



CLARK SERVICES
Audio-Visual & Exhibit, Inc.
 P.O Box 91265
 Lafayette, LA 70509
 Phone: 337-234-5653
 FAX: 337-232-0243

LABOR ORDER FORM

Labor for Setup and Dismantling Displays:

Labor can be supplied to assist you in setting up and dismantling your display.

Charges are as follows:

\$25.00 / hour for straight time (161)

Monday-Friday 8am-5pm

\$37.50 / hour for overtime (162)

Monday-Friday 5pm-8am

Weekends and Holidays

A one hour minimum applies to all labor charges and are payable at the show.

To order labor, please fill in information below:

- | | | |
|--|-----|----|
| 1. Clark Services is authorized to <u>preset</u> display | YES | NO |
| Display being shipped to Clark Services | YES | NO |
| Instructions with display | YES | NO |
| 2. Wait for vendor representative to arrive | YES | NO |
| **Must set arrival time to check in at service desk | YES | NO |

Arrival time for setup _____

Departure time for teardown _____

****Labor will be billed from specified time for minimum 1 hour****

	# MEN NEEDED	X	# HOURS NEEDED	X	RATE LABOR= \$25.00(ST) OR \$37.50(OT)	=	CHARGES
SET UP	_____	X	_____	X	_____	=	_____
TEAR DOWN	_____	X	_____	X	_____	=	_____

Company: _____ Date: _____

Address: _____
Street State Zip

Show Contact: _____

Auth. Signature: _____ Phone: (____) _____ - _____

Name of Show: _____ Booth No.: _____