HUB CITY DISPLAY LTD.

1740 ONTARIO AVENUE, SASKATOON, SK S7K 1T1
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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 3 hours for Installation and 3 hours for Dismantle.

INSTALLATION & DISMANTLE RATES		
Regular Time (RT):	8:00 a.m. – 4:00 p.m. Monday to Friday	$65.00
Overtime (OT):	4:00 p.m. – 8:00 p.m. Monday to Friday 8:00 a.m – 4:00 p.m. Saturday & Sunday	$97.50
Double Time (DT):	All other hours including Statutory Holidays	$130.00

INSTALLATION: (estimated requirements)			
# of _____ installers	_____ hours	$ $65.00 (RT)	$
# of _____ installers	_____ hours	$ 97.50 (OT)	$
# of _____ installers	_____ hours	$ 130.00 (DT)	$
Date Required: _____	Start Time: _____	Finish: _____	

DISMANTLE: (estimated requirements)			
# of _____ installers	_____ hours	$ $65.00 (RT)	$
# of _____ installers	_____ hours	$ 97.50 (OT)	$
# of _____ installers	_____ hours	$ 130.00 (DT)	$
Date Required: _____	Start Time: _____	Finish: _____	

Client Supervised? Yes ( ) No ( ) On Site Cell # _____ If yes, Supervisor's name: _____	Total Estimated Charge	
Supervised by Hub City Display Representative Yes ( ) No ( ) If yes, add 25% to total estimated charges	25% Supervision Fee	
The exhibit consists of _____ shipping cases or crates (Please do not include cartons/boxes of literature or products)	Subtotal	
Ladders required, qty _____	10' or under – $75.00 12' or higher – $95.00	
Special Instructions:	GST 5% (R102417581)	
	Total Amount Due	
	A 25% Cancellation Fee Will Be Processed For Orders Received And Then Cancelled. If Service Has Already Been Provided, 100% Of Original Order Will Be Applied. We Reserve The Right To Adjust Orders Calculated Inaccurately Or Received After The Pre Show Date. All Prices In Canadian Dollars.	

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

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

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"