



LABOR
EXHIBITOR SUPERVISED

Discover Boating - Chicago Boat Show

McCormick Place / January 11 - 15, 2023

All installation and dismantling work will be performed under the direction of exhibitor supervising qualified personnel in compliance with any applicable labor contracts. A booth representative must be present during move in or out.

Labor Hours & Rate Information

| Description | Discount | Standard |
|---|----------|----------|
| Straight Time - 8:00AM and 4:30PM on weekdays | \$192.50 | \$250.25 |
| Overtime - Before 8:00AM and after 4:30PM on weekdays and all day Saturday | \$288.75 | \$375.38 |
| Double time - All day Sunday and holidays | \$385.00 | \$500.50 |

**Minimum
Charge &
Cancellation
Information**

A **minimum charge** of one (1) hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. Half (1/2) hour minimum per man is charged thereafter.

Labor must be cancelled in writing 24 hours in advance to avoid a one (1) hour cancellation fee per worker.

We will attempt whenever possible to perform the work on straight time, contingent upon the schedules of the show producer and/or convention facility.

**Labor
Check
In & Out**

Exhibitor **must** check in at the Valley Service Desk to pick up laborers. Upon completion of work, exhibitors must return to the Valley Service Desk to release laborers and to sign the work order indicating the labor completed. Failure to pick up labor at the Valley Service Desk will result in a one (1) hour per man no show charge.

When scheduling dismantle, be sure to allow sufficient time for empty containers to be returned to your booth.

**Hours of
Operation**

Move In Dates & Times

1/9/2023; 8am-4:30pm

1/10/2023; 8am-4:30pm

1/11/2023; 8am-12:00pm

Move Out Dates & Times

1/15/2023; 5pm-11pm

1/16/2023; 7am-6pm

Calculation of Estimated Charges Worksheet

| Estimate of Charges | | | | |
|--|----------------|-----------|------------|----------------|
| Type of Service | # of Workers X | # Hours X | Labor Rate | Total Estimate |
| Installation | | | \$ | \$ |
| Dismantling | | | \$ | \$ |
| Estimate of Charges Total must be added to Valley's Order Form | | | | \$ |

Example Only

| Type of Service | # of Workers X | # Hours X | Labor Rate | Total Estimate |
|-----------------|----------------|-----------|------------|----------------|
| Installation | 2 | 2 | \$ 192.50 | \$ 385.00 |
| Dismantling | 1 | 1 | \$ 192.50 | \$ 192.50 |

Authorization to Provide Labor Services: By completing the Event Labor Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for labor services are based on the value of the services rendered and the scope of Valley Expo & Displays' liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor's property being handled by Valley Expo & Displays or its subcontractors. It is impractical and extremely difficult to fix the value of each item handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum less than or equal to the charges for services rendered as agreed upon damages, and such agreed upon damages shall be the Exhibitor's exclusive remedy.



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Lessen the hassle of setting up your booth or exhibit by adding Valley supervised labor. Valley will do all the heavy lifting for you. All labor is performed under the supervision of Valley personnel.

A booth representative does not need to be present during move in or out. Great for exhibitors that need to catch a flight right after the close of the event. Valley will supervise the dismantle of your exhibit space, pack and label, complete all necessary outbound documentation and once your carrier arrives, move your shipment from your booth space to docking area to be loaded onto your carrier.

**Documentation
Requirements**

Exhibitor must forward all necessary instruction, drawing and/or diagrams in advance with this order. Please send layout diagram to the information listed above or attach to your order online. Email events@valleyexpodisplays.com for instructions on how to attach a file on-line. A 25% Surcharge will apply to labor order if necessary documentation is not received as well as any additional labor onsite to correct resulting issues.

| Description | Discount | Standard |
|---|----------|----------|
| Straight Time - 8:00AM and 4:30PM on weekdays | \$250.25 | \$325.35 |
| Overtime - Before 8:00AM and after 4:30PM on weekdays and all day Saturday | \$375.38 | \$488.03 |
| Double time - All day Sunday and Holidays | \$500.50 | \$650.70 |

A **minimum charge** of one (1) hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. Half (1/2) hour minimum per man is charged thereafter.

Labor must be cancelled in writing 24 hours in advance to avoid a one (1) hour cancellation fee per worker.

Calculation of Estimated Charges Worksheet

| Estimate of Charges | | | | |
|--|----------------|-----------|------------|----------------|
| Type of Service | # of Workers X | # Hours X | Labor Rate | Total Estimate |
| Installation | | | \$ | \$ |
| Dismantling | | | \$ | \$ |
| Estimate of Charges must be added to Valley's Order Form | | | | \$ |

Example Only

| Type of Service | # of Workers X | # Hours X | Labor Rate | Total Estimate |
|-----------------|----------------|-----------|------------|----------------|
| Installation | 2 | 2 | \$ 250.25 | \$ 500.50 |
| Dismantling | 1 | 1 | \$ 250.25 | \$ 250.25 |

Please complete the following page and forward all documentation for setup and/or tear down of exhibit to events@valleyexpodisplays.com

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LABOR VALLEY SUPERVISED INSTRUCTIONS

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Information must be completed and sent along with order forms before Valley supervised labor will be performed.

Exhibiting Company Name: _____ Booth No : _____

Freight will be shipped to: Advance Warehouse _____ Direct to Show Site _____

Date Shipped: _____ Inbound Carrier: _____ Tracking/PRO #: _____

Total # of: Crates _____ Cartons _____ Fiber Cases _____ Skids _____ Other _____

Setup Plans/Photo: Attached to order _____ To be sent with Exhibit, in crate # _____ Sent to events@valleyexopdisplays.com _____

Flooring/Carpet: With exhibit _____ Rented from Valley _____

Electrical Placement: Electrical under carpet _____ Electrical in back of booth _____ Other, must provide floor plan _____

Graphic: With exhibit _____ Shipped separately _____ Tracking/PRO # _____

Special Tools/Hardware/Equipment Required: _____

Ship to: _____

Method of shipment*: Common Carrier _____ UPS _____ FedEx _____ Show Carrier _____

**If no carrier is provided prior to the show opening, your freight will be shipped with the show carrier.*

If labels are provided where will they be? _____

Freight Charges: Prepaid _____ Collect _____

Bill to: _____

Inbound
Shipping &
Set Up
Information

Outbound
Shipping
Information