



EXPOSITION & EVENT SERVICES

751 Wyoming Street  
 Kansas City, MO 64101  
 Phone: 816.221.0525  
 Fax: 816.471.1602  
 email: kansascity@fernexpo.com

## Progressive Insurance St. Louis Boat & Sportshow

February 08 - 12, 2012

America's Center & Edward Jones Dome, St. Louis, Missouri  
 07-07276-12

**Deadline to Return this Form:**  
**January 23, 2012**

### INSTALLATION & DISMANTLE LABOR SERVICES

#### Plan A (Supervised by Fern Exposition & Event Services)

1001 Labor for Installation # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_

1003 Labor for Dismantle # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_

**30% charge for Fern Supervised services with a minimum of \$ 74.00**

Professionally trained personnel are used on installation/dismantle, and when possible, all work is performed on straight time.

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Plan B (Supervised by Exhibitor Personnel)

1001 Labor for Installation # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_

Start time\*: \_\_\_\_\_ End Time: \_\_\_\_\_ Start Date: \_\_\_\_\_

1003 Labor for Dismantle # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_

Start time\*: \_\_\_\_\_ End Time: \_\_\_\_\_ Start Date: \_\_\_\_\_

Supervisor will be: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Estimated Display Labor Cost for Advanced Payment

Installation:

**Straight time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Forklifts # of Hours # of Days Total Straight Time hours Estimated Cost

**Over time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Forklifts # of Hours # of Days Total Over Time hours Estimated Cost

**Double time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Forklifts # of Hours # of Days Total Double Time hours Estimated Cost

Plan A - Add **30%** for Fern Exposition Supervision \$ \_\_\_\_\_

Dismantle:

**Straight time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Forklifts # of Hours # of Days Total Straight Time hours Estimated Cost

**Over time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Forklifts # of Hours # of Days Total Over Time hours Estimated Cost

**Double time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Forklifts # of Hours # of Days Total Double Time hours Estimated Cost

Plan A - Add **30%** for Fern Exposition Supervision \$ \_\_\_\_\_

Yes, I have completed and included the Payment Authorization Form.

**If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Desk at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.**

Sub Total \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

*Cancellation of any portion of labor order within 48 hours of start will be charged one hour minimum per man of applicable hourly rate.*

*Requests received after deadline date will be filled as work force is available.*

*All orders are subject to the terms and conditions as outlined on the Payment Terms & Conditions Form (TC-03) in the Exhibitor Kit.*

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Installation Labor Rate		
Straight Time	\$	74.00
Over Time	\$	111.00
Double Time	\$	148.00

*Charges for labor service are based on prevailing rates of labor and materials. All labor before 8:00 AM and after 4:00 PM weekdays and all hours Saturday will be charged at over time rate. Sundays and holidays will be charged at double time rate. Minimum charge one (1) hour per man & 1/2 hour increments after the first hour.*

*For information and cost relative to unloading and reloading, please see the Material Handling & Freight Service Order form enclosed.*

*Your company is encouraged to carry insurance covering potential injury, damages or loss associated with your display. Fern Exposition & Event Services will NOT be responsible for injury to personnel or display damage or loss of display materials. Liability of Fern Exposition & Event Services will be limited to a maximum of 50% of the total labor bill, not to exceed \$1000. It is important that exhibit representative check in at the service desk to pick up labor ordered. Exhibit representative must also check the labor back in at the service desk upon completion of work. All work is to be done under supervision of the exhibitor or its representative.*

*\* Start time is approximate and is based on availability of labor.*

**display labor service**

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