

Show dates:
March 26-30, 2026

Labor

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LABOR INFORMATION				Discount Price	Standard Price	Show site Price
Straight Time	Monday - Friday	8:00am - 4:30pm		\$ 96.00	\$ 124.50	\$ 168.50
Overtime	Monday - Friday	4:30pm - 8:00am		\$ 144.00	\$ 187.50	\$ 252.00
	Saturday - Sunday	All Day		\$ 192.00	\$ 250.00	\$ 337.50
Double Time	Holidays	All Day				

Please note

- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in half-hour increments.
- Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation or no-show fee per crew and/or worker.

Is Labor for assembling sign for hanging?	YES	NO
Is Labor for laying your own carpet?	YES	NO

Expo Supervisory Fee is 30% of total cost or \$60.00, whichever is greater. If you require labor services for booth setup, please submit detailed instructions with the provided form attached to info@expocci.com or via fax 305-751-1298

Discount deadline:
March 2, 2026

Installation

Your Supervisor's name: Cell phone #:				Expo CCI supervision? YES NO		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

Dismantle

Your Supervisor's name: Cell phone #:				Expo CCI supervision? YES NO		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

Please complete this section if you have chosen EXPO CCI to supervise your installation and/or dismantling.

Set Up Information for Installation

Please check all that apply and provide information where requested:

Booth Size:	X	
Forklift required:	YES	NO
Carpet is?	OWNED	RENTED FROM EXPO
Carpet padding?	YES	NO
Drawings	FAXED TO EXPO CCI	SHIPPED W/EXHIBIT CRATES

Inbound Freight Information

For all inbound freight, please complete the [Material Handling Authorization Form](#).

You can return the completed form via email at info@expocci.com or via fax 305-751-1298.

Outbound Freight Information

Please complete the Bill of Lading (BOL) form on our website: <https://expocci.boomerecommerce.com>
Additionally, please refer to the included [Shipping Instructions Form](#) for detailed guidelines.

If for any reason your shipment is not picked up by your carrier, please choose one of the following options. (Initial beside preferred option).

Force Freight through EXPO CCI's preferred carrier:
Send shipment back to EXPO CCI warehouse: (\$50.00 min. fee.)

Company Name:

Booth #:

Print Name:

Authorized signature:

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit. I understand and approve all charges incurred in connection with the items and services requested on this form.

Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE
ONLINE PORTAL [\[https://expocci.boomerecommerce.com\]](https://expocci.boomerecommerce.com)

NEED

A CUSTOM
BOOTH?

click here

NEED

SHIPPING
TO AND FROM
A TRADESHOW?

LOGISTICS

click here

NEED ANYTHING?

Phone: 305-751-1234
| Fax: 305-751-1298