



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 | email: csr@haleexpo.com

2025 Buffalo Home Show
 Buffalo Convention Center
 March 7-9 & March 14-16, 2025

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: \$60.75 (M-F 8 AM – 4 PM) **Overtime Rate: \$91.13** (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</u>	<u>Total Hours Per Person</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: \$60.75 (M-F 8 AM – 4 PM) **Overtime Rate: \$91.13** (M-F before 8 AM, after 4 PM - Weekends, Holidays)
 SUPERVISED BY HALE EXPO SERVICES, LLC. PERSONNEL – Supervision will be provided by Hale Expo Services, LLC. 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</u>	<u>Total Hours Per Person</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: \$120.75 (M-F 8 AM – 4 PM) **Overtime Rate: \$181.13** (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 Expo Services, LLC. 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 Expo Services, LLC. employees. Forklift Service will be charged with a one 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): **\$32.00** **Shrink Wrap** (Per pallet and includes labor): **\$32.00**

If Labor must be cancelled, Hale Expo Services, LLC. requires 24-hour of advance 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: _____