HUB CITY DISPLAY LTD.

1740 ONTARIO AVENUE, SASKATOON, SK S7K 1T1
PHONE (306) 653-3705 FAX (306) 665-3075
E-Mail: info@hubcitydisplay.com
Website: www.hubcitydisplay.com

CUSTOM LABOUR ORDER FORM

COMPANY:	**NAME OF SHOW:**
STREET:	**SHOW DATES:**
CITY:	**CONTACT NAME:**
PROVINCE: **POSTAL CODE:**	**PHONE NUMBER:**
EMAIL ADDRESS:	**FAX NUMBER:** **BOOTH NUMBER:**

MINIMUM CHARGE IS 2 HOURS.

All work will be done on straight time when possible, however venue or show promoters may dictate overtime requirements.
Straight time is in effect from 8:30 a.m. to 5:00 p.m. Monday to Friday, except for holidays.
Hub City Display takes due diligence during the packing and unpacking of display material. However, we encourage our customers to have a customer representative present during this process, as Hub City Display will not assume responsibility for any damages that may occur.

PLEASE INDICATE LABOUR SERVICES REQUIRED (indicate type of booth to be installed):

_____

INSTALLATION: DAY: _____ **MONTH:** _____ **STARTING TIME:** _____ **AM/PM**

No. of Display Installers Required _____ X Estimated No. of Hours _____ @ $50.00/Hr. ST = _____
No. of Display Installers Required _____ X Estimated No. of Hours _____ @ $75.00/Hr. OT = _____
No. of Display Supervisors Required _____ X Estimated No. of Hours _____ @ $65.00/Hr. ST = _____
No. of Display Supervisors Required _____ X Estimated No. of Hours _____ @ $97.50/Hr. OT = _____

INSTALLATION TOTAL _____

DISMANTLE: DAY: _____ **MONTH:** _____ **STARTING TIME:** _____ **AM/PM**

No. of Display Installers Required _____ X Estimated No. of Hours _____ @ $50.00/Hr. ST = _____
No. of Display Installers Required _____ X Estimated No. of Hours _____ @ $75.00/Hr. OT = _____
No. of Display Supervisors Required _____ X Estimated No. of Hours _____ @ $65.00/Hr. ST = _____
No. of Display Supervisors Required _____ X Estimated No. of Hours _____ @ $97.50/Hr. OT = _____

DISMANTLE TOTAL _____

WHEN ON-SITE CUSTOM LABOUR IS ORDERED, THE FOLLOWING RATES WILL APPLY:
Display Installer - $75.00 per hour Display Supervisor - $97.50 per hour

SPECIAL INSTRUCTIONS:

_____

_____

SPECIAL EQUIPMENT REQUIRED: (Ladder, drill, etc.)

_____

SUBTOTAL _____
GST (#R102417581) _____
TOTAL _____

Company Representative On Site: **Yes** ☐ **No** ☐

Complete Instructions Provided: **Yes** ☐ **No** ☐

METHOD OF PAYMENT: Cheque ☐ Mastercard ☐ Visa ☐ Amex ☐ Debit ☐ Cash ☐

CREDIT CARD #: ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ EXP. DATE: ☐☐☐☐

"THIS FORM MUST BE FILLED OUT ENTIRELY, DATED AND SIGNED PRIOR TO LABOUR SERVICES BEING PROVIDED"
ON SITE CHANGE ORDER REQUESTS MAY BE SUBJECT TO ADDITIONAL CHARGES AND/OR RESCHEDULING

No refunds upon exhibitor move-in. No credits will be issued after show close. All discrepancies and/or claims must be finalized prior to show closing.
All rates are for show-time inclusive.
All rental equipment to remain the property of HUB CITY DISPLAY. Rentals are designed for display booth purposes only and are not to be otherwise utilized. The exhibitor is responsible for any lost or damaged equipment.

I HEREBY AGREE TO THE ABOVE RATES AND TERMS:

CUSTOMER SIGNATURE: _____ DATE: _____

"SETTING YOU UP FOR SUCCESS"