



Show Dates:  
**September 10-12, 2025**

**GO BACK TO TABLE OF CONTENTS** ←

## Labor

LABOR INFORMATION			Discount Price	Standard Price	Show site Price
Straight Time	Monday - Friday	8:00am - 4:30pm	\$ 90.00	\$ 117.00	\$ 158.00
Over Time	Monday - Friday	4:30pm - 8:00am	\$ 132.50	\$ 176.50	\$ 238.50
	Saturday - Sunday	All Day			
Double Time	Holidays	All Day	\$ 177.00	\$ 230.50	\$ 311.50

**Please note**  
 - Hours are based on estimates, you will be invoiced for actual time incurred.  
 - Requested times are not guaranteed and are based on availability.  
 - Minimum one hour will be charged. Additional time will be billed in half-hour increments.  
 - Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation or no-show fee per crew and/or worker.

Is Labor for assembling sign for hanging?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is Labor for laying your own carpet?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

*Expo Supervisory Fee is 30% of total cost or \$60.00, whichever is greater. If you require labor services for booth setup, please submit detailed instructions with the provided form attached to [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298*

Discount deadline:  
August 22, 2025

### Installation

Your Supervisor's name: <input type="text"/>				Expo CCI supervision? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Cell phone #: <input type="text"/>						
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Dismantle

Your Supervisor's name: <input type="text"/>				Expo CCI supervision? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Cell phone #: <input type="text"/>						
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please complete this section if you have chosen EXPO CCI to supervise your installation and/or dismantling.

### Set up information for installation

Please check all that apply and provide information where requested:

Booth Size:  x

Forklift required:  YES  NO

Carpet is?  OWNED  RENTED FROM EXPO

Carpet padding?  YES  NO

Drawings  FAXED TO EXPO  SHIPPED W/EXHIBIT CRATES

### Inbound Freight Information

For all inbound freight, please complete the [Material Handling Authorization Form](#).  
 You can return the completed form via email at [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298.

### Outbound Freight Information

Please complete the Bill of Lading (BOL) form on our website: [expocci.boomerecommerce.com](http://expocci.boomerecommerce.com). Additionally, please refer to the included [Shipping Instructions Form](#) for detailed guidelines.

If for any reason your shipment is not picked up by your carrier, please choose one of the following options. (Initial beside preferred option).

Force Freight through EXPO CCI's preferred carrier:

Send shipment back to EXPO CCI warehouse: (\$50.00 min. fee.)

Company Name:  Booth #:

Please return along with payment policy via email to [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298.

**NEED A CUSTOM BOOTH?**

[click here](#)

**NEED SHIPPING TO AND FROM A TRADESHOW?**



[click here](#)

**NEED ANYTHING?**

Phone: 305-751-1234  
| Fax: 305-751-1298

15959 NW 15th Avenue,  
Miami, Florida 33169

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE ONLINE PORTAL (<https://expocci.boomerecommerce.com>)