

HERSHEYSM EXPOSITIONS

LABOR & BANNER HANGING ORDER FORM

6305 Allentown Boulevard
Harrisburg, PA 17112 PHONE: 717-508-5926 FAX: 717-298-1519

	Rates	Straight Time	Overtime
Straight Time: Monday - Friday 8 AM - 4:30 PM	Carpenter	\$47.50	\$71.25
Overtime: Monday - Friday 4:30 PM - 8 AM	Supervisor	\$57.50	\$86.25
All Day Saturday, Sunday & Holidays.	5,000 lb. Forklift	\$115.00	\$155.00

- **ONE HOUR MINIMUM PER PERSON** - Labor thereafter is charged in 1/2 hour increments per person.
- Labor cancellations must be received prior to move-in and move-out. Failure to notify *HersheySM Expositions* will result in a one-hour minimum charge per person requested.
- Forklift is for handling and positioning of items within the booth. Please do not order a forklift to unload your materials from a vehicle. See the drayage service order form.
- Supervision is required for all exhibit installation and dismantling. Please indicate on the form below if exhibitor or *Hershey Expositions* will furnish supervision. ***Hershey Expositions cannot be responsible for damage resulting from loss, improper installation, improper packing, theft, or any other cause.***
- Exhibitor must pick-up labor at starting time and return to sign-out labor at completion of the job. If exhibitor fails to pick-up labor at the time ordered, a one-hour per man no-show charge will be applied. Starting time can only be guaranteed in those instances where labor is ordered for an 8 AM start.
- Whenever possible, labor performed under *Hershey Expositions* supervision will be done on straight time; however, it is not guaranteed.

Description	Date	# of Laborers	Estimated Time	Supervision
Install Labor				
Install Supervisor				
Install 5,000 lb. Forklift				
Dismantle Labor				
Dismantle Supervisor				
Dismantle 5,000 lb. Forklift				

Banner Installation

Type of Service	Date of Service	Cost per Banner	Number of Banners	Total Cost
Banner Hanging		\$75.00		
Location of Banner Hanging _____ _____ _____				Sub Total: _____ 6% PA Sales Tax: _____ Total: _____

A credit card is required in advance for all labor orders. Labor will not be performed without a credit card on file. Credit card information may be submitted on the payment policy form.

Name of Event: _____ Booth #: _____
 Company: _____ Fax: (_____) _____
 Billing Address: _____ Phone: (_____) _____
 City: _____ State: _____ Zip: _____
 Email: _____
 Authorized by (Please Print): _____ Signature: _____