

Labor

LABOR INFORMATION				Discount Price	Standard Price	Show site Price
Straight Time	Monday - Friday	8:00am - 4:30pm		\$ 99.00	\$ 128.50	\$ 174.00
Overtime	Monday - Friday	4:30pm - 8:00am		\$ 148.50	\$ 193.50	\$ 260.00
	Saturday - Sunday	All Day		\$ 198.00	\$ 257.50	\$ 348.00
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

Installation

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

Dismantle

Your Supervisor's name:				Expo CCI supervision? YES ☐ NO ☐		
Cell phone #:						
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://order.expocci.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.) ☐

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Discount deadline:
March 4, 2027

ORDER
A CUSTOM
BOOTH?

click here

NEED
SHIPPING
TO AND FROM
THE EVENT?

e LOGISTICS

click here

Need assistance or
have questions?

Call: 305-751-1234
email: info@expocci.com

15959 NW 15th Avenue,
Miami, Florida 33169

ORDER ONLINE NOW