

**LABOUR INFORMATION SHEET**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

**A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER**

Take advantage of our discounted price (30%) by ordering before the deadline date – **FRIDAY, AUGUST 4<sup>th</sup>, 2017**

**DISPLAY LABOUR (One Hour Minimum per Worker)**

**Rates before deadline date:**

| RATE CATEGORY | DATE & TIME  | LABOUR DISCOUNTED PRICE | SUPERVISOR DISCOUNTED PRICE | CARPENTER DISCOUNTED PRICE |
|---------------|--|-------------------------|-----------------------------|----------------------------|
| Standard Time | Mon – Fri between 8:00am – 4:00pm                                      | \$60.00                 | \$90.00                     | \$105.00                   |
| Over-Time     | Mon – Fri between 4:00pm – 6:00pm<br>Sat – Sun between 8:00am - 4:00pm | \$90.00                 | \$115.00                    | \$135.00                   |
| Double Time   | All times not noted above as well as holidays                          | \$120.00                | \$180.00                    | \$210.00                   |

**Rates after deadline date:**

| RATE CATEGORY | DATE & TIME  | LABOUR REGULAR PRICE | SUPERVISOR REGULAR PRICE | CARPENTER REGULAR PRICE |
|---------------|--|----------------------|--------------------------|-------------------------|
| Standard Time | Mon – Fri between 8:00am – 4:00pm                                      | \$78.00              | \$117.00                 | \$136.50                |
| Over Time     | Mon – Fri between 4:00pm – 6:00pm<br>Sat – Sun between 8:00am - 4:00pm | \$117.00             | \$149.00                 | \$175.50                |
| Double Time   | All times not noted above as well as holidays                          | \$156.00             | \$234.00                 | \$273.00                |

- There is a one hour minimum, per labourer charge applicable.
- Labour rates are charged per labourer; per hour; in half hour increments.
- Supervisor must check in with the Robinson Show Site Manager to pick up labourer. Start time is guaranteed only at start of work.
- Labour must be cancelled in writing, two (2) business days in advance, to avoid a one hour, per worker cancellation fee.
- When scheduling dismantle labour, please allow for sufficient time to return empty containers to the booth.
- Robinson supervised jobs will be completed at the discretion of RSS administration, sometime before show opening. **Please include a set up plan, photo and special instructions with this order.**

**LABOUR ORDER FORM**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

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**INSTALLATION**

|   |                           |   |
|---|---------------------------|---|
| <b>INSTALLATION LABOUR</b>                                      |                           |   |
| Date Required _____   | Start Time Required _____ | AM <input type="checkbox"/> PM <input type="checkbox"/> |
| No of People x Hours/Person = Total Hours x Hourly Rate = Total |                           |   |
| _____ X _____ = _____   | x _____ = \$ _____        |   |
| <b>INSTALLATION SUPERVISOR</b>                                  |                           |   |
| Date Required _____   | Start Time Required _____ | AM <input type="checkbox"/> PM <input type="checkbox"/> |
| No of People x Hours/Person = Total Hours x Hourly Rate = Total |                           |   |
| _____ X _____ = _____   | x _____ = \$ _____        |   |
| <b>INSTALLATION CARPENTER</b>                                   |                           |   |
| Date Required _____   | Start Time Required _____ | AM <input type="checkbox"/> PM <input type="checkbox"/> |
| No of People x Hours/Person = Total Hours x Hourly Rate = Total |                           |   |
| _____ X _____ = _____   | x _____ = \$ _____        |   |

**DELIVERY INFORMATION**

Delivery Date \_\_\_\_\_ Delivery Time \_\_\_\_\_ Carrier \_\_\_\_\_

**EXHIBIT INFORMATION**

Set up drawings/photos attached Yes  No

**SET UP INSTRUCTIONS**

Set-up plan and photos attached

**DISMANTLE**

|   |   |
|---|---|
| <b>DISMANTLE LABOUR</b>   |   |
| Date Required _____   | Start Time Required _____ AM <input type="checkbox"/> PM <input type="checkbox"/> |
| No of People x Hours/Person = Total Hours x Hourly Rate = Total |   |
| _____ X _____ = _____ x _____ = \$ _____                        |   |
| <b>DISMANTLE SUPERVISOR</b>                                     |   |
| Date Required _____   | Start Time Required _____ AM <input type="checkbox"/> PM <input type="checkbox"/> |
| No of People x Hours/Person = Total Hours x Hourly Rate = Total |   |
| _____ X _____ = _____ x _____ = \$ _____                        |   |
| <b>DISMANTLE CARPENTER</b>                                      |   |
| Date Required _____   | Start Time Required _____ AM <input type="checkbox"/> PM <input type="checkbox"/> |
| No of People x Hours/Person = Total Hours x Hourly Rate = Total |   |

**PICK-UP INFORMATION**

Pick up Date \_\_\_\_\_ Pick up Time \_\_\_\_\_ Carrier \_\_\_\_\_

|                               |
|-------------------------------|
| <b>DISMANTLE INSTRUCTIONS</b> |
|-------------------------------|

**Supervision (Note: If Exhibitor is supervising labour, the Exhibitor must check labour in and out with the Robinson Show Site Manager.)**

Exhibitor Supervised  
Exhibitor must be present to Supervise

RSS Supervised  
Exhibitor does not need to be present

Exhibitor Contact Name \_\_\_\_\_ Cell # \_\_\_\_\_

**EXHIBITOR APPOINTED FORM**

**Company Name** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**Notification of intent to use an Exhibitor Appointed Contractor**

Service Contractors other than the Official Service Contractor designated by Show Management, must complete the following form and forward it two weeks prior to move-in: [exhibitorservices@robinsonshowservices.ca](mailto:exhibitorservices@robinsonshowservices.ca) or fax to 905-417-2244.

Company Name: \_\_\_\_\_

Exhibit Appointed Contractor: \_\_\_\_\_

Address of Contractor: \_\_\_\_\_

\_\_\_\_\_

Type of Service to be Performed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Exhibit Appointed Contractors **must** forward a copy of their **General Liability Insurance Certificate (minimum coverage of two million dollars)** to Robinson Show Services no later than 10 days prior to the first day of exhibitor move-in, or they will not be permitted to service your exhibit. This document **must** include the following: Name of venue; Show Management and Robinson Show Services.

A **Safety Clearance Certificate** **must** also be submitted. Companies based in Ontario are required to submit a **WSIB Certificate** and companies operating in Quebec will be required to provide a **CSST Certificate**. For organizations operating outside of these areas, please contact Robinson Show Services for information about the appropriate certificate required.

It is the responsibility of the exhibitor to ensure that representatives of the Exhibitor Appointed Contractor abide by the official rules and regulations for this event.

\_\_\_\_\_

|              |               |         |
|--------------|---------------|---------|
| Contact Name | Email Address | Booth # |
|--------------|---------------|---------|

\_\_\_\_\_

|                      |            |      |
|----------------------|------------|------|
| Authorized Signature | Print Name | Date |
|----------------------|------------|------|

