labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



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Rigging Labor Order Form

Discount Deadline: **April 26, 2020**

Order Rigging Labor only if you need to assemble, move, unskid, relocate, or unpack heavy equipment after it has been delivered to your booth.

PLEASE NOTE: Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from the carrier to the booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order rigging labor for this function; however, any additional movement or unskidding at exhibit booth will require a rigging order.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders after 8:00AM will be assigned after finishing earlier requests. Exhibitors must verify any rigging labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the Service Desk.

Rigging Labor Rates	Rigging Crew consists of two (2) Riggers and One (1) Equipment Operator	
	Straight Time 8:00 am to 4:30 pm Monday through Friday	Overtime After 4:30 pm until 8:00 am Monday - Saturday. Double Time All day Sunday
Rigger	\$ 99.00 per hour; one hour minimum per worker; Thereafter, 1/2 hr. increments	\$ 148.50 per hour; one hour minimum per worker; Thereafter, 1/2 hr. increments
Fork Lift with Operator Up to 5,000 lbs. Capacity	\$ 149.00 per hour; one hour minimum per worker; thereafter, 1/2 hr. increments	\$ 223.50 per hour, one hour minimum per worker; Thereafter, 1/2 hr. increments
Fork Lifts Over 5,000 Lbs.	Quoted Upon Request	
Cranes	Quoted Upon Request	

PLEASE INDICATE SERVICE REQUESTED:

	Date (s) Requested	Time Requested (Time requested is not guaranteed)	# of Pieces to be Spotted	Heaviest Pieces	Estimated # of Hours Per Worker	Estimated Amount
ERECT	Sunday May 17, 2020					\$
DISMANTLE	Wednesday May 20,2020					\$
TOTAL AMOUNT →						\$

Payment Policy: Credit Card information must be on file for all rigging labor services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover and American Express accepted. **Cancellation Policy:** Rigging labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Rigging labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



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Booth Cleaning Order Form	Discount Deadline: April 26, 2020
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BOOTH CLEANING RATES

All carpets ordered from CompleteXPO Services are installed clean for your use; however, you may want to order cleaning services for debris created during set-up.

Please choose either **Daily Booth Cleaning** or **One-Time** (before initial opening) **Booth Cleaning** below.

Our exclusive cleaning contract for this show will not permit other service contractors to provide this service.

Vacuuming - Daily									
Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate		# of Days Required	Amount
ft.	ft.		X	\$ 0.43 / sq. ft.	or	\$ 0.56 / sq. ft.	X	2	\$
Vacuuming - Once before Initial Opening									
Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	X	# of Days Required	Amount
ft.	ft.		X	\$ 0.52 / sq. ft.	or	\$ 0.59 / sq. ft.	X	1	\$
MINIMUM CHARGE - 100 Sq. ft. per day								Sub-Total	\$
								8.5% LV Sales Tax	\$
TOTAL AMOUNT →								\$	

Payment Policy: Payment in full of Booth Cleaning charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the discount deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, Cash, Traveler's checks, Visa, MasterCard, Discover, and American Express accepted.

Cancellation Policy: Booth cleaning orders cancelled before the return deadline will be refunded at 100%. Booth cleaning orders cancelled after the return deadline will not be eligible for refund.

Name of Event:	Indoor AG 2020
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



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Porter Service Order Form *Discount Deadline: April 26, 2020*

PORTER SERVICE		
Porter Service consists of an assigned person emptying the trash at your booth during show hours. Rates are shown below.		
<i>Our exclusive cleaning contract for this show will not permit other service contractors to provide this service.</i>		
Straight Time	\$ 99.00 per trip, per worker	8:00 am to 4:30 pm Monday through Friday.
Overtime	\$ 149.00 per trip, per worker	After 4:30 pm until 8:00 am Monday through Saturday *Double Time all day Sunday & all Holidays

Date(s) Required	Time (s) Requested <small>(Time requested is not guaranteed)</small>	# of Workers Requested Per Trip	Estimated Amount
Monday May 18, 2020	(1)_____ (2)_____ (3)_____ (4)_____ (5)_____ (6)_____ (7)_____ (8)_____		\$
Tuesday May 19, 2020	(1)_____ (2)_____ (3)_____ (4)_____ (5)_____ (6)_____ (7)_____ (8)_____		\$
Wednesday May 20, 2020	(1)_____ (2)_____ (3)_____ (4)_____ (5)_____ (6)_____ (7)_____ (8)_____		
Sub-Total			\$
8.5% LV Sales Tax			\$
TOTAL AMOUNT →			\$

Payment Policy: Payment in full of Porter Service charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the discount deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted.

Cancellation Policy: Porter Service orders cancelled before the return deadline will be refunded at 100%. Booth cleaning orders cancelled after the return deadline will not be eligible for refund.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



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Non-Official Contractor Request Form	<i>Return Deadline: April 26, 2020</i>
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Exhibitors intending to use their own labor (for installation and/or dismantle) or contract for such services separately from CompleteXPO Services, please read the following restrictions, requirements and restraints. A non-official contractor is any company other than the designated official contractors. If an Exhibitor wishes to use a non-official contractor that requires access to the exhibit hall either before, during or after the show, the following criteria must be met or access will not be granted. The following services cannot be provided by any non-official contractor:

ELECTRICAL • PLUMBING • TELEPHONE LINES • DRAYAGE • RIGGING • BOOTH CLEANING • CATERING

PLEASE NOTE: A valid and current copy of Exhibitor's Certificate of Insurance must accompany this document. If such proof is not provided, Exhibitor will not be allowed to use contractor's services in the area where unions claim jurisdiction.

Complete this form **ONLY** if your company is using a Services Contractor other than CompleteXPO Services to unpack, erect, assemble, dismantle or pack your display. **THE LOCAL IATSE UNION #8 CLAIMS JURISDICTION OVER THE ERECTION, DISMANTLE AND REPAIR BUILDING OF ALL EXHIBITS.**

Return this form along with Certificate of Insurance, name and address of the employee(s) who are working your booth by FRIDAY, May 15th, 2020.

Event Name:			Indoor AG Con 2020
Company Name:		Booth #:	
Address:			
City:	State:	Zip:	
Authorized On-site Representative:			Title:
Name of Service Firm:			
Address:			
City:	State:	Zip:	
Telephone:	On-Site Supervisor:		
Signature:	Email:	Date:	

