



**HEAD OFFICE**  
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**PACIFIC DENTAL CONFERENCE**  
 March 8 - 10, 2012  
**PDC Exhibit Hall March 8 - 9, 2012**  
**Vancouver Convention Centre - West Building**  
**Vancouver, BC**

# LABOUR ORDER FORM & INVOICE

## SUPERVISION SERVICES (Please indicate desired service)

### LEVY SHOW SERVICE INC. SUPERVISED

MOVE IN                       MOVE OUT

LEVY SHOW SERVICE INC. WILL SUPERVISE labour to unpack and install display before exhibitor arrival at show site and/or dismantle and pack display after show closing.

A 25% (\$35.00 minimum) Surcharge will be added to the labour rates below for this professional supervision.

### EXHIBITOR SUPERVISED

MOVE IN                       MOVE OUT

EXHIBITOR WILL SUPERVISE the labourers provided by Levy Show Service Inc. for the installation and/or dismantle of the exhibit.

Supervisor's name \_\_\_\_\_  
**Labour will be dispatched to your booth space at the time specified. Please ensure that your supervisor is present as hourly labour charges will begin at start time indicated below.**

## LABOUR RATES

<b>REGULAR TIME</b>	8:00 AM - 4:00 PM Monday to Friday	\$79.00 per Hour
<b>OVER TIME</b>	4:00 PM - 6:00 PM Monday to Friday, 8:00 AM - 4:00 PM Saturday	\$107.00 per Hour
<b>DOUBLE TIME</b>	All other hours including Sundays and Statutory Holidays	\$137.00 per Hour

## ESTIMATED INSTALLATION REQUIREMENTS

<b>REGULAR TIME</b>	_____ Labourers	_____ Hours	\$79.00 per Hour	\$_____ Total	<b>A minimum charge for labour is one (1) hour per labourer. Labour thereafter is charged in one-half (1/2) hour increments.</b> Date Required _____ Start Time _____
<b>OVER TIME</b>	_____ Labourers	_____ Hours	\$107.00 per Hour	\$_____ Total	
<b>DOUBLE TIME</b>	_____ Labourers	_____ Hours	\$137.00 per Hour	\$_____ Total	

## ESTIMATED DISMANTLE REQUIREMENTS

<b>REGULAR TIME</b>	_____ Labourers	_____ Hours	\$79.00 per Hour	\$_____ Total	<b>A minimum charge for labour is one (1) hour per labourer. Labour thereafter is charged in one-half (1/2) hour increments.</b> Date Required _____ Start Time _____
<b>OVER TIME</b>	_____ Labourers	_____ Hours	\$107.00 per Hour	\$_____ Total	
<b>DOUBLE TIME</b>	_____ Labourers	_____ Hours	\$137.00 per Hour	\$_____ Total	

## INBOUND FREIGHT INFORMATION

Carrier \_\_\_\_\_ Date Shipped \_\_\_\_\_

Number of Pieces \_\_\_\_\_ Weight \_\_\_\_\_

Pro Number \_\_\_\_\_ Arrival Date (Target) \_\_\_\_\_

Loose Display                       Crated Display

Quantity of Ladders Required (Optional) \_\_\_\_\_

## COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
TOTAL ESTIMATED LABOUR		
SUPERVISION 25% (\$35.00 min.)		
SUBTOTAL		
H.S.T. 12%		
<b>TOTAL</b>		

## EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_ **BOOTH#** \_\_\_\_\_

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*

**TERMS & CONDITIONS** Gratuities in any form, including cash, gifts or labour hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

**CANCELLATION FEE** A one (1) hour "per person, per hour" charge will be applied for all canceled labour orders. HST #R103315057