



**INSTALLATION & DISMANTLING  
LABOR & FORKLIFT SERVICE**

828 East Ferry Street - Buffalo, NY 14211  
 Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

**Capital Remodel & Garden Show**  
 Dulles Expo Center  
 February 21-23, 2020

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_

Order Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**Installation & Dismantling Labor** (Please select if labor will be supervised by the onsite show representative or if Hale personnel will supervise the setup)

**Straight Time Rate: \$66.25** (M-F 8 AM – 4 PM)

**Overtime Rate: \$99.38** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

**SUPERVISED BY EXHIBITOR PERSONNEL** – Starting time can be guaranteed only in those instances where men are requested to start at 8 AM unless the beginning of the show set-up time is later in the day. We will make every effort to accommodate later starting times; however, it is impossible to gauge the completion of previously-assigned jobs. Exhibitors must sign labor out at the service desk to avoid continuation of charges. Labor will be billed in one (1) hour increments with a minimum of one (1) hour.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	<u>Approx. Hours Per Person</u>	=	<u>Total Hours</u>	@	<u>Hourly Rate</u>	=	<u>Estimated Total Cost</u>
Installation	_____	_____	_____	X	=	_____	@	_____	=	_____
Installation	_____	_____	_____	X	=	_____	@	_____	=	_____
Dismantle	_____	_____	_____	X	=	_____	@	_____	=	_____
Dismantle	_____	_____	_____	X	=	_____	@	_____	=	_____

Onsite Supervisor Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

**Straight Time Rate: \$66.25** (M-F 8 AM – 4 PM)

**Overtime Rate: \$99.38** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

**SUPERVISED BY HALE NORTHEASTERN PERSONNEL** – Supervision will be provided by Hale Northeastern, Inc. and **all pertinent information should be forwarded with this order, including blueprints, set-up instructions, photographs and shipping information.** Labor will be billed in one (1) hour increments with a minimum of one (1) hour. An additional charge of 30% will be added for Hale supervision.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	<u>Approx. Hours Per Person</u>	=	<u>Total Hours</u>	@	<u>Hourly Rate</u>	=	<u>Estimated Total Cost</u>
Installation	_____	_____	_____	X	=	_____	@	_____	=	_____
Installation	_____	_____	_____	X	=	_____	@	_____	=	_____
Dismantle	_____	_____	_____	X	=	_____	@	_____	=	_____
Dismantle	_____	_____	_____	X	=	_____	@	_____	=	_____

**Add 30% For Hale Supervision (Total x 1.3):** \_\_\_\_\_

**Forklift Service** (Price includes forklift and operator)

**Straight Time Rate: \$136.50** (M-F 8 AM – 4 PM)

**Overtime Rate: \$204.75** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

Check in at the Hale Service Desk before your requested scheduled time. Please note, requested times are projections and Hale Northeastern will make every effort to meet those requested times, but in some circumstances, forklifts may be occupied doing other tasks. Due to liability risks, forklifts may only be operated by authorized and insured Hale Northeastern employees. Forklift Service will be charged with a one (1) hour minimum and then in half (1/2) hour increments thereafter during a single use period.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	<u>Approx. Hours</u>	=	<u>Total Hours Per Person</u>	@	<u>Hourly Rate</u>	=	<u>Estimated Total Cost</u>
Installation	_____	_____	_____	X	=	_____	@	_____	=	_____
Installation	_____	_____	_____	X	=	_____	@	_____	=	_____
Dismantle	_____	_____	_____	X	=	_____	@	_____	=	_____
Dismantle	_____	_____	_____	X	=	_____	@	_____	=	_____

**Plastic Banding** (Per pallet and includes labor): **\$45.00**

**Shrink Wrap** (Per pallet and includes labor): **\$45.00**

If Labor must be cancelled, Hale Northeastern, Inc. requires 24-hour notice. A one-hour, per man, no-show charge will be assessed if cancellations are not called in 24 hours prior to the date & time requested.

**Installation & Dismantling Labor & Forklift Service Page Total:** \_\_\_\_\_